



Student Handbook

2012-13

A guide of policies, laws and regulations which explain the rights and responsibilities for students



 ATLANTA
PUBLIC
SCHOOLS
Making A Difference

www.atlantapublicschools.us

Frequently Called Numbers

Atlanta Public Schools

Adult Education (GED)	404-802-3560	Infinite Campus	404-802-2581
After School Programs	404-802-2656	Information Technology	404-802-2509
Art	404-802-2698	JROTC Programs	404-802-5863
Archives (temp)	404-802-3500	Lakewood Stadium	404-802-5575
Army JROTC	404-802-5863	Learning Disabilities	404-802-1699
Attorney, Board	404-802-2801	Legal Department	404-802-2801
Athletics Department	404-802-5575	Math Coordinator	404-802-2305
APS Operator	404-802-3500	Meal Pay	404-802-2412
Audiology Services	404-802-2206	Music Department	404-802-2671
Babies Can't Wait	404-802-2230	US ARMY JROTC	404-802-3149
Bilingual Education	404-802-7580	Nutrition	404-802-2540
Board of Education	404-802-2200	Office of Communications	404-802-2800
Board Policy & Regulation	404-802-2897	Office of Internal Compliance	404-802-2362
Calendar	404-802-2897	Office of the Superintendent	404-802-2820
Challenge Program	404-802-7585	Operations	404-802-2503
Charter Schools	404-802-2857	Parental as Partners Center	404-802-3673
Child Serve	404-802-1695	Psychological Services	404-802-2675
Clayton County Schools	770-473-2700	Pre-Kindergarten Program	404-802-3640
Cobb County Schools	770-426-3300	Pre-School Testing	404-802-1690
Communications	404-802-2800	Records Center	404-802-2150
Counseling (K-8)	404-802-2685	Region West K-12 Cluster	404-802-3667
Counseling (9-12)	404-802-2645	Region South K-12 Cluster	404-802-7550
CRCT Test	404-802-2780	Region East K-12 Cluster	404-802-3751
Crossing Guard	404-802-3535	Region North K-12 Cluster	404-802-6537
Curriculum and Instruction	404-802-2700	Residency Fraud Hotline	404-802-3540
Decatur Schools	404-370-4400	Report Card Info	contact school
DeKalb County Schools	678-676-1200	Security (Director)	404-802-2536
Douglass County	770-651-2000	School Detectives	404-802-2000
Early Childhood (Pre-K)	404-802-3640	School Nutrition	404-802-2540
Employee Relations	404-802-2300	Security Director	404-802-2522
Employment Applications	404-802-2300	Social Work Services	404-802-2247
English Language Center (ESOL)	404-802-7580	Special Education	404-802-1699
Evening (Night) School (Crim)	404-802-5800	Special Needs Transportation	404-802-5511
External Affairs	404-802-2826	Speech Testing	404-802-1699
Facility Services	404-802-3700	State Dept. of Education	404-656-2800
Fine Arts	404-802-2671	Student Services	404-802-1699
Fulton County Schools	404-768-3600	Student Support Team	404-802-2630
Georgia Dept. of Education	404-656-2800	Student Records	404-802-2150
General School District Information	404-802-3500	Student Relations/Tribunal	404-802-2233
Gifted and Talented Program	404-802-7585	Student Transfers (out of zone)	404-802-2233
Gwinnett County Schools	770-936-8651	Student Work Permits	404-802-2150
Health Services (Nursing)	404-802-2661	Superintendent's Office	404-802-2820
Hearing Testing Services	404-802-2206	Teaching and Learning	404-802-1684
Henry County Schools	770-957-6601	Transportation	404-802-5500
Homebound Services	404-802-2630	Truancy Center	404-802-3648
Homeless Liaison	404-802-2245	Testing	404-802-2780
Home Schooling	404-802-1695	Textbooks	404-802-2634
Homework Hotline	678-553-3029	WABE FM Radio/WPBA Channel 30	404-686-0321
Human Resources	404-802-2300	Zoning	404-802-3731

The numbers listed above are current as of the date of publication. Atlanta Public Schools is in the process of updating the telephone system. It is possible that some numbers may change during the course of the school year.

Student Code of Conduct Acknowledgment

Pursuant to state law, each student shall receive a copy of the Student Code of Conduct. The Atlanta Public School System requires the signature of the student and parent or guardian to acknowledge the receipt of the Code of Conduct. **When you receive this handbook it is required that you sign, date, and return this acknowledgement immediately to your child's school. A parent or guardian who does not acknowledge receipt of the Student Code of Conduct shall not be relieved of any responsibility with respect to the information contained herein.**

YOU AND YOUR CHILD SHOULD SIGN, DATE, AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY SEPTEMBER 1st or within 10 days of your receipt of the student handbook. The school will retain a signed copy of this notice through the end of the school year in your student's file. All students over the age of ten (10) are required to sign this acknowledgement. Your signature acknowledges that you have received: (1) the Student Handbook, (2) the Student Code of Conduct, and (3) the Compulsory School Attendance Law. The student handbook also includes important information related to student records, the Family Educational Rights and Privacy Act (FERPA), and other rights and responsibilities.

Pursuant to state law, each parent and student must receive notice of the **COMPULSORY SCHOOL ATTENDANCE LAW**. Each parent, guardian or person having control or charge of any child between the ages of 6 and 16 are required to enroll and send their child to a public school, private school or any home study program that meets the requirements for public school, private school or any home study program. Violations of Georgia's Compulsory School Attendance Law are referred to Juvenile Court.

<p style="text-align: center;">Consequences and Penalties for Failure to Comply with the Compulsory School Attendance Law</p> <p>State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, can be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.</p> <p>Each day's absence from school after the school system notifies the parent/guardian of five unexcused days of absence constitutes a separate offense.</p> <p>State law also requires students 16-17 years of age to have written permission from their parent or guardian to withdraw/drop out of school (O.C.G.A. § 20-2-690.1).</p>

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

School: _____

This is a perforated page which should be signed and returned to the school.

NON-DISCLOSURE OF STUDENT INFORMATION

Pursuant to the Family and Education Rights and Privacy Act (FERPA), **Atlanta Public Schools (APS)** has designated the following information as directory information:

- a. Student's name, address, telephone listing, and e-mail address
- b. Student's date and place of birth
- c. Student's grade level and major field of study
- d. Dates of student's attendance in APS
- e. Degrees, honors, and awards received by student while enrolled in APS
- f. The most recent educational agency or institution attended
- g. Student's participation in officially recognized activities and sports
- h. Student's weight and height if he/she is a member of an athletic team

If you do not want APS to disclose directory information from your child's education records without your prior written consent, you must notify APS in writing by completing and submitting the information below by September 1st or within 10 days upon receiving this handbook.

Name of Student: _____ Date of Birth: _____

Current School: _____

_____ ***I DO NOT give permission for the release of any Directory Information for my child named above.***

Parent/Guardian Signature

Date

Each school is to keep this form in the student's permanent record folder and a copy should be forwarded by school mail to Rubye Sullivan, Director of Research and Evaluation for School Improvement, Atlanta Public Schools, Center for Learning and Leadership, 130 Trinity Avenue, Atlanta, Georgia 30303.

Dear Students, Parents, Employees and Partners:

Atlanta Public Schools (APS) proudly serves 50,000 students. On behalf of each student, we enter the 2012-13 school year with a renewed commitment to academic excellence and equity. Last year, we made a number of difficult changes to stabilize the school system, better manage risk across the organization and provide more direct support to students. Now, the hard work continues.

This year, our schools are organized into nine new K-12 clusters each with a main feeder high school. Under the cluster model, students from the same neighborhoods will be able to stay together throughout elementary, middle and high school. The cluster model provides the groundwork for achieving the goal of every school providing a quality education for every student, regardless of where he or she lives in the district. Each school in the cluster will have access to a more equitable distribution of available resources and multiple layers of support. Following are a few examples of the resources and support that will benefit students this year:

- Stronger collaboration and common planning among teachers between school levels
- Coordinated programs of study in the arts and foreign languages
- Assistant principal, gifted teachers and student support services in every school
- Opportunities for parent and community partner involvement (for example, state-of-the-cluster meetings and parent awareness sessions)

Also new this school year, Adequate Yearly Progress (AYP) is no longer in effect as a result of the state's No Child Left Behind waiver. Soon, every school will be scored on a 100-point scale called the College and Career Ready Performance Index (CCRPI). And rather than a heavy focus on students' basic understanding of English/language arts and math, mastery of subjects across the curriculum will be a priority for all students. Our schools will implement the new Common Core Georgia Performance Standards (CCGPS) that outline high expectations for what students should know and do in the 21st century. No longer will we look at test scores and ask, "Did students meet or exceed standards?" Instead, we will ask and act on the more critical question: "How much did every child grow?"

Certainly, APS is moving forward with a renewed commitment to everyone – our students, parents, employees and partners; we are building excellence across the system. In order to be successful, we need your continued hard work and involvement. I hope you have a great school year, and I look forward to seeing you throughout the year.

Sincerely,

Erroll B. Davis Jr.
Superintendent

TABLE OF CONTENTS

Parent/Student Acknowledgment Form	1
Non-Disclosure of Student Information Form	2
Superintendent’s letter to Parents/Guardians & Students	3
Notice Regarding Student Records & Family Education Rights and Privacy Act (FERPA)	6
Protection of Pupil Rights and Privacy Act (PPRA)	7
APS School Directory	8
APS 2012-2013 Traditional Calendar	11
APS 2012-2013 Year Round Calendar	12
Student Code of Conduct Quick Reference	13
Student Success – Student Code of Conduct & Expectations	
Introduction to Student Code of Conduct	16
Progressive Discipline	16
Additional Interventions	17
Character Traits	17
Expectations for Student Behavior	18
Investigation of Misconduct	19
Mandatory Reporting of Student Crimes	19
Violations of the Student Code of Conduct	20
Behaviors – Code of Conduct Violations	20
Alcohol	22
Bullying	22
Bus Safety and Conduct	25
Cell Phones and Other Electronic Devices	27
Chronic Disciplinary Problem Student	29
Designated Felonies	29
Disruption of Public School	30
Dress Code	30
Drugs (Illegal or Dangerous)/Drug Paraphernalia	31
Falsifying Reports of Alleged Behavior by a Teacher or Other School Personnel	31
Gangs and Gang-like Activity	31
Honor Code – Student	32
Internet Acceptable Use & Technology Usage	34
Off Campus Conduct	35
Physical Violence School Personnel	36
Sexual Misconduct/Sexual Offenses	36
Smoking	39
Weapons & Dangerous Instruments/Objects	39
OTHER INFORMATION	
Discipline Appeals Procedures	40
Due Process	40
Expulsion	41
Physical & Seclusion	41
Parent/Guardian Notice	42
Search & Confiscation	42
School Level Disciplinary Officer	43
School Police Officers	44
School Safety Zone	44
Student Disciplinary Tribunal	44
Student with Disabilities (Discipline)	46
Student Placement Protocol	47
Suspension	48
Teacher Authority to Remove Students from Classrooms	48
Teacher Reporting Information	49
Use of Physical Force/Corporal Punishment	49
Violence Against School Personnel	50
Violence, Weapons & Drugs Hotline	50

GENERAL PARENT & GUARDIAN INFORMATION

Attendance.....	51
Attendance Zones	55
Campus Portal for Parents	56
Change of Address.....	56
Child Find.....	56
Conditional Enrollment	57
Drop Outs	57
Early Dismissal.....	58
General Administrative Transfers (out of zone)	58
Gender Equity in Sports	58
Grading and Evaluations of Students	59
Homeless Students.....	59
Homework Hotline	60
Immunization Requirements.....	61
Inclement Weather & School Closings	61
Non-Discrimination Notice.....	61
Parent/Guardian Concerns, Complaints, Issues	62
Pre-Kindergarten Program	63
Proof of Residency	63
Salutatorian/Valedictorian	64
Section 504 Procedural Safeguards.....	64
Single Gender Academies.....	64
Student Athlete Eligibility	66
Student Records	66
Student Enrollment and Annual Registration.....	67
Student Reporting Acts of Sexual Abuse or Misconduct	69
Student Support Team	70
Students Who Move Within the City During the School Year	70
Students Who Move From the City During the School Year	70
Tardy	70
Teenage/Adult Drivers Responsibility Act (TAADRA)	71
Testing Dates.....	71
Text Books and Instructional Materials.....	71
Transfers and Withdrawals	71
Truancy.....	72
Truant.....	72
Verification of Residency.....	73
Visitors and Unauthorized Persons on School Grounds	73
Frequently Asked Questions	74
Definition of Terms.....	83
Definitions of Discipline Types	87
Parent Permission Form – Cellular Telephone	89
Parent Permission Form – Cellular Telephone Serious Medical Condition/Other Usual Circumstances	90
High School Clusters.....	91
Student Use of District Technology	92
Opt Out Form – Elementary Students.....	93
Opt Out Form – Secondary Students	94
Bullying Reporting Form.....	95
Bus Safety and Conduct Standards for Students	97
School Clubs and Extracurricular Activities	98
Translation/Interpretation Student Handbook	99
Campus Portal Instructions for Parents	100
Testing Calendar.....	101

NOTICE ABOUT YOUR RIGHTS CONCERNING STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), Atlanta Public Schools Student Record Policy (Board Policy JR – Student Records) is to assure that parents and eligible students have the right to access information contained in the student’s records and that parents and eligible students can limit disclosure of certain information from these records. An eligible student is a student who is 18 years old or a legally emancipated minor, in which case the rights described in this notification are transferred from the parent to the student. The Superintendent notifies annually students and parents/guardians, including non-English-speaking parents/guardians, of their rights under the Family Educational Rights and Privacy Act through the student handbook distributed annually to each student.

The Atlanta Board of Education policy requires that accurate and complete student academic and discipline records are maintained for each student enrolled in the Atlanta Public Schools. Parents and eligible students have the right to inspect and review the student’s education records within 45 days of the day a request for access is made. Requests may be made by any parent or legal guardian whose parental rights have not been revoked by court order and any persons authorized in writing by the parent or legal guardian to the Principal of the school the student currently attends, and the Principal will make arrangements for inspection at a specific time and place.

Education records for current students that exist in paper format are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee. Education records for former students that exist in paper format are maintained by the Office of Student Records located at 130 Trinity Avenue, SW, Atlanta, Georgia 30303, (404) 802-2150.

It is the responsibility of the custodial parent/legal guardian to inform the school and to provide a copy of any legal action revoking parental rights from an individual to his/her child. A parent/guardian or eligible student will be permitted to obtain a copy of the education records upon reasonable notice and payment of copying costs of \$0.25 per page.

Atlanta Public Schools will also release “directory information” without prior written consent. Directory information is personally-identifiable information that would not be likely to invade the privacy of a parent or eligible student if disclosed. It includes the student’s name and address, dates of attendance, participation in officially recognized activities and sports, diplomas and awards received, the present and the most recent previous educational institutions attended, and photographs or video depicting students at school activities or events. Such directory information may be released (among other forms of release) in school publications, and in media print, electronic and broadcast outlets.

The release of “directory information” is subject to the following two limitations:

- a. In no event will “directory information” be released if Atlanta Public Schools determines that the information will be used for commercial or fundraising purposes.
- b. You may notify the School District that you do not consent to the release of “directory information.” To withhold consent to such release, please complete the Non-Disclosure of Student Information form located on page 2 of this handbook and submit to the school where your child is currently enrolled by September 1st or within 10 days upon receiving this handbook**

Your request is effective through the current academic year and must be renewed annually.

A parent or eligible student may ask Atlanta Public Schools to correct or amend any part of the student’s education record which is believed to be inaccurate, misleading or in violation of the student’s rights. Such requests should be addressed first in writing to the Principal of the school the student currently attends, should clearly identify the portion(s) of the record which is requested to be changed, and should specify why the record is believed to be inaccurate, misleading or in violation of the student’s rights.

In case of disagreement with the District as to the appropriateness of an education record as to which a correction has been requested, the parent or eligible student will be notified of the District’s decision and of the right to request a hearing by sending a written request.

Upon receipt of such a request, the School District will furnish additional information regarding the hearing procedures. A parent or eligible student may also file a complaint with the United States Department of Education if he or she believes that the School District has violated the Family Educational Rights and Privacy Act with respect to his or her record. Complaints should be addressed as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W.; Washington, D.C. 20202-4605, 1-800-USA-LEARN (1-800-872-5327). Additionally, if you have any questions about these rights, please contact the Atlanta Public Schools Director of Policy at 404-802-2897.

Please note that school systems periodically receive requests from the United States Armed Forces, pursuant to the “No Child Left Behind Act of 2001”, for the names, addresses and telephone numbers of 11th and 12th grade students so that branches of the military can send students information about education, technical training and financial benefits available upon enlistment in the military. Atlanta Public Schools will provide such information in response to such requests unless the parent or eligible student withholds consent. **To withhold consent to such release, please complete the Non-Disclosure of Student Information form located on page 2 of this handbook and submit to the school your child is currently enrolled by September 1st or within 10 days upon receiving this handbook.** Your request will be effective through this academic year and must be renewed annually.

In addition, please be advised that Atlanta Public Schools is required by law to give military recruiters the same access to secondary school students as is provided to postsecondary institutions and prospective employers.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Federal law mandates that local school officials must notify parents annually at the beginning of the school year of their right to (1) consent to the administration of surveys funded in whole or in part by the U.S. Department of Education, or (2) opt out of the administration of any survey, regardless of funding, if these surveys contain questions from one or more of eight protected areas. These protected areas are: (1) political affiliations and beliefs of students or parents; (2) family mental and psychological problems; (3) sexual behavior or attitudes; (4) illegal, anti-social, self-incriminating, or demeaning behavior; (5) critical appraisals of close family members and friends; (6) legally recognized privileged or analogous relationships (e.g., lawyers, doctors, etc.); (7) student or parent religious affiliations, or beliefs; or (8) income (other than that required by law) to determine eligibility for program participation or financial assistance.

Parents and eligible students have the rights (a) to inspect upon request, and (b) to “opt out” of participation by a student in a survey which collects “personal information” (including such items as a student’s or parent’s first and last name, address, telephone number or Social Security number), if such information will be used for marketing or selling the information so collected, or will be provided to others for that purpose. However, these inspection and “opt-out” rights do not apply to the collection, disclosure or use of “personal information” from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions.

Parents and eligible students have the rights (a) to be notified of, and (b) to “opt out” of any non-emergency, invasive physical examination or screening which is: (i) required as a condition of school attendance, (ii) administered by a public school and scheduled by the school in advance, and (iii) is not necessary to protect the immediate health and safety of the student, or of other students. However, this “opt-out” right does not apply to physical examinations or screenings which are required or permitted by state law, such as mandatory vaccinations and regular physical examinations of students.

Parents and eligible students are entitled to inspect, upon request and before administration or use, (a) protected information surveys of students; (b) instruments used to collect personal information from students for marketing, sales, or other distribution purposes as described above; and (c) instructional material used as part of the educational curriculum.

A parent or eligible student may also file a complaint with the United States Department of Education if he or she believes that Atlanta Public Schools has violated the Protection of Pupil Rights Amendment with respect to him or her. Complaints should be addressed as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, 1-800-USA-LEARN (1-800-872-5327).

ATLANTA PUBLIC SCHOOLS

ALL TELEPHONE NUMBERS ARE IN AREA CODE 404 (UNLESS NOTED)

Deputy Superintendent for Curriculum & Instruction	130 Trinity Ave., SW 30303	802-2700
West Regional K-12 Cluster	225 James P. Brawley Dr., SW 30314	802-3667
South Regional K-12 Cluster	21 Thierkeld Ave., SW 30315	802-7550
East Regional K-12 Cluster	1631 LaFrance St., NE 30307	802-3751
North Regional K-12 Cluster	3399 Collier Dr., NW 30331	802-6537

ELEMENTARY SCHOOLS

Adamsville (K-2) (W) 286 Wilson Mill Rd., SW 30331 802-4300	Cleveland Avenue (S) 2672 Old Hapeville Rd., SW 30315 802-8400	Grove Park Intermediate (3-5) (N) 20 Evelyn Way, NW 30318 802-7750
Beecher Hills (W) 2257 Bollingbrook Dr., SW 30311 802-8300	Elijah Lewis Connally (W) 1654 S. Alvarado Terr., SW 30311 802-8450	Heritage Academy (S) 3500 Blair Villa Dr., SW 30354 802-8650
Frederick Wilson Benteen (E) 200 Cassanova St., SW 30315 802-7300	Continental Colony (W) 3181 Hogan Rd., SW 30331 802-8000	John Hope-Charles Walter Hill (E) 112 Boulevard, NE 30312 802-7450
Mary McLeod Bethune (W) 220 Northside Dr., NW 30314 802-8200	Deerwood Academy (W) 3070 Fairburn Rd., SW 30331 802-3300	Joseph W. Humphries (S) 3029 Humphries Dr., SE 30354 805-8750
Bolton Academy (N) 2268 Adams Dr., NW 30318 802-8350	John Wesley Dobbs (S) 2025 Jonesboro Rd., SE 30315 802-8050	Emma Hutchinson (Year Round) (S) 650 Cleveland Ave., SW 30315 802-7650
William M. Boyd (Year-Round) (N) 1891 Johnson Rd., NW 30318 802-8150	Paul Lawrence Dunbar (E) 500 Whitehall Terr., SW 30312 802-7950	Warren Turner Jackson (N) 1325 Mount Paran Rd., NW 30327 802-8800
Morris Brandon (N) 2741 Howell Mill Rd., NW 30327 802-7250	Margaret Fain (N) 101 Hemphill School Rd., 30331 802-8050	Warren T. Jackson Primary (N) 4191 Northside Dr., NW 30342 802-8810
Morris Brandon Primary (N) 2845 Margaret Mitchell Dr., NW 30327 802-7280	Richard Nathaniel Fickett (W) 3935 Rux Rd., SW 30331 802-7850	Mary Agnes Jones (W) 1040 Fair St., SW 30314 802-3900
Burgess-Peterson Academy (E) 480 Clifton St., SE 30316 802-3400	William M. Finch (S) 1114 Avon Ave., SW 30310 802-4000	Lucas O. Kimberly (W) 3090 McMurray Dr., SW 30311 802-7600
Cascade (W) 2326 Venetian Dr., SW 30311 802-8100	Garden Hills (N) 285 Sheridan Dr., NE 30305 802-7800	Mary Jean Lin (E) 586 Candler Park Dr., NE 30307 802-8850
Centennial Place (Year Round) (E) 531 Luckie St., NW 30313 802-8550	Charles L. Gideons (S) 897 Welch St., SW 30310 802-7700	Leonora Precious Miles (3-5) (W) 4215 Bakers Ferry Rd. SW 30331 802-8900

Morningside (S)

1053 E. Rock Springs Rd., NE 30306
802-8950

Morningside Kindergarten (S)

1053 E. Rock Springs Rd., NE 30306
802-8960

Parkside (E)

685 Mercer St., SE 30312
802-4100

Thomas Jefferson Perkeron (S)

2040 Brewer Blvd., SW 30315
802-3950

Peyton Forest (W)

301 Peyton Rd., SW 30311
802-7100

Eretus Rivers (N)

8 Peachtree Battle Ave., NW 30305
802-7050

William J. Scott (N)

1752 Hollywood Rd., NW 30318
802-7000

Thomas Heathe Slater (S)

1320 Pryor Rd., SW 30315
802-4050

Sarah Rawson Smith (N)

4141 Wieuca Rd., NE 30342
802-3850

Sarah Smith Primary (N)

370 Old Ivy Rd, NE 30342
802-3880

Springdale Park (E)

1246 Ponce De Leon Ave., NE 30307
802-6050

Daniel H. Stanton (E)

970 Martin St., SE 30315
802-4200

Frank Libby Stanton (N)

1625 M. L. King Jr. Dr., NW 30314
802-7500

Thomasville Heights (S)

1820 Henry Thomas Dr., SE 30315
802-5750

Fred Armon Toomer (E)

65 Rogers St., NE 30317
802-3450

George Alexander Towns (N)

760 Bolton Rd., NW 30331
802-7400

Usher-Collier Heights (N)

631 Harwell Rd., NW 30318
802-5700

Venetian Hills (W)

1910 Venetian Dr., SW 30311
802-4550

West Manor (W)

570 Lynhurst Dr., SW 30311
802-3350

Whitefoord (E)

35 Whitefoord Ave., SE 30317
802-6900

Carter Goodwin Woodson (K-2) (N)

1605 Donald L. Hollowell Pkwy., NW
30318
802-7350

MIDDLE SCHOOLS**Joseph Emerson Brown (W)**

765 Peeples St., SW 30310
802-6800

Ralph Johnson Bunche (W)

1925 Niskey Lake Rd., SW 30331
802-6700

The B.E.S.T. Academy (N)

(Single-Gender Boys)
1890 D. L. Hollowell Pkwy., NW 30318
802-4944

Coretta Scott King Young (N)

Women's Leadership Academy
(Single-Gender Girls)
1190 Northwest Dr., NW 30318
802-4962

Sammye E. Coan (E)

Temporary Location
145 Fourth Ave., SE 30317
802-6600

Charles Lincoln Harper- (N)

Samuel Howard Archer
3399 Collier Dr., NW 30331
802-6500

Samuel Martin Inman (E)

774 Virginia Ave., NE 30306
802-3200

John Fitzgerald Kennedy (W)

225 James P. Brawley Dr., SW 30314
802-3600

Martin Luther King., Jr. (E)

545 Hill St., SE 30312
802-5400

Crawford Williamson Long (S)

3200 Latona Dr., SW 30354
802-4800

Walter Leonard Parks (S)

1090 Windsor St., SW 30310
802-6400

Luther Judson Price (S)

1670 Benjamin W. Bickers Dr., SW 30315
802-6300

Willis A. Sutton (N)

4360 Powers Ferry Rd., NW 30327
802-5600

Sylvan Hills (S)

1461 Sylvan Rd., SW 30310
802-6200

Jean Childs Young (W)

3116 Benjamin E. Mays, SW 30311
802-5900

HIGH SCHOOLS**B.E.S.T Academy High (N)**

1890 Donald Hollowell Pkwy., NW 30318
802-4950

Schools at Carver (S)

55 McDonough Blvd., SW 30315
802-4400

Coretta Scott King High (N)

1190 Northwest Dr., NW 30318
802-4900

Benjamin E. Mays (W)

3450 Benjamin E. Mays Dr., SW 30331
802-5100

Crim Open Campus (E)

256 Clifton St., SE 30317
802-5800

Frederick Douglass (N)

225 Hamilton E. Holmes Dr., NW 30318
802-3100

Henry W. Grady (E)

929 Charles Allen Dr., NE 30309
802-3001

Maynard Holbrook Jackson (E)

1550 Hosea Williams Dr., NE 30317 (Temporary Location)
802-5200

North Atlanta (N)

2875 Northside Dr., NW 30305
802-4700

South Atlanta (S)

800 Hutchens Rd., SE 30354
802-5000

Daniel M. Therrell (W)

3099 Panther Tr., SW 30311
802-5300

Booker T. Washington (W)

45 Whitehouse Dr., NW 30314
802-4600

NON-TRADITIONAL PROGRAMS**Forrest Hill Academy (S)**

2930 Forrest Hills Dr., 30315
802-6950

North Metro (N)

601 Beckwith St, SW 30314
802-6070

Adult Literacy Program (N)

1754 Mary Dell Dr., SE 30316
802-3560

West End Academy (E)

1445 Maynard RD., NW 30331
802-2900

South Metro (N)

1820 Mary Dell Dr., SE 30316
802-6085

Crim Open Campus High School (E)

256 Clifton Rd., SE 30317
802-5800

CHARTER SCHOOLS**Atlanta Prep Academy (K-6)**

569 M. L. King, Jr. Dr. NW 30314
681-9633

Drew Charter (Pre-K, 3-8)

301 East Lake Blvd., 30317
687-0001

Wesley International Academy (Pre-K, K-8)

1049 Custer Ave., SE 30316
678-904-9137

Intown Academy Charter (K-6)

386 Pine St. 30308
892-7733

Kindezi School (K-5)

1890 Detroit Ave., NW 30314
671-4910

KIPP Atlanta Collegiate (9-10)

98 Anderson Ave., NW 30314
326-4858

KIPP STRIVE Academy (K, 5-8)

1444 Lucile Ave., SW 30310
753-1530

KIPP Vision Charter School (5-6)

660 McWilliams Rd., SE 30315
537-5252

KIPP West Atlanta Young Scholars

(WAYS) Academy (5-8)
80 Joseph E. Lowery Blvd., NW 30314
475-1941

Latin Academy (Pre-K, K-8)

2050 Tiger Flowers Dr. 30314
314-7354

Neighborhood Charter (K-5)

688 Grant St., SE. 30315
624-6226

Neighborhood Charter (6-8)

820 Essie Ave., SE 30316
678-904-0051

(N, S, E, W) Regional School Cluster

Atlanta Public Schools **TRADITIONAL SCHOOL** Calendar 2012-2013

July 2012

2 First day – Annual employees
4 Independence Day
23 First day, 220 day employees
24 First day, 200 day employees

August 2012

1-3 Pre-planning days
6 First day of schools (students)
22 Early release day for
Teacher Professional Learning Day

September 2012

3 Labor day

October 2012

8 Work Calendar Reduction Day
9 Teacher Professional Learning Day
10 Midpoint, Semester 1

November 2012

6 Teacher Professional Learning Day
19-21 Thanksgiving
(Students, 190, 191, 200 & 220
employees only)
22-23 Thanksgiving

December 2012

19 End, First Semester
21 Semester Break
(Students, 190, 191, 200 & 220 only)
24-31 Semester Break

January 2013

1 New Year's Day
2-4 Semester Break –
(Students, 190, 191, 200 & 220
employees only)
7 Begin Semester 2
21 M.L. King, Jr. Birthday

February 2013

18 Winter break/Presidents' Day
(Students, 190, 191, 200 & 220
employees)

March 2013

8 Early release day for
Teacher Professional Learning Day
13 Midpoint, Semester 2

April 2013

8-12 Metro Spring Break

May 2013

22 Last day of school for students
23 Post-planning days
27 Memorial Day

June 2013

3 Last day, 200 employees
27 Last day, 220 employees
28 Last day, Annual employees

Deficiency notice dates

- ❖ September 5, 2012
- ❖ November 9, 2012
- ❖ February 6, 2013
- ❖ April 17, 2013

Report card dates

- ❖ October 17, 2012
- ❖ January 11, 2013
- ❖ March 20, 2013
- ❖ June 3, 2013

Atlanta Public Schools **YEAR ROUND SCHOOL** Calendar 2012-2013

July 2012

2 First day- 200, 220 & Annual employees
4 Independence Day
3-9 pre-Planning days
10 First day of school

August 2012

22 Early Release Day-Teacher
Professional Learning

September 2012

3 Labor day
10 End Quarter 1
11-21 Intersession
24-28 Fall Break

October 2012

1 Begin quarter 2
8 Student Holiday
9 Teacher Professional Learning Day

November 2012

6 Teacher Professional Learning Day
19-23 Thanksgiving Holiday
(Students, 190, 191, & 200 employees
Only)
22-23 Thanksgiving Holiday

December 2012

13 End quarter 2
14-19 Intersession
20-31 Winter Break
(Students, 190, 191, 200 & 220
Employees only)

January 2013

1 New Year's Day
Winter Break
2 Teacher Professional Learning Day
3 Begin Quarter 3
21 M. L. King, Jr. Holiday

February 2013

18 President's Day Holiday

March 2013

8 End Quarter 3
Teacher Professional Learning Day
11 Begin Quarter 4
26-29 Intersession

April 2013

1-5 Intersession
8-12 Spring Break

May 2013

27 Memorial Day
31 Last day of school

Deficiency notice dates

- ❖ August 10, 2012
- ❖ November 2, 2012
- ❖ February 1, 2013
- ❖ April 26, 2013

Report card dates

- ❖ September 14, 2012
- ❖ January 8, 2013
- ❖ March 15, 2013
- ❖ June 7, 2013

STUDENT CODE OF CONDUCT QUICK REFERENCE

KEEPING YOUR SCHOOLS SAFE - WHY GET INVOLVED?

Every student wants and deserves a safe and secure school. Students should get involved because the problems that weapons and drugs at school can cause are serious and will not completely go away without student involvement. Students should take an active interest in keeping their schools safe and free of weapons and drugs. Students should let it be known that weapons and drugs will be reported, regardless of who brings them to school. When word gets around that weapons and drugs are going to be reported, students are less likely to bring weapons to school.

KEEPING WEAPONS AND DRUGS OUT OF SCHOOL

Weapons and drugs present an immediate and real danger to students and staff, and can also disrupt the learning climate and the damage reputation of a school. For that reason, school districts have rules against drugs, weapons and violence at school, on any school bus, and at any school-sponsored activity. Students may be expelled or assigned to alternative school for bringing weapons and drugs to school. Also, bringing weapons to school is a “designated felony” under Georgia law. This means that student offenders **under the age of 17** may be detained and placed in a youth detention center for carrying or possessing a weapon at school, on a school bus, or at any school-sponsored function and bringing drugs to school may be a misdemeanor or felony.

For students **age 17 or over**, these offenses amount to a felony and may result in a felony conviction and imprisonment. Schools across the nation are required by federal law to have a student discipline policy that mandates a minimum one-year expulsion for bringing a firearm to school or for being in possession of a firearm on school property (including school buses). Consequently, APS has a policy that requires a minimum one-year expulsion from all Atlanta Public Schools for possession of a firearm.

WHAT MAY RESULT IN EXPULSION OR ASSIGNMENT TO ALTERNATIVE SCHOOL?

Having any type of knife, razor blade (including box cutters), chain, pipe, martial arts device, mace, BB gun or pellet gun, and other items such as ammunition at school, on the school bus or other school property, or at school functions is a serious violation of the Student Code of Conduct. Having any type of drug, alcohol and alcoholic beverages, marijuana, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances is a serious violation of the Student Code of Conduct. Use of alcohol, marijuana and other drugs by minors is also illegal and harmful.

The parent of a student who has to use a prescribed medication at school must consult the school administrator and follow the appropriate District procedures, including required medication documentation. School approval must be given prior to the student possessing or using any medication. Under state law, students with asthma or life-threatening allergies may carry and use their inhalers or auto-injectable epinephrine as needed, based upon school receipt of a doctor’s prescription and parent’s written permission. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine or any other medications in a manner other than as prescribed. Students should not give medication prescribed to them or someone else to another student.

STUDENTS 17 YEARS OLD OR OLDER

If you are 17 years old or older and you are caught with a weapon or drugs at school or on the bus or in your vehicle at school, you may be charged with a felony. A felony conviction gives you a record, one that could keep you from being accepted in colleges, technical schools, and the armed services. It may also keep you from getting a job or voting.

DO YOU REALLY WANT TO LOSE YOUR DRIVER’S LICENSE?

You will lose your Driver’s License or your Learner’s License, or you will be prevented from receiving your Driver’s or Learner’s License if you have a weapon or drugs at school. That’s the law in Georgia, according to the Teenage and Adult Driver Responsibility Act. This law requires schools to report students who have brought weapons or

drugs to school not only to the police but also to the Department of Driver Services so that the student's Driver's License or Learner's License can be revoked.

WHAT CAN YOU DO?

- ✓ Take pride in your school and show respect for yourself and your friends by participating in keeping your school and friends safe.
- ✓ Do not, for any reason, bring a weapon to school, or accept a weapon from another student, or allow another student to place a weapon in your locker, desk, vehicle, or personal belongings.
- ✓ Do not for any reason touch or handle drugs at any time. Never take or agree to hold drugs, illegal or unknown items from other students. Tell an administrator if any of these items are found.
- ✓ Tell your friends not to bring weapons to school for any reason, not to show off, not for protection, not for any reason.
- ✓ Tell your friends not to bring weapons or drugs to school.
- ✓ If you hear about or see a weapon or drugs at school or on a school bus, inform a teacher or administrator immediately (you may ask that your name not be used).

PRINCIPAL AUTHORITY

The principal is the designated leader of the school and, along with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the code of conduct, the principal (or designee) may take corrective measures which he or she believes to be in the best interest of the student and the school provided such action does not violate school board policy or procedures. All staff members bear a shared responsibility for building a supportive learning environment and for the monitoring and implementation of the code of conduct.

TEACHER AUTHORITY

The teacher has the ultimate authority over the management of the classroom and will set the behavior expectations. It is expected that student will behave themselves and obey the classroom teacher. Students will facilitate a learning environment for themselves and other students, respect each other and Atlanta Public Schools employees, and obey student behavior rules established by the APS, the individual school, and the classroom teacher.

INTENTIONAL PHYSICAL VIOLENCE CAUSING PHYSICAL HARM

Students should not intentionally hit or attack a teacher, school bus driver, school official, or other school employee and cause physical hurt, harm or injury. State Law requires that a student found by a preponderance of evidence to be in violation of committing an act of physical violence against a teacher, school bus driver, school official, or school employee causing physical hurt, harm or injury will be expelled from school for the remainder of the student's eligibility to attend public school (OCGA §20-2-751.6). The law applies to all students in grades K-12.

The Student Disciplinary Tribunal may assign the student to an alternative education program for the period of the expulsion. If the student is in kindergarten through grade eight, the Student Disciplinary Tribunal may allow the student to re-enroll at some point when he/she reaches the high school grades. Additionally, if the student is in kindergarten through grade six and there is no alternative educational program available, the Student Disciplinary Tribunal may permit the student at some point to reenroll in school.

DAMAGE OR THEFT

The student should not intentionally damage or steal school board property. Students will be required to make restitution for any loss of school property caused by his/her behavior.

UNEXCUSED ABSENCES AND/OR TRUANCY

Students 15-17 years of age are reminded that the state of Georgia will suspend their driver's license/permit or not allow them to get one if they have 10 or more unexcused absences in a school year or drop out. State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not

greater than 100.00, imprisonment not to exceed 30 days, community service, or any combination of 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 of five unexcused days of absence shall constitute a separate offense.

FAQ'S ABOUT THE STUDENT CODE OF CONDUCT

WHAT IS THE STUDENT CODE OF CONDUCT? The Student Code of Conduct is a list of student rules, responsibilities, and rights. It describes what you can and cannot do during regular school hours, on a school bus, on field trips, and during school activities.

WHY DO I NEED A STUDENT CODE OF STUDENT CONDUCT? The law requires that all students, parents and staff members receive the code of conduct. You need to have a school setting that makes you feel safe, helps you learn, and teaches you the difference between good behavior and poor behavior. If every student obeys the Student Code of Conduct, then all students will be able to learn in the best possible place.

WHAT CAN I, AS A STUDENT, DO TO HELP MY SCHOOL BE A SAFE AND FRIENDLY PLACE? Students can come to school every day and be on time, be ready to work with all your school supplies, be respectful and polite to other students and all adults who work in your school, do not say or do things that will hurt others, obey your school's rules, and be responsible for your own work.

WHAT CAN HAPPEN IF I DON'T FOLLOW THE RULES? If you do not follow the rules, here are some actions that your school may take: a. you may be sent to a counselor or administrator to discuss rules and regulations and the consequences of good and poor behavior; b. you may be assigned detention or in school suspension; c. you may be placed on disciplinary probation for a certain amount of time; d. you may be given work assignments; e. you may not be permitted to ride the school bus for a certain number of days if you break the rules on the bus; f. you could be removed from class for a period of time; or g. you could face suspension, assignment to alternative school, or expulsion.

WHAT HAPPENS IF I AM SUSPENDED FROM SCHOOL? If you are suspended from school you may be kept out of school for a certain number of days. You cannot attend extracurricular activities, participate in any school events or activities or come on to any school property.

CAN I RECEIVE MAKE UP WORK IF I AM SUSPENDED? School work missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-9 school days, parents/guardians may request school work and pick up the school work during school hours. If you do not make up the assigned work you missed while you were suspended, you will get an "F" for the work. If you finish your assigned work following your suspension, you will receive credit for that work. A student on long-term suspension (10+ days) who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Student Disciplinary Tribunal, Superintendent/Designee or the Board of Education.

WHAT HAPPENS IF I GET EXPELLED FROM SCHOOL? You may be assigned to an alternative educational program away from your school for a period of time or you may be prohibited from attending school for a period of time.

WHAT IS MY RESPONSIBILITY IN CONTRIBUTING TO A SAFE AND FRIENDLY SCHOOL ENVIRONMENT? It is your responsibility to share with an adult information you may have about a potentially harmful or dangerous action to yourself and/or to others. Examples of these situations are; threats of violence, acts of bullying and harassment, possession of weapons or drugs by another person in school, and stealing.

IF A STUDENT RECEIVES AN EXPULSION FOR A HANDGUN OR WEAPONS OFFENSE, HOW LONG MUST HE/SHE REMAIN OUT OF SCHOOL? Federal and state laws require that a student who is expelled for a handgun or weapons violation be expelled for a full calendar year.

The primary objective of Atlanta Public Schools is to ensure that students are given the opportunity to develop their potential for learning and to interact positively with other students in a safe environment free of disruptions. It is Atlanta Public Schools' goal to provide a safe learning, working and teaching environment in order for every student to reach his or her full potential; however, appropriate action must be taken to address behavior contrary to the code of conduct. The purpose of the Student Handbook and Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining this positive teaching and learning environment.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The Student Code of Conduct will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance. Parents, educators, and community members are urged to communicate concerns about student behavior or the student discipline process to the school principal or the Department of Student Relations.

The Student Code of Conduct describes both student rights and student responsibilities. These rights and responsibilities reflect the need for providing students with greater opportunities to become independent citizens in society. Within every school, the principal and staff inevitably have the responsibility and authority for maintaining the orderly educational process. In addition, the principal is authorized to take administrative action whenever a student's misconduct away from school has a detrimental effect upon other students or on the orderly educational process.

It is important to understand that the criminal violations described in this Student Code of Conduct **MUST** be reported to the appropriate police authorities and the Atlanta Police Department. Violations which are less serious **MAY** be reported.

For additional information, please read the specific laws, policies, and regulations referenced in this handbook. Your school's media center and school administrators should have copies of these documents. All Atlanta Public Schools policies may be accessed via the online APS Board Policy Manual at <http://www.atlanta.k12.ga.us/site/Default.aspx?PageID=211>.

The Student Handbook is published on an annual basis. However, Georgia State laws, Georgia State Board of Education bylaws, and Atlanta Board of Education policies and administrative regulations enacted after the publication of the student handbook shall supersede the statements and references contained in this publication. This means that the laws and rules in the handbook are subject to change or may be amended. Please check the Atlanta Public Schools online policy manual for the most current version of Georgia State laws, Georgia State Board of Education bylaws, and Atlanta Board of Education policies and administrative regulations.

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behavior while helping students make good choices. Where inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from solely punitive to both corrective and supportive. A progressive discipline approach includes early and ongoing intervention strategies, addressing inappropriate behavior, opportunities for the student to learn from the choices he or she makes, and parental awareness and involvement.

In general, 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 (i.e. physical, verbal abuse (oral and written), bullying, sexual, discrimination on basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute. 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 maximum punishment for an offense include long-term suspension, alternative school or expulsion, including permanent expulsion, but those punishments will be determined only by the Student Disciplinary Tribunal as outlined in Policy JCEB, *Student Hearing Procedure*. The degree of discipline will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student 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, counseling with school counselor, school social worker, school resource officer and other staff, behavior, attendance and academic contracts or plans, peer mediation, and alcohol and drug prevention program.

ADDITIONAL INTERVENTIONS

- | | |
|---|--|
| Anecdotal Record (Teacher Record) | Behavior Checklist |
| Referral to Schools Counselor | Escort to and From Class/Change of Class |
| Individualized Behavior Contract | Limit Movement (Provide Supervision) |
| Mentoring | Moving the Student's Seat in Class |
| On the Bus Probation | Parent Visit the School and Shadow the Student |
| Referral to School Psychologist | Parent Accompany Student to the Bus Stop |
| Schedule Change | Tutoring |
| Written Disciplinary Assignments | Revisit IEP for Additional Modifications |
| Involvement of Outside Agency (Initiated by parent) | Review classroom/school rules |
| Warning to student | Conference with student and/or parent |
| Student Journal | Parents notified by phone of problem |

CHARACTER TRAITS

Character Education is the deliberate effort to help people understand, care about, and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development. Character education promotes character development through the exploration of ethical issues across the curriculum, develops a positive and moral climate by engaging the participation of students, teachers and staff, parents, and communities, and teaches how to solve conflicts fairly, creating safer schools that are free of intimidation, fear, and violence, and are more conducive to learning.

Character traits are essential for students to prepare for greatness! These traits should be modeled and maintained by adults and students. Here are some examples of character traits.

- | | |
|-----------------------------|--|
| Respect | Showing high regard for self, others and property |
| Responsibility | Being accountable for your own behavior |
| Honesty | Being truthful in word and action |
| Caring | Showing concern for the well-being of others |
| Justice and Fairness | Demonstrating impartial, unbiased and equitable treatment for all |
| Citizenship | Being an informed, responsible and caring participant in your community |
| Courage | Doing the right thing in the face of difficulty and following your conscience instead of the crowd |
| Perseverance | Staying on the task and not giving up. |
| Hope | Believing you will be successful |

EXPECTATIONS FOR STUDENT BEHAVIOR

Good behavior is essential in maintaining a positive learning environment and in developing responsible citizenship. Self-control is closely linked to success. The student handbook with the Student Code of Conduct is given to each student in grades kindergarten through twelve. Students who enter Atlanta Public Schools during the school year will receive the Student Handbook 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. ***Students in grades four through twelve are tested on its contents.*** Parents are asked to read the handbook to understand the rights and responsibilities for their children. All students attending any Atlanta Public School must behave in a manner that is in keeping with the student code of conduct. Students who misbehave are subject to disciplinary action, which may result in suspension or expulsion.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Students are expected to adhere to all school rules and regulations, follow directions, and interact respectfully with fellow students and school personnel.

Atlanta Public Schools has established a set of minimum behavioral expectations for students.

Students are expected to:

1. Know and follow all district-wide, school, and classroom rules
2. Behave in a responsible manner, always exercising self-discipline
3. Attend school and classes every day that school is in session
4. Arrive at school and classes on time
5. Prepare for each class; take appropriate materials and assignments to class
6. Treat each other and adults with respect
7. Obey all directions and to observe good order and deportment
8. Be respectful in manners, and kind and obliging to schoolmates and demonstrate courtesy, even when others do not.
9. Refrain from the use of profane and obscene language
10. Respect the rights and privileges of students, teachers, and other district staff and volunteers
11. Respect the property of others, including district property and facilities
12. Cooperate with and assist the school staff in maintaining safety, order, and discipline
13. Comply with the Student Code of Conduct
14. Return all District-owned textbooks and other materials as required
15. Pay required fees and fines as required by law
16. Demonstrate effort and academic honesty
17. Keep the school clean and free from litter and graffiti
18. Conduct themselves in an orderly manner on the way to and from school and on school buses
19. Not engage in acts of physical, bullying, physical assault or battery of other persons, verbal assault of other persons, disrespectful conduct, and other unruly behavior
20. Not engage in committing assaults, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students or persons at school or attending school-related functions

ALL teachers, administrators, and other support personnel are responsible for ensuring compliance with the student code of conduct. Atlanta Public Schools has discipline authority over its students whenever the interests of the School District are involved. Therefore, the student code of conduct applies at the following times and places:

- **On school grounds at any time;**
- **Off school grounds at a school bus stop or at a school activity, function, or event;**
- **While the student is on a school bus or School District-sponsored transportation;**

- **When either the alleged perpetrator or the alleged victim is en route to or from school, or to or from a school activity, function, or event;**
- **Off school grounds while the student is participating in or attending school-sponsored or school-related activities, such as field trips, conferences, or athletic events, or is otherwise subject to the jurisdiction of School authorities;**
- **Off school grounds while attending a school-sponsored or school-related activity of another school system in Georgia;**
- **Off school grounds when the behavior of the student could result in the student being criminally charged with a felony and 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 (O.C.G.A. § 20-2-751.5(c));**
- **Off school grounds when the misconduct is directed at a School District student, employee, or volunteer and is related to the victim's affiliation with the School District;**
- **Off school grounds when a student leaves school without permission of a school official (Absent Without Leave); and**
- **Off school grounds when the misconduct directly affects the safety and welfare of the school community or the orderly mission and function of the school.**

INVESTIGATION OF MISCONDUCT

When a violation of school rules 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 obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff are utilized for their expertise as determined by the circumstances of the matter.

At an appropriate time during or after the investigation, the parent or guardian will be notified. 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, is it more likely to be true than not true, based on the evidence, that the student did violate the rule? The decision to charge a student for violation of this code of conduct is made by the administration of the local school. If school administration is uncertain as to the interpretation of the Student Code of Conduct they should contact the Department of Student Relations or the Director of Policy. Once it has been determined that a rule(s) was violated, the administrator will follow the progressive discipline process.

MANDATORY REPORTING OF STUDENT CRIMES

School administrators, teachers and other school-based employees will report crimes, as required by law (O.C.G.A. § 20-2-1184). Victims of the following alleged student misconduct must file a written complaint or report with the school administration and regional director, describing the alleged incident and the injury or damage sustained:

1. an alleged assault or battery by a student upon any teacher, other school official or employee;
2. an alleged assault or battery by a student upon another student; or
3. substantial damage alleged to be intentionally caused by a student on school property to personal property belonging to a teacher, other school official, employee, or student, if in the discretion of the school principal, the alleged damage could justify the expulsion or long-term suspension of the student.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The discipline policies and regulations include examples of behavior only. It is not possible to identify every behavior which might result in discipline consequences. School action will be independent, and arrest, indictment, trial, conviction, or acquittal in criminal or juvenile court decisions are determinative of the action necessary for the school to maintain a safe, orderly, and disciplined educational environment. When it comes to the attention of Atlanta Public Schools that action has occurred which may invoke 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.

Behaviors That Will Result in Student Code of Conduct Violations

This list provides examples of offenses that may occur and is not intended to include all offenses for which disciplinary action may be taken. The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

1. Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant. A student is subject to immediate suspension and mandatory referral to the disciplinary tribunal with a recommendation of placement at another school, alternative school, expulsion or long term suspension.
2. Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol. A student is subject to immediate suspension and mandatory referral to the disciplinary tribunal with a recommendation of placement at another school, alternative school, expulsion, or long term suspension.
3. Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug unless so ordered by a physician. A student is subject to immediate suspension and mandatory referral to the disciplinary tribunal with a recommendation of placement at another school, alternative school, expulsion, or long term suspension.
4. Possession or use of a weapon or dangerous instrument. A student is subject to immediate suspension and mandatory referral to a disciplinary tribunal if a student is alleged to have possessed, used, handled or transmitted any object that reasonably can be considered a weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year expulsion and will be referred to law enforcement officials.
5. Assault, including verbal and/or physical threats of bodily harm and/or sexual harassment/assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions. A student is subject to an immediate suspension and mandatory referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel or a possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
6. Physical violence against a teacher, school bus driver, or other school personnel. A student is subject to immediate suspension and mandatory referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel. A student may be recommended for long term suspension or expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21, or if found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another. The student may be authorized to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade five, then the student may be placed in an appropriate regular program since no alternative school program exists for grades K-5. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

7. Battery, including sexual harassment/battery: A student is subject to possible referral to the disciplinary tribunal with a recommendation of placement at another school, alternative school, expulsion, or long term suspension if a student is alleged to have committed battery upon another student or a person attending a school-related function.
8. Inappropriate bus conduct: The following specific provisions shall govern student conduct and safety on all school buses:
 - a) Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
 - b) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cellular telephones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
 - c) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
9. Disrespectful conduct, including the use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions
10. Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature
11. Possession or use of tobacco in any form
12. Willful or malicious damage, destruction, or defacing real or personal property of an individual or school property (vandalism)
13. Theft
14. Extortion or attempted extortion
15. Possession and/or use of fireworks or any explosive
16. Activating a fire alarm under false pretenses or making a bomb threat
17. Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff
18. Inciting, advising, or counseling others to engage in prohibited acts
19. Classroom and school disturbances
20. Violation of school dress code
21. Use of profane, vulgar, or obscene words or indecent exposure

22. Failure to follow board policy and administrative regulations regarding the possession of a cellular telephone or other portable communication device
23. Inappropriate public displays of affection or consensual sexual contact
24. Gambling or possession of gambling devices
25. Moving and non-moving driving violations
26. Giving false information to school officials
27. Cheating on school assignments or otherwise violating board policy on academic integrity
28. Failure to comply with compulsory attendance laws, including unexcused absence, chronic tardiness, skipping class, leaving campus without permission; truancy: In addition to other progressive disciplinary procedures, consequences may include conviction of the parent/guardian of a misdemeanor punishable by a fine and/or community service. The student's driver's permit or license may also be denied or suspended.
29. Bullying: Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Age appropriate disciplinary action shall be taken against students in grades K-5 who have violated this prohibition against bullying.
30. Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to immediate suspension and possible referral to the disciplinary tribunal with a recommendation of placement at another school, alternative school, expulsion, or long term suspension.
31. Falsifying reports of alleged inappropriate behavior by a teacher or other school personnel: A student may not falsify, misrepresent, omit, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

ALCOHOL

Students may not consume, possess, buy, share or be under the influence of, or have the odor of any kind of alcoholic beverages on school property or at any school sponsored event. Violators will be reported to the appropriate law enforcement agency. Violators are also subject to immediate suspension or recommendation for alternative school or expulsion.

BULLYING

Bullying and other forms of intimidation will not be tolerated in any form and are strictly prohibited by the Atlanta Board of Education Policy (JD CDAG) and Georgia law (O.C.G.A. 20-2-715.1). The term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology provided by the Atlanta Public Schools, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - A. Causes another person substantial physical harm within the meaning of O.C.G.A. §16-5-23.1 or visible bodily harm as such term is defined in O.C.G.A. §16-5-23.1;

- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

Bullying is usually repeated over time and is intended to ridicule, humiliate, intimidate, or harm the student. It is important to note that a single negative act may also constitute bullying (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the alleged perpetrator.

Bullying and harassment can take various forms:

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking or damaging personal belongings);
- b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships, engaging in social exclusion, extortion or intimidation);
- d. Internet or cyber-bullying (including, but not limited to, the use of instant messaging [IM], e-mail, web sites, chat rooms, and text messaging that is used to bully or harass another student, and when such use interferes with the operation of the school, or infringes upon the general health, safety and well-being of students;
- e. Hazing (including, but not limited to, various forms of bullying and harassment of students by other students in regard to pledging and/or a student's initiation into or affiliation with a school or student related organization or team).

Examples of bullying and harassment include but are not limited to:

- Unwanted teasing
- Physical violence and/or attacks
- Sexual, religious, or racial harassment
- Destruction of school/personal property
- Rumors or spreading of falsehoods
- Social exclusion, including incitement and/or coercion
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. MySpace, Facebook, etc.) chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students
- Threats, taunts and intimidation by words and/or gestures
- Extortion
- Public humiliation
- Theft of money and/or personal possessions
- Stalking

Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.

INTERVENTION PROCEDURES

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- a. All staff, students and their parents will receive a summary of the bullying policy bullying as part of the student code of conduct.
- b. Schools will keep a report of bullying and the results of an investigation confidential.
- c. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

- d. People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

REPORTING OF BULLYING AND HARASSMENT

All reports of bullying will be taken seriously. School principals are to discuss this issue with their entire staff and inform them that they are required to refer to them any reports/suspensions of bullying. Students must be able rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member should be recorded and submitted to the school administrator on an APS Bullying Reporting Form. The Bullying Reporting Form is available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee. The Bullying Reporting Form is available on the Atlanta Public Schools' website. Counselors and administrators can provide assistance to students in filling out the bullying reporting form.

Once bullying has been reported, school administrators or appropriate personnel should take the following actions:

a. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation will include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff will be utilized for their expertise as determined by the circumstances of the matter.

When a student reports an incident, or if a school employee witnesses an incident that he/she believes to be bullying, in addition to filing a report the staff member should do the following:

- a) Separate the targeted student(s) from the student who is the alleged offender(s); and
- b) Let the student(s) know that you will be contacting their parents and/or notifying the school administrator to discuss the incident.
- c) Encourage the targeted student to use any available on-campus resources such as a school counselor, school nurse or school social worker;
- d) Provide specific permission for the alleged offender and targeted student to leave the classroom to speak with a counselor or administrator at any time;
- e) Administer appropriate immediate consequences to the alleged offender, including, if appropriate, initiating disciplinary procedures;
- f) Offer ongoing assistance and advocacy to the targeted student and increase supervision of the alleged offender as necessary.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified that a student has committed an act of bullying or has been a victim of an act of bullying. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or school counseling as appropriate under the circumstances. Staff members should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

- When bullying is found to have occurred, the school administrator will determine the appropriate disciplinary action to be taken against the alleged offender. The school administrator may choose from a range of consequences which may vary with individual circumstance, including repetition, age, and the impact of the abusive behavior on the targeted student. School principals are not limited in performing additional measures as they deem reasonably appropriate.
- School staff will notify the parent/guardian of a student who commits a verified act of bullying or harassment of the response of the school staff and consequences that may result in the event of further acts of bullying or harassment.
- To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA), school staff should notify the parent or guardian of a student who is a target of bullying or harassment of the action taken to prevent any further acts of bullying or harassment.
- The targeted student may request the school to implement changes which affect the school enrollment, participation, or environment of the targeted student only, not the alleged offender. The content of the request is strictly confidential which means that school employees will only share confidential student information to the extent necessary to implement the request. Examples of changes include, but are not limited to, the following:
 1. Change of class seat assignment;
 2. Change of locker assignment;
 3. Change of class schedule;
 4. Permission to leave class to see a counselor, social worker, or healthcare provider;
 5. Early or late dismissal;
 6. Makeup class work, including homework, quizzes, tests, and any other graded work, for classes missed due to bullying or harassment;
 7. School transfer to a school with available space; and
 8. School-based Stay Away Agreement.

Any person who reports in good faith an incident of bullying, harassment, or intimidation to an appropriate school official, and who makes this report in compliance with the procedures in the school district's policy is immune from civil liability for any damages caused by such reporting or any failure to remedy the reported incident. ***Any student who knowingly makes a false complaint against another student will also be subject to disciplinary action.***

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the regional executive director for the school.

BUS SAFETY

Students are not allowed to conduct themselves in any manner that jeopardizes the safety of passengers or others. Students are expected to enter the bus, remain seated, and exit the bus in an orderly manner as directed by school personnel. Repeated or serious infractions may result in suspension of bus privileges and/or suspension/expulsion from school. **The Student Code of Conduct applies to all modes of transportation to and from school, school related activities or while under supervision of Atlanta Public School personnel.**

Riding a school bus is a privilege a student can lose. As parents/guardians, you can help your student develop a positive attitude toward school bus safety. We encourage you to support our school bus drivers in their efforts to safely transport students. School bus discipline and school bus safety are intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety including that of other students, motorists, and pedestrians. Conduct that is disruptive or distracting will not be tolerated. Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop. Violations that occur involving the school bus and/or

incidents that occur while students are on the way to or returning from school, whether at the, bus stop or in the surrounding neighborhood may result in direct intervention by the school.

SCHOOL BUS SAFETY GUIDELINES:

- Students will follow directions of the driver at all times.
- Students will wait for the driver's signal to cross the road in front of the bus and continue to watch for traffic.
- Students will sit safely in their assigned seats.
- Students will keep hands, arms and heads inside the bus and not out of the windows.
- Students will talk in quiet voices and use appropriate language.
- Students will not eat, drink, chew gum or bring tobacco products on the bus.
- Students will not bring animals, glass objects, or items too large to hold on their lap on the bus.
- Students will safely wait for, board, and exit at their assigned bus stop.
- Students will help keep their bus clean.
- Students will be totally silent at all railroad crossings.

AT THE BUS STOP

- Arrive at the assigned stop five (5) minutes before bus pickup
- Stand on the sidewalk or the edge of the street by the curb
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait in a quiet and orderly manner
- Respect the property of other people.
- Refrain from pushing, fighting, or any other unsafe activity at the bus stop!
- Report disturbances immediately to school administration for resolution.

WHEN THE BUS ARRIVES

- Allow the bus to come to a complete stop
- Board the bus in a quiet and orderly manner
- Be sure all traffic has stopped both ways before crossing the road. (Stop, Look, Listen)
- Walk 12 feet in front of the bus to stay in the driver's view when crossing the road.
- Never cross the road behind a school bus.

ON THE BUS

- Show proper respect to the bus driver and follow directions.
- Observe the same conduct as in the classroom
- Remain seated at all times until time to get off bus
- Remain silent at railroad crossings
- Cooperate with the driver and practice orderly conduct
- Do not bully, harass or haze other students
- No profanity or obscene behavior
- No smoking
- No eating or drinking
- No vandalism
- No body parts outside bus
- No radio, tapes, or electronic audio/video devices without headphones
- No cell phone use at any time
- No live animals
- No unsafe objects or weapons
- No throwing of items from the bus or on the bus
- Refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.

- Do not tamper with safety equipment including crossing gate, emergency doors, windows or hatches.
- Help keep the bus clean and in good, safe condition.

LEAVING THE BUS

- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner
- Leave at your assigned bus stop
- Cross in front of the bus
- Leave the bus stop in an orderly manner
- Stop at the centerline of the road and look both ways before crossing after exiting the bus.
- Do not linger in the “Danger Zone” (The “Danger Zone” is a twelve-foot parameter around the bus where most accidents happen.)
- Do not go back for items dropped in the “Danger Zone” Leave the item. Get the driver’s attention before retrieving anything!
- Never stop in the “Danger Zone” to get mail from the mailbox.

ADDITIONAL GUIDELINES

- Parents/guardians are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required.
- Parents/guardians with concerns or complaints that need to be addressed by the bus driver should schedule a conference with the driver through the school. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well-being of any student will be handled in accordance with the student discipline section of this handbook.
- It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (OCGA 20-2-1181)
- Students are to board the bus immediately after school is dismissed. Once buses are directed to depart, bus drivers are not to stop for late students.
- All students must use their designated stop both morning and afternoon.
- All students must have an authorized permission from their school in order to ride a different bus or to get off at a bus stop that is not their assigned bus stop.
- All carry-on items such as band instruments, book bags and projects must be small enough to be held in the student’s lap.

CELL PHONES & OTHER ELECTRONIC DEVICES

The use of cellular telephones and other portable communication devices (PCD) (palm pilots, two-way pagers, etc.) is a privilege extended to high school students. Students in elementary and middle school are not allowed to possess cellular telephones or other PCDs on any APS school site except for health or other unusual reasons as approved on an individual basis by the school principal and subject to regulations developed by the Superintendent. High school students on the campus of an elementary or middle school for a legitimate purpose may possess a cellular telephone or other PCDs as long as it is turned off and out of sight.

The use of cellular telephones and/or other PCDs is extended to high school students before and after the official school day. All devices must be out of sight and turned off during the official school day and the lunch break. Students who violate this policy and the associated regulations is deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. No student shall photograph, videotape, record or reproduce, via any audio or video means, another student or staff member while on school system premises without the expressed prior permission of the student or staff member.

Students shall be personally and solely responsible for the security of their cellular telephones and/or other PCDs. The Atlanta Board of Education does not assume responsibility or liability for the theft, loss or damage to a cellular telephone or other PCD, nor does it assume responsibility for the unauthorized use of any device.

All staff members have the right to confiscate cell 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.

Use of a cell phone during a test or quiz is considered a violation of the academic integrity policy. Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, a fine of \$50.00, and the student will receive a grade of zero (0) on the test or quiz.

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 cellular 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 cellular 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.

Photographing, audio recording, or videotaping on Atlanta Public Schools property is not allowed at any time without the expressed, written consent of the students, staff members or other persons being photographed or recorded. Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year and a fine of \$50.00.

Elementary and Middle School Students

Students in elementary and middle school are not allowed to possess cellular telephones or other PEDs on any APS school site or on the school bus except for health or other special circumstances as approved on an individual basis by the school principal. Middle and elementary school students who violate this policy will be disciplined in the same manner as a high school student whose parent has not completed a Parental Permission Form.

CHRONIC DISCIPLINARY PROBLEM STUDENT

Students will not engage in behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school, school activities, school buses, or other school operations that constitute a violation of the Code of Student Conduct. Georgia Law 20-2-764 defines this student as one who exhibits a pattern of behavior characteristics which interferes with the learning process of students around him/her and which are likely to reoccur.

A student charged with such a violation will be warned of possible consequences and be referred to a school counselor, school social worker, or other appropriate resource personnel to develop a student behavior correction plan. In addition, the parents/guardian will be contacted about the misbehavior, be given an opportunity to observe their child in school and be given an opportunity to participate in developing a student behavior correction plan.

If a student is identified as a chronic disciplinary problem student, the principal should send a letter via first-class mail to the student's parent or guardian to notify them of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan.

If a student identified as a chronic disciplinary problem student is returning from suspension, the principal or his/her designee should invite at least one parent or guardian to schedule and attend a conference with the principal or his or her designee to devise a disciplinary and behavioral correction plan. If the parent fails to attend the conference, the student can still be readmitted to the school. The principal may invite of school personnel (teacher, counselor, or other person) to attend the conference. The principal should note the conference in the student's discipline file.

Court Intervention: The school district may also petition the juvenile court to require a parent or guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

DESIGNATED FELONIES

If a student commits one of the designated felonies, the student's current school placement may be changed, or the student may be placed in a non-traditional program or subject to expulsion. Any court making a finding or adjudication that a child has committed a designated felony act shall identify the school last attended by such child and the school which such child intends to attend and shall transmit a copy of such adjudication or finding to the principals of the school which the child last attended and the school which the child intends to attend within 15 days of the adjudication or finding. Any student who has been suspended or expelled for being convicted of, adjudicated to have committed, indicted for or having information filed for, the commission of any felony or any delinquent act which would be a felony if committed by an adult must be reported to the school. The following is a list of designated felonies:

- a). Aggravated battery
- b). Aggravated sexual battery
- c). Aggravated child molestation
- d). Aggravated sodomy
- e). Armed robbery
- f). Attempted murder or attempted kidnapping (13 years or older)
- g). Battery (school employee)
- h). Carrying an explosive, firearm, or knife at a public gathering
- i). Escapes after being found guilty of a designated felony

- j). Hijacking a motor vehicle (13 years or older)
- k). Illegal acts including hoax and conspiracy relating to destructive devices, explosives or detonators
- l). Kidnapping (13 years or older)
- m). Murder
- n). Possession, manufacture, transport, sale, distribution or intent to distribute an explosive device
- o). Possession of a pistol or a revolver
- p). Racketeering
- q). Rape
- r). Robbery
- s). Second degree arson (13 years or older)
- t). Second or subsequent conviction of any crime relating to motor vehicle theft
- u). Third offense of any act which if committed by an adult would be a felony
- v). Trafficking in cocaine, illegal drugs, marijuana, or methamphetamine
- w). Voluntary manslaughter

DISRUPTION OF PUBLIC SCHOOLS

It is unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

DRESS CODE

Students are expected to dress in a manner that is consistent with the basic educational mission of the Atlanta Public Schools and to avoid disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress; shoelessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process.

Students dress is required to meet the following minimum standards:

- a. Clothing, hairstyles, and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
- b. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing or baggy, oversized clothing is not permitted.
- c. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
- d. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
- e. Appropriate undergarments must be worn at all times and should not be visible.
- f. Caps, hats, head wraps, bandanas, hoods, or other head coverings should not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.
- g. Appropriate shoes must be worn at all times at school and school sponsored activities.

Parent/Guardians should contact the school for specific dress code requirements for each school site. The principal has the authority to interpret the dress code for the school and make a case-by-case determination of the appropriateness of a student's dress and grooming. Violations of the dress code policy will be addressed through the district's progressive discipline policy. Questions from parents or students about the appropriateness of clothing, hairstyles, or jewelry should be directed to the school principal. Additionally, the school principal has the

authority to make occasional, school-wide exceptions to certain requirements for such events as "hat day" or "spirit day".

DRUGS (Illegal or Dangerous) or Drug-related Paraphernalia

Students shall not use, purchase, possess, sell, distribute, consume, be under the influence of, or have the odor of any kind of controlled substance as defined by state law. These prohibitions include, but are not limited to: anabolic steroids, substances that look like drugs, cigarettes, imitation controlled substances, drug paraphernalia and other substances such as crack, glue, LSD, heroin, cocaine, marijuana, etc. This also includes, but is not limited to pipes, water pipes, clips, rolling papers and other items used or related to drug use.

The Atlanta Public School System maintains a zero tolerance for consuming, possessing, buying, sharing or being under the influence of drugs on school property or at any school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate suspension or expulsion. The school resource officer, Department of Student Relations, and Regional Director must be notified of any drug incidents.

FALSIFYING REPORTS OF ALLEGED INAPPROPRIATE BEHAVIOR BY A TEACHER OR OTHER SCHOOL PERSONNEL

A student may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Students who engage in falsifying reports of inappropriate behavior by a teacher or other school personnel are subject to consequences in accordance with the school system's progressive discipline procedures up to, and including suspension, expulsion, and referral to the appropriate legal authorities.

GANGS (Secret Societies) & GANG-RELATED ACTIVITY

The Atlanta Public School System maintains a zero tolerance for gang activities on any school campus or school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate suspension or expulsion.

Gangs, as defined in state statute, are forbidden to gather or co-mingle at school system sites or school-related events. Individuals who engage in gang-related behavior at school sites or at school-sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur.

Atlanta Public Schools believes that school should be a safe place for students to learn and grow. Distractions caused by gangs and similar organizations are a direct threat to the safety and security of students and disrupt the learning environment. Therefore, Atlanta Public Schools strictly prohibits all activities related to gangs and other organizations that engage in unlawful or delinquent behavior. A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

A gang is a formal or informal organization, association, or group consisting of three or more persons who engage in activities that threaten the safety of students, staff, volunteers, visitors, or others; that compromise the general school order or its activities; and/or that interfere with the district's educational mission. Individuals associated with a gang may share a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics.

"Gang-related activities" are acts by a group of students or an individual student representing the group, which can or may cause danger/disruption to the school environment and/or threaten the safety of students, faculty, or other employees of the school district. Prohibited behavior includes, but is not limited to:

- Displaying gang signs and symbols on personal and school property;
- Wearing clothing that symbolizes gang affiliation (shirts, hats, bandanas, belts, jewelry, etc.);

- Displaying gang hand-signs, tattoos / brands, and/or other adornments which symbolize gang affiliation;
- Defacing school property with gang graffiti (furniture, walls, buses, buildings, structures, etc.);
- Using electronic devices (computers, cellular phones, camera/video phones, video cameras, camcorders, MP3 players, etc.) for the purpose of documenting, disseminating, or transmitting gang activity, threats, and/or planned violent behavior;
- Engaging in any criminal offense involving violence, possession of a weapon and/or use of weapon which includes, but is not limited to, gang recruitment, intimidation, and premeditated/planned school disturbances that may place students, faculty and staff in reasonable fear of receiving bodily injury.

Students participating in gang-related activities, as defined in this section, may be charged criminally. If found in violation of this offense, the student will be referred to a student disciplinary hearing which may result in suspension, referral to an alternative school or expulsion. In addition, the student will be referred to mandatory gang prevention counseling. Parents, law enforcement and other appropriate persons will be notified any time a student is suspected of being involved in gang-related activity. Students who participate in gang-related activities may be subject to consequences enumerated in state law (O.C.G.A. §§ 16-15-3, 16-15-4).

Students who feel bullied, threatened or unsafe at school because of gang activity should report their concerns to a teacher, counselor, principal, assistant principal, or the Georgia Department of Education's anonymous hotline number to report gang-related activity by calling 1-877-SAY-STOP (1-877-729-7867). Students who want to leave a gang should contact a principal or a staff member whom they trust for guidance and support services. The school or school district may provide students and parents with information on community organizations that assist students in leaving gangs.

HONOR CODE - STUDENT

The Atlanta Board of Education recognizes that academic integrity is the foundation of academic excellence and student success. 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.

Any student behavior that has the effect of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance is considered an Honor Code Violation. Honor Code violations fall under three categories: Plagiarism, Cheating, and Facilitating Academic Dishonesty.

1. **Plagiarism** is the intentional offering of the words, ideas, or computer data programs and/or graphics of others for one's own in any academic exercise; or unacknowledged or falsely acknowledged presentation of another person's ideas, expressions, or original research as one's own work. Such an act often gives the reader the impression that the student has written or thought something that he or she has in fact borrowed from another. *Examples of plagiarism include (but are not limited to):*
 - a. The offering of another's work, verbatim or paraphrased, as original material in an academic paper;
 - b. The offering of another's original ideas or concepts as one's own, in an academic paper or exercise;
 - c. The inclusion of another's material in one's own work without appropriate or accurate citation or credit;
2. **Cheating** is giving, receiving, or using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids and/or intentional actions taken to gain unfair or undue advantage over others. *Examples of cheating include (but are not limited to):*
 - a. Using unauthorized materials or assistance during an examination, including looking at another's paper.
 - b. Submission of contrived or altered information in any academic exercise.
 - c. Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
 - d. Alteration or insertion of any academic grade or evaluation so as to obtain unearned academic credit.
 - e. Taking, or attempting to take, an examination for another student. This act constitutes a violation for both the student enrolled in the course and for the proxy or substitute.

- f. Tampering, damaging or destroying another student’s work or impeding the ability of other students to have fair access to materials assigned or suggested by the staff (e.g., removal or destruction of library or other source materials).
 - g. Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.
 - h. Any behavior, including the use of technology, disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.
3. **Facilitating Academic Dishonesty** is the intentional help, or attempt to help, another student to violate any provision of this Code. *Examples of facilitating academic dishonesty include (but are not limited to):*
- a. Instigating, encouraging, or abetting plagiarism, cheating, or fabrication in others.
 - b. Giving perjured testimony during any student disciplinary hearing (informal and formal).
 - c. Intimidating or attempting to intimidate witnesses appearing before any student disciplinary hearing (informal and formal).
 - d. Failing to report a suspected violation of the Honor Code.
 - e. Deliberately misleading or deceiving administrators conducting an investigation of a violation.

HONOR CODE VIOLATIONS

Academic dishonesty is unfair to other students, and demeaning to those who engage in it. It will not be tolerated in the Atlanta Public Schools System. Any student, staff, or administrator may report a suspected honor violation. Students may also self-report honor code violations.

1. Reporting a violation: The person making a complaint of a violation of the honor code (hereafter the complainant) may be a faculty or staff member or a student; the complaint and all supporting evidence and information must be given in writing. Once an alleged violation of the honor code has been reported, the principal or their designee shall review the written report.
2. Notification of charges: The principal or their designee shall notify the student and their parents and schedule an informal review within three working days after receiving the written complaint. The accused student(s) shall be notified and provided with copies of the charge, and any other pertinent documents.
3. Informal Hearing: The informal hearing should take place, if possible, within three days of the time when the formal charge is made. If, in the considered opinion of the principal or their designee, the charge is improper and should not be taken to a hearing, that decision shall be communicated to the parent, student and the complainant.
4. Formal Hearing: If in the opinion of the principal or their designee, the accused student should be referred to the Student Disciplinary Tribunal for a formal hearing review the charges brought against the student. Copies of the complaint and all evidence pertinent to the case shall be provided to the student disciplinary tribunal for the hearing.
5. Honor Code Violations - Penalties: Penalties are imposed on the basis of the infraction and any history of repeated violations by the student. In all cases of findings of guilt, the offense is noted in the academic and disciplinary file of the student. One or more of the following penalties may be recommended:
 - a.) probation - signifying that a student is not in good standing for a specified length of time;
 - b.) lowering of a grade for an assignment or test
 - c.) the student may receive a zero (0) in a course;
 - d.) suspension;
 - e.) expulsion.
6. Permanent Record: The Atlanta Public School system shall maintain a permanent record of all honor code violations involving their students. The principal shall note in the disciplinary records any violation and the sanction imposed.

7. Second Honor Code Violation: Students should be aware that conviction of a second honor board code could warrant expulsion for a minimum of one school semester. In addition, the school system reserves the right to withhold institutional support from a student's application for undergraduate, trade or professional school if honor board violations are noted in the student's academic record.

INTERNET ACCEPTABLE USE AND TECHNOLOGY USAGE

Atlanta Public Schools provides technologies, networks, and internet access to support the educational mission of the District and to enhance the curriculum and learning opportunities for students and employees in compliance with the Children's Internet Protection Act (CIPA) of 2000. All guidelines, regulations, policies, and rules are applicable to all telecommunication services and equipment provided by the District including, but not limited to, the following:

- Computer workstations and notebook computers;
- Smart phones, tablets, e-readers, and other mobile devices;
- Internet services;
- Telephone services; and
- Cellular phone services

Information and interaction available on the Internet provides valuable educational information. It is not always possible for the District to control access to material that may be considered controversial or inappropriate; therefore, the user may accidentally or purposefully encounter controversial material. It is the user's responsibility to avoid initiating access to such material. Use of the Internet must be in support of educational research and consistent with the District's educational goals and objectives. Use of any other District's network or educational resources must be in compliance with rules, policies, and guidelines for the network. Users must abide by all rules and procedures specified and deemed necessary at the site from which access to the Internet is made.

Any electronic activity conducted by employees, students or other persons via the Atlanta Public Schools (APS) network or using APS computer resources; hardware or software is subject to inspection and monitoring. There should not be any expectation of privacy. Use of electronic systems shall be in support of and consistent with the vision, mission, and goals established by the Atlanta Board of Education and for the purpose of instructional and administrative support. **The use of electronic technology is a privilege which may be revoked at anytime.**

All data accessed, stored, or transmitted via APS electronic resources shall be used in a responsible, ethical, and lawful manner. Any unauthorized use or any failure to comply with applicable law, policy and rules relating to the use of electronic resources will result in the loss of electronic network access and/or the imposition of disciplinary actions. Unauthorized use includes, but is not limited to programming vandalism or "hacking" activities; access, transmission, storage, or display of offensive materials or messages including, but not limited to, those that contain: sexually explicit information; ethnic/racial slurs; defamatory, abusive, obscene, profane or threatening language; encouragement of the use of controlled substances; or illegal material.

Transmission of any material in violation of any United States, state law, or state regulation is prohibited which includes, but is not limited to, (1) copyrighted material, (2) threatening, pornographic, or obscene material, or (3) material protected by trade secret. Use of District resources including the network for (1) private financial gain, commercial advertising, or solicitation activities by or for-profit institutions or (2) political lobbying is prohibited. All illegal activities are strictly prohibited.

The use of the Internet is a privilege, not a right. Any student user not complying with the District's Internet Acceptable Use Agreement shall lose Internet privileges for at least one week. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges.

Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user including loss of

data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Use of the School District's Internet and technology resources obligates students to observe the following terms:

- Students will observe the standard of courtesy and behavior consistent with the practices and policies of the school district when sending or publishing messages or transmitting data or other information on the Intranet.
- Students will exhibit appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms.
- Students will use the internet system for instructional purposes only as it relates to classroom and curricular assignments and activities.
- Students will make every effort to safeguard any information from unauthorized users.
- Students will not initiate or participate in any form of cyber bullying.
- Students will not send or receive inappropriate or offensive messages or pictures from any source. For example, students will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist, or illegal material.
- Students will not post messages and attribute them to another user.
- Students will not violate network security by entering the system under a User ID other than their own, share their user IDs, passwords, or user accounts with others.
- Students will not disclose, use, or disseminate personal information of other minors/students.
- Students will not use the internet system for any purpose that violates federal or state law.
- Students will not transmit or download information or software in violation of copyright laws.
- Students will not disconnect network components, alter programs or data, or purposely infect any computer with a virus.
- Students will not engage in unauthorized use of the network, intentionally delete or damage files and data belonging to other users, or violate copyright law.

STUDENTS ARE STRONGLY CAUTIONED THAT SENDING INAPPROPRIATE MESSAGES AND/OR IMAGES VIA ELECTRONIC COMMUNICATION DEVICES OR THE INTERNET/INTRANET AT ANY TIME COULD RESULT IN VERY SERIOUS SCHOOL, PERSONAL AND/OR CRIMINAL CONSEQUENCES.

OFF CAMPUS CONDUCT

The Student Code of Conduct applies to off campus activities that may adversely impact the educational environment, cause disruption of the educational process, or threaten the safety and security of other students or school personnel. Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that (a) is prohibited by the Georgia or United States criminal codes; (b) is punishable as a felony or would be punishable as a felony if committed by an adult; and (c) is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted. O.C.G.A. § 20-2-751.5(c). Schools should contact the Department of Student Relations and assigned school detective.

Students should be aware that felony offenses can have a very serious impact on their future, including but not limited to, loss of scholarship eligibility, voting privileges, employment opportunities, and/or driving privileges.

PHYSICAL VIOLENCE AGAINST SCHOOL PERSONNEL

In accordance with state law, it is the policy of the Atlanta Board of Education that a student who allegedly commits any act of physical violence resulting in physical injury to a teacher, bus driver, school official or school employee shall be referred to the Student Disciplinary Tribunal. A student may be subject to:

- a. Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to reenroll in regular programs for grades nine through 12; and provided further that if the Board does not operate an alternative education program for grade kindergarten through grade six, then the Board may permit a student in kindergarten through grade six who commits such an act to reenroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
- b. Expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

SEXUAL MISCONDUCT/SEXUAL OFFENSES

The Georgia General Assembly requires Atlanta Public Schools to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult. Any behavior which is a violation of Chapter 6 of Title 16 of Georgia law, or parts b through c below, must be immediately reported to the police, the regional director and Department of Student Relations. Any student found to have committed a sexual offense may be subject to placement at another Atlanta Public School, alternative school or expulsion which may impact the student's course schedule or school of attendance. Any alleged victim of such offense may request to have his/her schedule changed or request placement at another Atlanta Public School with available space. Sexual offenses are prohibited with and against members of the same sex as well as members of the opposite sex.

The school resource officer, Department of Student Relations, Regional Director must be notified of any incidents listed below in sections A, B and C and a serious incident and/or police report must be completed. (See O.C.G.A. § 20-2-118)

A. Sexual Misconduct:

1. No student shall be engaged in amorous kissing or similar displays of affection.
2. No student shall willingly participate in any form of sexual activity.
3. No student shall expose one's intimate body parts or "moon" to another student or adult. Intimate body parts are defined in Georgia law, O.C.G.A. § 16-6-22.1.
4. 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.

B. Sexual Battery:

Sexual battery is defined as a student intentionally making physical contact with the intimate parts, as defined by O.C.G.A. § 16-6-22.1, of the body of another person without the consent of that person. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

C. 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 O.C.G.A. § 16-6-22.1. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events. See O.C.G.A. § 20-2-118).

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

D. Sexual Harassment

Sexual harassment involving students can occur in many settings and may involve a variety of individuals. The circumstances may involve but are not limited to:

1. Student to student harassment;
2. Harassment of a student by an employee, other representative or constituent of the school system;
3. Harassment of an employee, other representative or other constituent of the school system by a student;
4. Harassment caused by exposure to offensive conduct or communication even though the affected individual was not the direct recipient of the offensive conduct or communication; or
5. Harassment involving individuals of the same gender.

Even if never acted upon, threats or suggestions of preferential or adverse treatment with regard to an individual's employment or educational status has also been found to constitute sexual harassment when one in a supervisory position makes such threats or suggestions.

Any student who believes that he/she is or has been the victim of sexual or sex-based misconduct or has knowledge of such action perpetrated against another student should immediately report the alleged acts to any teacher, counselor, assistant principal, or principal. Any employee who receives a complaint by a student of sexual or sex-based misconduct must immediately report the complaint to the principal or assistant principal, if the principal is unavailable. The principal shall immediately intervene to remedy sexual or sex-based misconduct and take appropriate disciplinary action. The principal shall immediately report such offenses to the **Director of the Office of Internal Compliance if an employee is involved.**

In instances of complaints of sexual harassment, the following measures should be occur:

- Discussing the circumstances with the alleged victim;
- Maintaining the anonymity of the alleged victim; if requested or deemed to be in the best interest of the involved parties.
- Conducting an investigation to determine the validity of the allegations;
- Advising the alleged offender of the complaint and directing him/her to cease the alleged objectionable behavior and any other behavior that may constitute sexual harassment;
- Restricting contact between the alleged victim and the alleged offender.

Other personnel who have knowledge of the occurrence of alleged sexual or sex-based misconduct shall immediately make appropriate report of the alleged misconduct to the appropriate Principal or Assistant Principal. For complaints involving employees and students or their parents or other persons acting on behalf of students may directly submit reports of alleged sexual or sex-based misconduct involving employees and students to the **Director of the Office of Internal Compliance, 130 Trinity Avenue, 3rd Floor, Atlanta, Georgia 30303, 404-802-2362.**

Employees

Reports of alleged sexual or sex-based misconduct involving students and employees should be submitted to the Director of Internal Compliance. The report should be completed as soon as possible but no later than 48 hours after school administrators become aware of the incident. The Director of Internal Compliance will review the facts presented and determine appropriate formal or informal resolution methods. The Superintendent, or the Board when appropriate, may appoint an individual outside the school system to investigate reports of sexual harassment.

The Director of Internal Compliance will make recommendations for resolution in the matters to the Superintendent based on the findings of formal or informal investigations or proactive resolution efforts. The resolution of the matter will be provided to the complainant and his/her parents or guardians and the respondent.

Appropriate disciplinary actions will be taken against an employee which include sanctions authorized by law, Board Policy, the Civil Service Policy for Classified Employees; and the Student Code of Student Conduct. These actions shall also include other measures designed to end sexual and sex-based misconduct and to prevent recurrence. Due process rights shall be afforded to all affected persons, where appropriate. The Superintendent shall recommend that the Board terminate the employment of all personnel found to have sexually harassed students. Due process rights shall be afforded to all affected employees, where appropriate.

The Director of Internal Compliance will report all substantiated allegations of sexual or sex-based misconduct committed by certified personnel to the Professional Practices Section of the Professional Standard commission. A recommendation for the revocation of the employee's teaching certificate shall be made to the PSC in all such cases. This agency has the authority to: issue warning or reprimands; terminate, suspend or non-renew contracts; and suspend or revoke teaching certificates.

Students

Sexual or sex-based misconduct perpetrated by students will not be tolerated in the Atlanta Public School System. Appropriate progressive disciplinary and rehabilitation actions will be taken to resolve the problem and to eliminate the possibility of its recurrence. These actions may include but not be limited to:

1. Student counseling;
2. Family counseling;
3. Specialized training;
4. Referral to outside agencies (e.g., DFACS; mental health centers);
5. Detention;
6. In-School and Out-of-School suspensions;
7. Development of specially designated research projects;
8. Class or School transfer;
9. Revocation of out-of-zone school assignments;
10. Expulsions

As appropriate, due process rights shall be afforded to students found to have exposed other students enrolled in the Atlanta Public School System or employees or other constituents to acts of sexual or sex-based misconduct.

Retaliation

Retaliation against individuals who file complaints of alleged sexual or sex-based misconduct or those who assist in the investigation of complaints of alleged sexual or sex-based conduct is expressly prohibited. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment. Appropriate disciplinary actions shall be imposed for verified acts of retaliation.

Intentional False Reporting

Students who knowingly fabricate allegations of sexual or sex-based misconduct shall be subject to disciplinary actions up to and including expulsion or termination.

Hindering an Investigation

Individuals who withhold information, purposely provide inaccurate facts, violate privacy and confidentiality rules, or otherwise hinder an investigation of sexual or sex-based misconduct shall be subject to disciplinary action up to and including expulsion or termination.

Confidentiality

In all cases, the highest degree of confidentiality allowed by law will be maintained by school system employees to protect parties involved in investigations of sexual or sex-based misconduct. Only those persons who have a need

to know for purposes of the investigation or resolution of the complaint shall be informed of the case. Any individual who releases information relative to the complaint or the investigation shall be subject disciplinary action up to and including termination.

SMOKING

Smoking and the use, sale or distribution of any tobacco products are strictly prohibited on school property and/or at school-sponsored events.

WEAPONS AND DANGEROUS INSTRUMENTS/OBJECTS

A student shall not possess, handle, or transport any weapon, dangerous object or object that can reasonably be considered a weapon. **Disciplinary actions will include suspension, alternative school placement or expulsion. As required by state and federal law, the Atlanta Board of Education has established a policy requiring the expulsion from school for a period of not less than one (1) calendar year for any student who is determined to have brought a firearm to school.** The school resource officer, Department of Student Relations, Regional Director must be notified of any weapon incidents.

Types of Weapons/ Dangerous Instruments or Objects

Firearms: A student shall not possess, handle or transport any pistol, revolver, or any other firearm designed or intended to propel a missile of any kind, including a stun weapon. A stun weapon refers to any mechanism that is designed to emit an electronic, magnetic, or other type of charge or shock for the purpose of temporarily incapacitating a person.

Cutting Instruments/Objects: A student shall not carry, conceal, display, or use any straight edge razor, box cutter, razor blade, disk, bowie knife, switchblade knife, ballistic knife, or any other knife, spring stick, metal knuckles, blackjack, bat, club, or other bludgeon-type weapon, or any flailing instrument which may be known as a nun-chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind. Items will be confiscated and turned over to a police officer. In addition to any criminal penalty, students are also subject to disciplinary action up to and including expulsion.

Weapons: The terms “weapons,” “tools,” or “instruments” shall include by way of illustration, but is not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, look-alike firearms, etc.); any knife (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, knives of any size, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration shall include, but is not limited to blackjack, chain, club, metal/brass or any artificial knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids, devices, or caps.

OTHER INFORMATION

DISCIPLINE APPEAL PROCEDURES

Student(s) and parent(s)/legal guardian(s) may appeal any disciplinary action resulting in a suspension of more than three (3) days to the school principal. Suspensions of more than four days up to a total of nine days may be appealed to the Regional Executive Director for that school.

Discipline decisions from the Student Disciplinary Tribunal may be appealed to the Atlanta Board of Education ("Board") through the Superintendent. **The appeal to the Board must be in writing and sent to the Superintendent within twenty (20) calendar days of the date of the decision. The appeal must give specific reasons why the decision is being appealed. Issues not raised or addressed during the Tribunal Hearing will not be heard on appeal. The appeal must be sent to Errol Davis, Superintendent, Atlanta Public Schools, 130 Trinity Avenue, Atlanta, Georgia 30303. The Board of Education will review the decision based solely on the evidence submitted during the Tribunal Hearing and no new evidence or testimony will be considered.**

Pending the outcome of any appeal, the Superintendent may suspend any suspension, placement or expulsion upon request by the parent. *The Board will not hear oral arguments as part of the appeal.* Written arguments concerning the merits of the appeal must be based solely on the record created during the hearing before the Student Disciplinary Tribunal. The Board's decision will be made within ten (10) working days of the Superintendent's receipt of the notice of appeal. The Board will consider the appeal in Executive Session and has the power to affirm, reverse, or modify in any respect, the decision reached by the Student Disciplinary Tribunal.

The Board's decision is final unless an appeal is made to the State Board of Education. *The Appeal to the State Board of Education must be in writing and sent to the State Superintendent of Schools within thirty (30) calendar days of the Board's decision.*

DUE PROCESS

All actions regarding the imposing of suspension or expulsion - including all cases of in-school and out-of-school suspension - must conform to the elements of due process. If the student is suspended, the student's parents will be notified by telephone or mail. Students and parents/legal guardians must be informed in writing of the terms and conditions of the suspensions.

a. INFORMAL HEARING

In cases of short-term (in-school and out-of-school) suspension, due process may be handled in an informal manner. School administrative due process for suspension is given for in-school suspension, out-of-school suspension, or bus suspension of more than 3 days up to a maximum of nine (9) days, or recommendation for alternative school, expulsion or long term suspension. Before a student is suspended for more than three days, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the violation warrants further suspension beyond the 9 days, it must be referred by the school principal to the Student Disciplinary Tribunal with a recommendation for long-term suspension, alternative school placement or expulsion.

At the informal hearing, the student is informed verbally of the offense with which he/she is charged, who made the charge(s), who witnessed the offense, and what disciplinary action is proposed to be taken. The student is provided with an opportunity to tell his/her side of the story. The student's parent/guardian will be notified of the final recommendation of the school administration. Witnesses (when applicable) do not attend the informal hearing but are asked to submit written accounts of the incident as soon as possible after the incident. Attorneys may attend but cannot participate at the informal hearing.

b. STUDENT DISCIPLINARY TRIBUNAL

In cases of long-term suspension (10 days or more), due process must be of a formal nature and will follow procedures outlined in **Policy JDE, Expulsion**, and **Policy JCEB, Student Hearing Procedure**.

Students who have been identified as disabled are subject to different guidelines from regular education students and shall be disciplined in conformity with regulations promulgated to comply with legal requirements.

EXPULSION

Students who willfully and/or persistently disregard the requirements of good conduct may have their enrollment in the Atlanta Public Schools terminated for a limited period of time or permanently. Expulsion is the denial to a student of the right to attend any school or other instructional program of the APS for a minimum of one (1) year or the required re-assignment of a student to an alternative instructional program for a minimum of one (1) year. Students may also be permanently expelled for serious, dangerous or repetitive conduct. Due process via a student disciplinary tribunal hearing will be afforded to ensure in each case that the penalty imposed is commensurate with the offense committed by the student as outlined in Policy JCEB, Student Hearing Procedure.

Recommendations of expulsion shall be handled as follows:

1. The principal or his/her designee, acting in the role of School Level Disciplinary Hearing Officer, must conduct an informal hearing.
2. If the principal or his/her designee determines that a recommendation of expulsion is warranted, the student will be given a notice of recommendation for long-term suspension or for expulsion. A student disciplinary tribunal hearing notice must be given to all parties, including the parent or guardian of the student involved, personally or by mail at least three (3) days prior to the hearing. The notice will include:
 - a. a statement of the time, place, and nature of the hearing;
 - b. a short and plain statement of the matters asserted; and
 - c. a statement as to the right of all parties to present evidence and to be represented by legal counsel.
3. In all cases, effort should be made to conduct the hearing before the expiration of any short-term suspension previously imposed for the offense. Where this cannot be done, the student is permitted to return to school after the short-term suspension has expired, except in any case where the hearing is delayed at the request or insistence of the student, parent or other person standing in loco parentis, in which event the student shall not return to school, pending hearing, unless otherwise ordered by the Superintendent.
4. Pending the outcome of the hearing before the Student Disciplinary Tribunal a student may be offered temporary placement at an alternative school site. This placement is available for students recommended for long term suspension, alternative or expulsion, with the exception of those who have been charged with offenses such as gang or group related fighting, possession of deadly weapons, destruction of school property, assault/battery upon a staff member or school official, and selling or otherwise distributing illegal drugs and alcohol,

Students who have been identified as disabled are subject to different disciplinary guidelines from regular students and shall be disciplined in conformity with regulations promulgated to comply with legal requirements.

PHYSICAL RESTRAINT OR SECLUSION OF STUDENTS

No employee of the Atlanta Public Schools shall use seclusion, prone restraint, mechanical restraint, or chemical restraint on any APS student under any circumstances. Physical restraint may be used only in limited circumstances in which a student exhibits behaviors that place the student or others in imminent harm and the student is not responsive to verbal directives or less intensive de-escalation techniques.

Physical restraint does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. For example, a running after and holding a student who is about to run in front of an oncoming automobile is not in any way prohibited. Providing physical guidance (e.g. lightly holding a student at the elbow to guide him/her from one location to another) is also permitted

PHYSICAL RESTRAINT ANNUAL NOTICE

Any student who poses an imminent risk of injury to him/herself or others may be physically restrained by school staff in accordance with Atlanta Board of Education policies. Physical restraint could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parent or guardian will be informed when physical restraint has occurred.

Physical restraints do not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. For example, running after and holding a student who is about to run in front of an oncoming automobile is not in any way prohibited. Providing physical guidance (e.g. lightly holding a student at the elbow to guide him/her from one location to another) is also permitted.

School staff can take reasonable actions needed to protect students from harm and may use physical restraint to break up a fight or physical altercation when the students are an imminent danger to themselves or others and the students do not respond to less intensive interventions. Student resource officers are law enforcement officers charged with ensuring a safe school environment. The provisions of the board policy do not apply to law enforcement or medical emergency personnel.

SEARCH & CONFISCATION

Students And Parents Are Responsible For Checking Clothing, Book Bags, Purses And All Student Personal Possessions For Illegal And Unauthorized Items Before Entering The School Safety Zone.

School officials may involve law enforcement officials when evidence requires their involvement or when there is a legal requirement that an incident be reported. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on any Atlanta Public Schools' campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be employed at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles and may confiscate any illegal, unauthorized or contraband materials discovered in the search. Searches must be based upon reasonable belief that the student has possession of an item, the possession of which is a criminal offense under the laws of Georgia or a violation of any other state law or APS policy, regulation, or rule. The Atlanta Public Schools may use metal detectors, sniffing dogs, or other detection devices to ensure school safety. Schools may conduct a blanket or general search which is a search of the entire school, including student lockers, students, and their personal property which is on school property.

School personnel may search anything on school property such as cars, school buses, lockers, and personal belongings. Unauthorized items and/or items that threaten the safety of others will be seized and appropriate disciplinary action will be taken. Any law enforcement officer -- stationed on campus or off campus -- may conduct a student search for weapons on school property based on the reasonable suspicion of a school official. Except for searches for weapons, law enforcement officers stationed on school grounds will generally need probable cause to conduct a search of a student or a student's possessions, including a motor vehicle.

The term "unauthorized" means any item dangerous to the health or safety of students or school personnel or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. Depending on the circumstance, a student's refusal to cooperate with a search could result in a decision by the school administrator to involve the school resource officer or local law

enforcement. Students who disrupt or refuse to cooperate with general or reasonable suspicion searches may be referred for disciplinary action. Alternative schools may use specialized searching procedures and criteria as allowed by law and as designated by the alternative school.

- a. **Personal Searches** - A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If the school official has reasonable grounds for suspecting that the student has on his or her person an item immediately dangerous to the student or to others, the student should be isolated, the school resource officer or detective notified and appropriate disciplinary action administered.
- b. **Automobile Searches** - Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.
- c. **Locker Searches** - Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. However, notice to expect periodic general inspections should be communicated in writing (student handbook) to the students prior to the issuance of the locker. All lockers should be inspected at least quarterly. Searches of specific lockers or locker areas may be conducted as needed.
- d. **Confiscation of Illegal/unauthorized materials** - If a search yields illegal or unauthorized materials, such items shall be turned over in person to either the school resource officer/detective or the Department of Student Discipline or proper legal authorities for ultimate disposition. Schools should take a photo of the item for the student's discipline file should the actual item be confiscated by legal authorities and is not available for a disciplinary hearing. Students may receive disciplinary consequences, such as suspension, alternative school placement or expulsion for possession of illegal/unauthorized materials.

SCHOOL LEVEL DISCIPLINARY HEARING OFFICER

Pursuant to O.C.G.A. §§20-2-753 through 759, and any amendments thereto, the principal of each school is hereby appointed the Disciplinary Hearing Officer at that site. In this role, the principal is authorized to conduct informal due process hearings that may result in short-term suspension for no more than nine (9) days in length. However, in any instance of the following the principal shall refer the student and all evidence to a Student Disciplinary Tribunal:

1. an alleged assault or battery by a student upon a teacher, bus driver, school official or other school employee;
2. an alleged assault or battery by a student upon another student;
3. instances where substantial damage is alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, school official, employee, or student, or
4. for any other hearing that may result in a long-term suspension, defined as more than nine (9) days.

SCHOOL POLICE OFFICERS

The Atlanta Public Schools employs police officers from the Atlanta Police Department to enforce the laws, promote good citizenship between students and staff, foster an attitude of respect for the personal property rights of others, cultivate a spirit of law observance among students and staff, safeguard their moral and physical welfare, and protect the physical properties of the Board.

School Police Officers (SPO) are police officers assigned to schools to maintain safety and security at the assigned school, ensure the initiation of prevention and intervention programs, act as a positive role model for students, serve as a liaison with other law enforcement personnel and agencies, help develop the Safe School Plan, and work to foster a better understanding of legal issues and the judicial process. However, SRO's are not disciplinarians. They are not to be used as a substitute for an administrator in the daily administration of the student discipline program. The administrative staff works with the SPO to use their law enforcement expertise and experience and refrain from assignments of the SPO or other law enforcement agency personnel to duties and stations that limit or encumber their effectiveness and training.

As mandated by state law in Georgia, students will be charged and arrested for possession of weapons, as defined in O.C.G.A. § 16-11-127.1, for possession of drugs, as defined in O.C.G.A. § 16-13-24 through O.C.G.A. § 16-13-32, for any felony or designated felony, as described in Title 16 of the Criminal Code of Georgia Annotated, and for causing bodily injury to others, damage to public or private property, and/or causing a major school disturbance, including but not limited to making terrorist threats.

Whether or not a student is arrested for fighting, disorderly conduct, and/or disrupting public school will be made after a joint consultation between the school principal and the SPO. In all cases involving an SPO, like in all other serious situations at the school, the parents/guardians are notified in a timely manner. When an SPO, other law enforcement or emergency agency is on a school campus for the purpose of responding to a request for intervention, investigation, or in response to an emergency, the school administrative staff follows the responders' recommendations. School administrators will notify the Department of Safety and Security as soon as reasonably possible if outside agency personnel appears on the property to execute a warrant. School administrators are required to immediately report suspected violations of the law to SPOs or other law enforcement personnel. Anytime a student is removed from a school campus by law enforcement or emergency medical personnel, the principal or his/her designee should notify the parent or guardian as soon as possible.

SCHOOL SAFETY ZONE

The "School Safety Zone" is an area where it is unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound. The school safety zone is on or within 1000 feet of any property owned or leased Atlanta Public Schools. Any person who violates the weapons law within this zone will be guilty of a felony.

STUDENT DISCIPLINARY TRIBUNAL

District level due process hearings are conducted by the Student Disciplinary Tribunal hears evidence concerning charges of student misconduct, which, if proven, may require consequences greater than a nine school-day suspension. Student Disciplinary Tribunal may issue an assignment to an alternative school, long-term suspension, expulsion, or permanent expulsion from all Atlanta Public Schools.

The Student Disciplinary Tribunal is composed of three persons who hear disciplinary cases recommending suspension of more than nine (9) school days or expulsion. The Student Disciplinary Tribunal will listen to the accused, each witness, and the school administrator. The Student Disciplinary Tribunal will examine all evidence involved in the case. A determination will be made in terms of whether the accused has violated the Atlanta Public School Student Code of Conduct. If the student is found to have violated the disciplinary code, the tribunal will set appropriate sanctions.

Notice of the hearing must be given to all parties personally or by mail at least three (3) days prior to the hearing. The notice will include a statement of the time, place and nature of the hearing, a short, clearly written statement of the matters asserted and a statement as to the right of all parties to present evidence and to be represented by legal counsel

In all cases, effort will be made to hold the hearing no later than 10 days after the date suspension is first imposed or before the expiration of any short-term suspension imposed for the offense. When this cannot be done, the student can be permitted to return to school after the short-term suspension has expired, unless hearing is delayed at the request or insistence of the student, parent, or other person standing in loco parentis, in which event the student shall not return to school, pending hearing, unless by agreement of the school.

Student Disciplinary Tribunal hearings are confidential and not open to the public. The student and his/her parent or guardian and their witnesses may attend the hearing, but other relatives or friends of the student will not be allowed to attend. The proceedings are recorded electronically. The school may request witnesses to testify on its behalf at the hearing. The student and parent or guardian may also bring witnesses to the hearing. If the student or parent/guardian wants school personnel or other students to testify at the hearing, they should contact the Department of Student Relations which will arrange the issuance of summonses for these persons. Witnesses testifying in a student disciplinary tribunal hearing will not be allowed to have an attorney present at the hearing unless that witness is or may be charged in the incident.

The Student Disciplinary Tribunal may hear testimony of any witnesses testifying on behalf of the Atlanta Public Schools or on behalf of the accused student; question the accused or any witnesses presented. The evidence presented at student disciplinary tribunal hearing may include physical evidence, such as drugs or weapons; witness testimony; and relevant documents, such as witness statements, investigation reports, and the student's current discipline and academic record. The school bears the burden of proving the charges against the student by a "preponderance of the evidence." The school is not represented by an attorney at the hearing. The student has the right, at his/her own expense, to be represented by counsel at the hearing.

When students are charged with violating the same rule(s) and have acted in concert, and the facts are basically the same for all students, a group hearing may be conducted if the Student Disciplinary Tribunal administrator believes that the following conditions exist: (a) a single hearing will not likely result in confusion and (b) no student will have his/her interests substantially prejudiced by a group hearing. If during the hearing, the student disciplinary tribunal chairperson or student hearing officer finds that a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. Any student objections to participation in a group hearing should be received by the Student Disciplinary Tribunal no less than 48 hours before the hearing.

The Student Disciplinary Tribunal hearing is not required to be identical to a courtroom trial and the Georgia Evidence Code does not apply. All parties may offer relevant information to assist the Student Disciplinary Tribunal with determining whether the student is in violation of the Student Code of Conduct and whether punishment must be imposed. The Student Disciplinary Tribunal will make the final decision regarding relevancy of information provided. Based upon a preponderance of the evidence presented at the hearing, the Student Disciplinary Tribunal will determine whether or not the Student Code of Conduct has been violated and determine the appropriate the discipline to be imposed.

After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument. The hearing then ends, and the student disciplinary tribunal will deliberate privately to decide whether or not a violation has occurred and an appropriate punishment if the student is found in violation by a preponderance of evidence. The student disciplinary tribunal has the authority to modify in any respect the charge against the student based upon evidence presented and statements by the accused student or witnesses presented.

If the student is found not in violation of school rules, the student shall be allowed to return to school. If the student is found in violation, the student disciplinary tribunal may impose consequences punishment ranging from

sending the accused back to school on probation to expulsion. A letter will be sent to the student's parent/guardian within ten days after the hearing is held. The Student Disciplinary Tribunal decision shall be final unless appealed to the Atlanta Board of Education.

A. APPEAL TO BOARD OF EDUCATION

A transcript of the student disciplinary hearing will be made only if there is an appeal. The student's parent/guardian or attorney may request an electronic copy of hearing recording from the Department of Student Relations. The decision of the Board of Education will be based solely on the record created during the hearing. The Board will not consider any new evidence or hear any oral arguments; however, written arguments concerning the merits of the appeal may be submitted. The Board will make its decision in Executive Session after receipt of the written notice of appeal. It has the power to affirm, reverse, or modify the student disciplinary tribunal's decision. The Board's decision will be final, unless an appeal is made to the State Board of Education within 30 calendar days of the Board's decision.

B. WAIVER OF STUDENT DISCIPLINARY HEARING

A parent/guardian and student may choose to waive the student disciplinary hearing and accept the appropriate consequences for the incident by completing and signing a Student Disciplinary Tribunal Hearing Waiver. By submitting a waiver, the parent/guardian and student agree to the decision and waive any future challenges and appeals relative to that incident. In such cases, an agreement may be negotiated which would include the parent's or student's waiver of a right to a hearing before a disciplinary tribunal, the stated charge(s) and the agreed upon consequence. Such an agreement and consequence must be approved by the disciplinary tribunal.

STUDENTS WITH DISABILITIES

The Student Code of Conduct shall apply to all students unless a student's Individualized Education Plan (IEP) specifies otherwise. Students with disabilities shall be disciplined in accordance with state and federal guidelines. The In-School Team at the school should be involved with and informed of all discipline decisions related to students with disabilities.

The discipline procedures for special education students and students with disabilities covered under Section 504 are the same as above with the following additional steps:

1. The administrative staff and lead teacher should determine if there is a dangerous situation. If yes, proceed to a & b. If no, proceed to #2.
 - a. The Special Education Director/Section 504 Chair is notified immediately of a potentially dangerous situation.
 - Special Education/Section 504 Personnel investigate the situation and work with the local school.
 - A plan of action is developed.
 - b. Special Education/504 Personnel will contact the local school if an emergency change in education location is needed.
2. The Special Education lead teacher or the Section 504 chairperson is notified of the occurrence. If a disabled student is referred for a Student Disciplinary Tribunal hearing, a school administrator should contact the school's lead teacher/Section 504 Chair to schedule a Manifestation Determination meeting. If it is determined that the behavior is not a manifestation of the disability, a recommendation is made by the school principal for a Student Disciplinary Tribunal hearing, subject to the education rights of the student under IDEA 2004. If the behavior is a manifestation of the disability, any further placement decisions will be made by the In School Team or Section 504 Team.

Temporary alternative educational setting of not more than 45 days can be:

Even if a Manifestation Team determines that the student's conduct at issue was caused by; or was directly and substantially related to the student's disability; or, if the In School Team finds that the conduct in question was the

direct result of a failure by the school to implement the I.E.P., the student may be placed in a temporary alternative educational setting for up to 45 school days if:

- a) the students receiving special education services:
 - brings a WEAPON to school, on school premises, or at a school function;
 - possesses, uses or sells CONTROLLED SUBSTANCES or ILLEGAL DRUGS at school, on school premises, or at a school function; and/or
 - has caused SERIOUS BODILY INJURY at school, on school premises, or at a school function.
- b) the School District obtains an order from an administrative hearing officer or district court judge that provides for appropriate interim placement of the student due to a finding that maintaining the student's current educational placement is substantially likely to result in an injury to the child or to others.
- c) any 45 school day alternative educational placement may be applied in addition to a preliminary placement of up to ten (10) days.
 - All appeals in the case of disagreement by the parent/legal guardian must comply with due process requirements of the I.D.E.A. and the state and local plan for Special Education.
 - Students subject to a Section 504 plan will be processed as appropriate to their particular situation.
 - All complaints under Section 504 must be directed to the Director of Student Services.

STUDENT PLACEMENT PROTOCOL FOR STUDENTS RETURNING AFTER INCARCERATION, DETENTION, OR OTHER SPECIAL CIRCUMSTANCES

Students who have been out of school due to incarceration or detention often need a period of transition before returning to their local school. Moreover, there may be circumstances in which a current student's presence at school may pose a serious and significant danger to the persons and/or property at the school. A protocol has been established for determining whether a student returning from a period of incarceration or detention due to alleged or adjudicated criminal or delinquent conduct should be placed in an alternative school program or returned to the student's local school.

The primary considerations in making this determination are the educational needs of the returning student and the safety of other students and staff. In many cases, the conduct at issue is very serious, ranging from property offenses to serious sexual violations or other violent acts. Students adjudicated for these offenses may be placed on a safety plan by the Department of Juvenile Justice (DJJ) or the Juvenile Court. These plans may impose certain restrictions on the returning student; for example, the student may not be allowed around children of a certain age or may have to be supervised by an adult at all times.

In some cases, these students have been expelled or suspended from Atlanta Public Schools or another school district or private school, and the term of suspension or expulsion has not yet been completed. This brings other questions into play, such as whether the student should be excluded altogether for the remainder of the expulsion or suspension or offered an alternative placement (O.C.G.A. § 20-2-751.2). Before these students return to school, they will be referred to the Department of Student Relations which will gather and review all appropriate information, including any information that the student's parents may wish to provide, and make a placement determination.

The protocol described above may be used in other types of student placement situations. All placement determinations will be made on a case-by case basis. Various factors, including age, length of incarceration, nature of charges, existing discipline order, potential safety concerns or disruption of educational process, present/prior discipline history, etc. may be used in making placement determinations at all levels. By example, the following general categories of serious violent offenses will result in the school administrator's referral to the Department of Student Relations:

- Assault resulting in serious injury
- Assault involving use of a weapon
- Death by other than natural causes (homicide)

- Kidnapping
- Rape
- Robbery with a dangerous weapon (armed robbery)
- Robbery without a dangerous weapon
- Sexual assault (not involving rape or sexual offense)
- Sexual Offense
- Taking indecent liberties with a minor
- Accusations of manufacturing, selling or trafficking large quantities of controlled substances

The Department of Student Relations will consult with the Department of Exceptional Education for Students with Disabilities.

SUSPENSION

The Atlanta Board of Education is committed to maximizing opportunities for all students to achieve and to providing assistance to students to maintain conduct that is appropriate in regular school programs. However, the Board recognizes that, for the safety and general well-being of students and staff in schools, there are acts and behavior that will result in the removal of a student from the regular school class assignments and, in some cases, from enrollment in regular school programs. A student may be subject to in-school suspension, out-of-school suspension and expulsion as disciplinary actions for acts and behavior that do not conform with rules established for conduct of students at school, at school-sponsored activities, on the school bus, and while going to and from school.

Suspension is the involuntary exclusion, by an authorized Atlanta Public Schools official, of a student from his/her normal schedule in the school and/or from other school-sponsored activities. Likewise, for misconduct on a school bus, a student may be suspended from riding the bus even though he/she may not be suspended from attending his/her regular school program. The following lists types of suspension, with their respective timeframes:

Types of suspensions

1. In-school Suspension may be less than a full school day up to a maximum of five (5) days.
2. Short-term Suspension may be a minimum of one (1) day up to a maximum of nine (9) days. An informal hearing must occur no later than the third (3rd) day if a student is recommended to receive a suspension of up to nine (9) days.
3. Long-Term Suspension is a suspension of ten (10) or more days. A student disciplinary hearing is required for students recommended for long term suspension, alternative school placement or expulsion.

TEACHER AUTHORITY TO REMOVE STUDENTS FROM CLASSROOMS

The teacher has the ultimate authority over the management of the classroom and must create the expectation that students will behave themselves, facilitate a learning environment for themselves and other students, respect each other and Atlanta Public Schools employees, and obey student behavior rules established by the APS, the individual school, and the classroom teacher.

Accordingly, a teacher shall have the authority to remove a student from his/her class who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class or with the ability of the student's classmates to learn, provided that the student's behavior is in violation of the student code of conduct and that the teacher has complied with administrative regulations.

Any teacher who removes a student from his/her class pursuant to this policy 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. The principal shall provide the report to the parents or guardians of the student within one school day after receipt of the report from the teacher and shall notify the parents or guardians of any action taken as a result of the report within one school day after taking such action. 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.

Once a school administrator confirms with the teacher that a removal is in effect, the administrator will tell the student the grounds for his/her removal from class and give the student the opportunity to admit or deny and explain the Code of Conduct rule violation(s) that are the grounds for the removal. At this point the administrator has the responsibility to find an temporary alternate placement for the student until the Placement Review Committee (PRC) made up of three (3) certificated personnel convenes to determine whether to return the student to the referring teacher's classroom or not return the student to the referring teacher's classroom and refer the student to the school administrator for appropriate permanent alternate placement for his educational experience. The Placement Review Committee is composed of three teachers chosen by the school faculty and one administrator chosen by the principal. One of the three teachers shall serve as an alternate.

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 and implement appropriate placement for the student and may assign discipline and support services. Alternate placement for the student may include, but is not limited to, the following:

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

It should be noted that the Superintendent fully supports the authority of principals and teachers in the Atlanta Public Schools to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738.

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.

TEACHER REPORTING INFORMATION

A teacher has the authority to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of such student's classmates to learn should file a report of such behavior with the principal or designee. The principal and teacher should thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738. Student behavior which violates state or federal laws as specified in O.C.G.A. 20-2-1184 will result in a report being filed with the appropriate law enforcement and legal agencies.

USE OF PHYSICAL FORCE/CORPORAL PUNISHMENT

The Atlanta Board of Education prohibits the use of corporal punishment.

VIOLENCE AGAINST SCHOOL PERSONNEL

State Law indicates a student found by a preponderance of evidence to be in violation of committing an act of physical violence against a teacher, school bus driver, school official, or school employee causing physical hurt, harm or injury will be expelled from school for the remainder of the student's eligibility to attend public school (OCGA §20-2-751.6). The law applies to all students in grades K-12.

The Student Disciplinary Tribunal may assign the student to an alternative education program for the period of the expulsion. If the student is in kindergarten through grade eight, the student disciplinary tribunal may allow the student to re-enroll at some point when he/she reaches the high school grades. Additionally, if the student is in kindergarten through grade six and there is no alternative educational program available, the student disciplinary tribunal may permit the student at some point to reenroll in school.

VIOLENCE, WEAPONS, DRUGS HOTLINE

Sponsored by the Georgia Department of Education, the HOTLINE provides a 24-hour reporting system for students to report weapons, violence (including bullying), or drugs anonymously by calling **1-877-SAY-STOP**. Information is recorded and shared with the local school system and local law enforcement. An investigation will be conducted by appropriate district personnel upon receipt of the report.

ATTENDANCE

Students are expected to be present and arrive on time to school in accordance with the provisions of the Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1, et seq.) and Atlanta Board of Education Policy (JB-R). 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 JB-R). The Atlanta Board of Education has developed an attendance protocol as mandated by House Bill 1190.

Students who are absent or tardy are required to provide a written note from the parent/legal guardian explaining the absence(s) and/or tardiness upon the student's return to school. Failure to submit such notes after returning to school will result in an unexcused absence being recorded.

Reasonable efforts will be made by the principal and/or staff to locate and promptly enroll any student who does not report to school on the first day. Students should be enrolled unless: (1) he/she has moved from the school's attendance zone; (2) he/she has enrolled in another school; or (3) the parent has elected to home school the student.

If a student does not report and enroll by the date designated by the appropriate office of the Atlanta Public Schools as the "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.

a) STUDENT ATTENDANCE COMMITTEE

Each school shall establish and maintain a functional Student Attendance Committee ("SAC"). The SAC should include at least one teacher, one counselor and social worker, a nurse (when available) and the principal or his/her designee. When the committee is considering the case of an individual student, the teacher on the committee should be, if reasonably feasible, the student's teacher or one of his/her teachers when he/she has more than one teacher. The SAC will develop and implement a plan to improve and enhance student attendance; engage in continuous research in order to provide the most effective and state-of-the art interventions and support possible to students; discuss students with chronic or excessive absences and design action plans and make recommendations such as, but not limited to, counseling with the students and parents; detention after school and/or Saturday; referral to the SST and hear appeals of students denied credit for violations of the Student Attendance Policy.

b) STUDENT ATTENDANCE GUIDELINES

The Atlanta Board of Education requires all students enrolled in grades K-12 to comply with the Attendance Policy and Regulation. The Attendance Policy and Regulation shall not apply to students under the age of six (6) unless they have been enrolled for a minimum of twenty (20) days. Students who violate this policy and these regulations will be subjected to disciplinary action as set forth herein. Unexcused absences and/or truancy may lead to legal action being taken against the student and/or parents.

Georgia law requires that children between the of ages six (6) to sixteen (16) be enrolled in a public school, private school or home study program and kept in attendance on all days on which the school operates during the school year unless they are absent for excused reasons as set forth herein. Accordingly, all schools must keep daily records of student attendance verified by the teachers certifying such records. The records shall report students as either present; absent (excused); absent (unexcused); absent (administrative); tardy (excused) or tardy (unexcused).

- c) Definitions (Applicable to attendance in grades K-12)
- a. Absent (Administrative): Students who have been expelled or placed on short-term or long-term suspension.
 - b. Absent (Excused): Excused absences are those absences authorized by the Georgia State Board of Education. They include:
 - Personal illness of the student and when attendance in school would endanger the health of the student or the health of others.
 - Quarantine either by the county health department or by the family's physician.
 - Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
 - Medical or dental appointments with verifications; however, such non-emergency appointments are encouraged during non-school hours when possible.
 - Special or recognized religious holidays observed by the faith of the student.
 - Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student.
 - An absence not to exceed one (1) day in order for the student to register to vote.
 - Service as a page in the Georgia General Assembly by a student who is at least twelve (12) years of age.
 - Court ordered by governmental agency mandating the student's absence from school
 - c. Absent (Unexcused/Truancy): Any absence, for either the entire school day or any portion of the school day, with or without the knowledge of the parent/legal guardian and not defined as an excused absence, is considered an unlawful absence.
 - d. Enrollment: Even though a student was on roll in the previous school and is expected to report to school on the first day of the Fall Semester, he/she will be 'off roll' for any days prior to his/her actually reporting to school. *Once the student reports to school, the school will change the student's status from 'off roll' to 'absent' (unexcused and/or truancy) retroactively to the first day of school unless the student was enrolled in another school district, private school, or another Atlanta Public School.*
 - e. Homebound Placements: Homebound placements are based on medical recommendations. Once the student has been approved for homebound instruction and the instruction has begun, the student is counted as being in attendance at school in any week in which he/she receives at least three (3) hours of instruction by the homebound program teacher. The homebound program teacher is responsible for confirming to the school in writing that the minimum of three (3) hours of instruction has taken place and that the student is eligible to be counted present for work. The parent/guardian should contact the school social worker or nurse for more information on completing a Request for Homebound Services.
 - f. Hospitalized Students: Designated contact persons at institutions of health must forward written documentation *via fax* on the day of hospitalization to coordinator of health services or his/her designee.

- g. "In Attendance": To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. To be considered "in attendance" in a class in secondary schools, a student must be present for at least one-half (½) of the class period.
- Being present in school may include the regular class assignments of the student and other activities approved by school officials such as field trips, competitions in science or social studies fair, music festivals or concerts, etc., which are deemed by the school or school system to be extensions of the instructional program.
 - In the case of participation in an extended field trip, the student, for attendance/accounting purposes, may be counted as present for the first two (2) days of the trip, but must be counted absent for the remaining days.
- h. Detained/Incarcerated Students: Designated contact persons at institutions of incarceration or juvenile detention must forward written documentation *via fax* on the day of detention to coordinator of social work services or his/her designee.
- i. Make-Up Work: If a student has been absent from school as a result of an "excused absence", he/she may be provided make-up work.
- j. Tardy: Not being in one's assigned class or other location within the school at the beginning of the official school day for students and/or at the official beginning of the class period for students.
- k. Tardy (Excused): arriving late to school or to class as a result of any of the reasons defined herein as "excused absence" or as a result of extenuating circumstances such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with a court order, etc.
- l. Tardy (Unexcused): arriving late to school or to class, with or without the knowledge of the parent/legal guardian unless it is an "excused absence" as defined herein or an "excused tardy".
- m. Cumulative tardies: Fifteen (15) unexcused tardies will equal one (1) unexcused absence.
- n. Perfect Attendance Award: A student qualifies for a Perfect Attendance Award when he/she has not been absent or tardy during a school year.
- o. Meritorious Award: A student qualifies for a Meritorious Attendance Award by attending daily during an entire school year. A school may grant a Meritorious Attendance Award to a student who otherwise would be eligible for a perfect attendance award except for his/her having been officially counted absent while on an extended field trip with his class.

D. Absence/Tardiness

1. Documentation

Students who are absent or tardy are required to provide a written note from the parent/legal guardian explaining the absence(s) and/or tardiness within three days of the students return to school. Failure to submit such notes after returning to school will result in an unexcused absence being recorded. Whenever a student is released from school prior to the end of the regular school day, the student shall bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. The student shall 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.

2. Procedures for Excused Absences:
 - a. After five (5) excused absences: the teacher will contact the parent or guardian by telephone or schedule a parental conference regarding attendance when possible. If contact is unsuccessful, a letter or postcard will be sent.
 - b. After seven (7) excused absences: a letter will be sent from a school administrator to the parent or guardian regarding attendance. This letter should not be sent for a child with documented illness unless the school's administration and/or the school social worker deem it necessary. In addition, an administrator shall confer with the school social worker to determine whether a referral is warranted.
 - c. After ten (10) excused absences: the school may confer with the teacher or school social worker to determine whether any action should be taken to address the absences.

HOME SCHOOLING ATTENDANCE REPORTING

Parents and guardians wishing to establish or continue utilizing the home school program must complete a declaration of intent form and return it within 30 days of the establishment/continuance of the home school program and by September 1 annually, thereafter. It is the responsibility of the parent/guardian to obtain and file a new declaration of intent each year.

House Bills 39 and 706, passed during the 2012 legislative session and signed by the Governor, moved the responsibility of homeschool reporting from local school systems to the Georgia Department of Education beginning July 1, 2012. The Georgia Department of Education (GaDOE) developed a web-based system to efficiently comply with the new homeschool requirements. Parents/guardians are strongly encouraged to use the web-based system to submit their homeschool Declaration of Intent and attendance records as doing so will save time and resources for both the parent/guardian and the GaDOE. The GaDOE web-based system is located on the GaDOE homeschool webpage at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>. Additional information about homeschooling and how to submit homeschool documentation is available on the homeschool webpage. Please be advised that the GaDOE web-based system is not affiliated with any vendor offering services to homeschool parents/guardians.

For parents/guardians who do not wish to utilize the web-based system, the GaDOE will also allow paper submittal of homeschool documentation. Parents/guardians may submit their homeschool documentation via mail or fax to the GaDOE at the contact information below:

Georgia Department of Education
Homeschool Division
205 Jesse Hill Jr. Drive, SE
Suite 1754 Twin Towers East
Atlanta, GA 30334
Fax: (404) 463-0441

GaDOE Contacts

Patrick Blenke, (404) 463-1765, ablenke@doe.k12.ga.us

Judy Serritella, (404) 657-9800, jserrite@doe.k12.ga.us

The GaDOE will be responsible for issuing Certificates of Attendance for homeschool students that are eligible for a learner's permit, driver's license, work permit, or as needed for other purposes. Parents/guardians may request a Certificate of Attendance electronically using the web-based system or by contacting a GaDOE homeschool staff member.

PENALTY FOR UNAUTHORIZED ABSENCE

Unexcused absences and unexcused tardiness must be monitored and appropriate corrective action applied promptly. Additional (*) corrective actions, including such as the following, may be used appropriately in concert with or in addition to actions stipulated above:

In-School Suspension	Saturday Suspension	Parent Conference
Social Worker Referral	Afterschool Detention	Student Support Team process
Individual Counseling	Alternative School	Saturday School

Occurrence in Nine-Month (180-day) Cycle

Required Corrective Action

- | | |
|---|---|
| 1. First unlawful absence during one (1) semester | Counsel student, notify parent(s)/ legal guardians. |
| 2. Second unlawful absence during one (1) semester. | Verbally warn student and parent(s)/legal guardians. |
| 3. Third unlawful absence during one (1) semester. | Send a written notice, via first-class mail, warning parent(s)/legal guardians of possible denial of credit. |
| 4. Fourth through tenth unlawful absence during one (1) semester. | Counsel student, and send a notice to student and parent(s)/legal guardians. After two reasonable attempts to notify the parent, guardian or other person without response, the school shall send a notice to such parent, guardian or other person by certified mail, return receipt requested. The letter should include a copy of the compulsory attendance law. Refer to social worker. |
| 5. Twelfth unlawful absence during one (1) semester. | Student and parent(s)/legal guardians shall be notified in writing of credit denial and the appeals procedure. |
| 6. Thirteen or more unlawful absences during one (1) semester. | Continue to counsel student and parent(s)/legal guardians. Convene Student Support Team (SST) to assist in addressing attendance problem. |

Credit Denial For Excessive Absences

A student may be denied credit for a class. A warning notice regarding the possible denial of credit will be sent by first-class mail to parent(s)/legal guardians after three (3) absences (unexcused) are accumulated during one (1) semester. , When the tenth (10th) unexcused absence is accumulated during a semester by the student, credit can be denied. The student and parent(s)/legal guardian will be notified by letter that the student is being of credit denial and the appeals procedure.

ATTENDANCE ZONES

The Atlanta Public School System has established attendance zones for schools. Students are to attend schools located in zones where they maintain a bona fide residence with their parent(s) or legal guardian(s), unless they request and receive a general administrative transfer to enroll elsewhere. A student's school attendance zone is determined by the bona fide primary residence of the custodial parent/legal guardian based on the annual completion of an affidavit and proof of residency as outlined in Administrative Regulation JBCCA-E. If the parent's primary bona fide residence is within the city limits of Atlanta, the student may enroll in the zoned school.

To be enrolled in Atlanta Public Schools, students must reside full-time in the City of Atlanta with their natural parent(s), legal guardian(s), or legal custodian(s). Students and their parent(s)/guardian(s)/custodian(s) must remain full-time City of Atlanta residents for the entire period of enrollment in Atlanta Public Schools. For the

purpose of this policy, a resident is defined as an individual who is a full-time occupant of a dwelling located in the City of Atlanta and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the City of Atlanta, but does not reside in the City of Atlanta, is not considered a resident.

a) Out of district addresses

If the parent's primary bona fide residence is outside of the city limits of Atlanta, the student may not enroll without a general administrative transfer and the payment of tuition. Pursuant policy tuition is waived children of out of district employees; however, those employees must have general administrative transfer prior to enrollment of their student. In cases of falsified documents, out-of-district tuition will be assessed for all semesters the student attended an APS school with falsified documentation.

b) Cases of falsified documentation

Students who are found to have enrolled with falsified documents will be withdrawn to attend their correct zoned school. The parent/guardian may also be referred to the appropriate legal authorities and could be subject to a \$1,000.00 or more fine or imprisonment of 1-5. False information may also result in the loss of a student's athletic eligibility for one calendar year.

Students must attend the school in their attendance zone unless they have a general administrative transfer to attend another school. See page 58. Information on school zones is available through your local school, Facility Services at 404-802-3731, the Department of Student Relations at 404.802.2233 or on the APS website at www.atlantapublicschools.us. **Parents who are contemplating moving should contact one of the aforementioned departments to determine the zoned school for the new address.**

CAMPUS PORTAL FOR PARENTS

Parents of students in grades 1–12, will have access to class schedules, attendance records and grades by accessing this easy-to-use, secure communications tool. Additionally, CPP enables parents to verify household information, including their email address, home address and telephone numbers.

CPP can be accessed online using any Windows PC or Mac computer that has Internet access and one of the following Web browsers:

- Internet Explorer 5.0 or newer
- Firefox 1.0 or newer
- Safari 3.1 or newer

Schools will provide parents with information on how to create a CPP username and password. Parents will be required to collect CPP login information in person. To ensure that all student information remains secure, parents must provide a valid photo ID (driver's license, state ID card, or passport) before receiving login information. Parents should contact their school to get a copy of the schedule for retrieving CPP login information.

Once parents receive login credentials, they can go to <https://ic.apsk12.org/portal> to create a username and password.

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 must complete a change of address form and a new general or 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. Failure to submit a change of address form will result in the immediate placement of the student in the new school to which he or she is zoned.

CHILD FIND

Child Find is a continuous process of public awareness activities, screening and evaluation designed to *locate, identify, and refer as early as possible* all young children with disabilities and their families who are in need of Early Intervention Program (Part C) or Preschool Special Education (Part B/619) services of the Individuals with Disabilities Education Act (IDEA).

Child Find at APS offers comprehensive special education services to eligible students ages three through 21 years of age. Children from birth to age three with disabilities will be referred to appropriate agencies for services. 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, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, or traumatic brain injuries.

A free, appropriate, public education with a full continuum of services is available. For more information concerning eligibility criteria and referral procedures, ***contact the Education Specialist at (404) 802-1695, kma@atlantapublicschools.us***

CONDITIONAL ENROLLMENT

Students with inadequate documentation will be enrolled temporarily awaiting necessary documents. Students are not eligible for Conditional Enrollment until the beginning of the school year or semester in which the student is enrolling. The student may be enrolled conditionally for thirty (30) calendar days from the date granted. If acceptable documentation is not submitted to the school within the thirty (30) calendar day, the student can be withdrawn. The person who enrolled the student will be notified at least 10 calendar days prior to withdrawal of the student.

Atlanta Public Schools may also withdraw conditional enrollment for any student who

- (1) fails to provide the required documentation;
- (2) has been convicted or adjudicated guilty of a designated felony; or
- (3) is subject to pending disciplinary action in another school system or is subject to disciplinary action that would warrant imposition of long-term suspension or expulsion within the APS.

Georgia Law 20-2-670 requires certified academic and disciplinary transcripts for students in the sixth (6th) grade and beyond from their previous schools. Students, parents, or guardians are also required to disclose conviction of designated felonies and whether students currently are serving a suspension or expulsion from another school. Enrollment is conditional until all the information is received from the student's previous school.

If the records from the student's previous school indicate that the student is currently on suspension or expulsion, has committed one of the listed "designated felonies," or if it is determined that the information provided by the parent was not accurate, the student will be referred to the Department of Student Relations for placement in an alternative setting or non-traditional program. If records do not indicate any of the above, the student's current enrollment status will become permanent.

DROP OUTS

Earning a high school diploma is essential to the lifelong success of our students and students are encouraged to remain in school through high school graduation due to the negative impact on the students and on society when students leave school without earning diplomas. However, pursuant to O.C.G.A. § 20-2-690.1 (e), students (ages 16 -18) who have not completed the requirements for graduation may withdraw from enrollment in school, or "drop out," if the following occurs:

1. The child's parent/legal guardian provides a written notice to the principal (or designee) to withdraw the child.
2. The principal (or designee) will have an exit conference with the child and his/her parent/legal guardian within two (2) school days of the receipt of the written notice.
3. During the exit conference, the Principal (or designee) provide the student and parent/legal guardian with the following:
 - a. The support options available to help the student stay in school.
 - b. The educational options available, including nontraditional programs for completing a regular high school diploma and the opportunity to pursue the General Educational Development (GED) credential.
 - c. 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.
 - d. The procedures for re-enrolling in school if the student wishes to do so in the future.

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.

EARLY DISMISSAL

A request for early dismissal may be made in person or submitted in writing to the principal or the principal's designee on or before the day of the requested action. All requests for early dismissal must be confirmed with the parent or guardian before any action is taken. Students should not leave the school grounds during school hours without the permission of the principal (or designee). The principal (or designee) will require proof of the right of custody from anyone requesting the early dismissal of a student.

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 may request a general administrative transfer to attend an out of zone school during the annual application period. General administrative transfers include all transfers required pursuant to school choice law (HB251) and school choice for students with disabilities law (SB10). General administrative transfer participation is open to non-resident students who are required to out of district tuition before the student may enroll.

Transfers to attend an out of zoned school are requested through the **Department of Student Relations, 130 Trinity Avenue, SW, Atlanta, Georgia 30303 (404-802-2233)** placements@atlantapublicschools.us. Parents should check the Student Transfer page on the APS website (www.atlantapublicschools.us) for the most current information regarding student transfers.

- a. ***General administrative transfer applications for the upcoming school year will be accepted each spring semester.***
- b. The applications will be accepted at the Department of Student Relations, 130 Trinity Avenue, 2nd Floor, Atlanta, Georgia 30303.
- c. A notice letter will be sent home with students during the second semester of the school year notifying parents of the official dates applications to attend out of zoned schools will be accepted. Information regarding student transfers is posted on the APS website on the Student Transfer page: <http://www.atlanta.k12.ga.us//Domain/96>.
- d. General administrative transfers are granted based upon space availability. If the number of applications for a given school exceeds the number of available spaces, a random lottery will be conducted to provide each interested student with an equal chance to be admitted.
- e. Parents will be able to select three school choices and will rank their choices in order of preference. Applications will be assigned a lottery identification number which will be used to randomly select approvals for transfers should the number of applicants surpass the number of available seats at each schools.
- f. Students with general administrative transfers are expected to have regular and punctual attendance and to abide by all disciplinary rules at the transfer school where they attend. A general administrative 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.

GENDER EQUITY IN SPORTS GRIEVANCE PROCEDURES

The Atlanta Public Schools Districts prohibits discrimination in its elementary and secondary athletic programs, in accordance with the Georgia Gender Equity in Sports Act. The following grievance procedures are provided to allow for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of a student.

DEFINITIONS:

- "Days" means calendar days.

- A “grievance” is a complaint that alleges APS has taken an action that is in violation of O.C.G.A. § 20-2-315 (Gender Equity in Sports Act).
- “Grievant” is the person initiating the complaint.
- “Student” means a person enrolled in a school or instructional program operated by APS.

GRIEVANCE PROCEDURES:

Any student and/or parent or guardian of a minor child who feels that an action of APS is in violation of O.C.G.A. § 20-2-315 (Gender Equity in Sports Act) may file a written complaint and forward to the :

Office of Internal Compliance
 130 Trinity Avenue, Atlanta, Georgia 30303
 Phone number: (404) 802-2362/ Fax number: (404) 802-1305

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:

- Within ten (10) days of the time that the grievant knows, or reasonably should know, about the grievance (or within ten (10) days of the publication of this procedure, whichever is later), the grievant shall present the written grievance form to the Superintendent who shall note the date received.
- The written grievance shall: (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.
- The Superintendent shall cause the grievance to be investigated. Within 30 days after the grievance is presented, the Superintendent shall give a written response to the grievance, setting forth the essential facts and rationale for the decision.
- The grievant may appeal the Superintendent’s decision to the Atlanta Board of Education. The appeal must be in writing and submitted to the Atlanta Board of Education within 35 days of the date of the response from the Superintendent. The Board may review all materials related to the grievance and render a decision in writing no less than 45 days after receipt of the written grievance form.
- The grievant shall have the right to appeal any decision by the Atlanta Board of Education to the
- State Board of Education pursuant to O.C.G.A. § 20-2-1160.

GRADING & EVALUATION OF STUDENTS

- a. The minimum passing score will be 70 for all courses taught in grades 4-12.
- b. Students in grades K-3 will receive a performance-based evaluation (e.g. Satisfactory, Growth, Accomplished, In Progress, Needs Improvement, etc.).
- c. Students in grades 4-12 will receive numeric grades.
- d. End-of-Course Tests (EOCT) administered in high school courses must be used as the final examination for the course and must count as 15% of the final grade for the course.
- e. Grades issued in a home school setting will be recorded as Satisfactory (S) or Unsatisfactory (U). No numeric or letter grades will be recorded.

Student performance at each grade or organization level will be graded as follows:

Grades 4-12

- | | |
|------------|--|
| A = 90-100 | Excellent achievement at the assigned performance level. |
| B = 80-89 | Above average achievement at the assigned performance level. |
| C = 70-79 | Average achievement at the assigned performance level. |
| F = 0-69 | Failure to achieve at the assigned performance level. |
| NE = | No evaluation at this time. |

HOMELESS STUDENTS

Notification of Rights Under The McKinney-Vento Act

The McKinney-Vento Homeless Education Assistance Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. Section 11434a (2) et.seq., identifies homeless students as those who:

1. Lack a fixed, regular and adequate nighttime residence;

2. 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;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
5. Are migratory and live in the conditions set forth in items 2, 3, and 4 above.

A student who becomes homeless may continue enrollment in the school of origin to the extent feasible or enroll in the school serving the attendance zone where the student is physically residing. A homeless student who attends his/her school of origin may attend the school of origin for the duration of homelessness, whether the homelessness condition occurs during or between academic years or stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year. The student must transfer to the school zoned for the permanent residence at the beginning of the next academic year. For questions regarding homeless students, please contact the Sonya Hunte, Homeless Liaison at 404-802-2245.

HOMEWORK HOTLINE

The Homework Hotline is a joint effort between Atlanta metro school districts and Public Broadcasting Atlanta's (PBA) E-Learning/Cyber Center.

Call and ask questions!

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.

Available on most school nights

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**.

There is no charge!

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 you call...

Before calling, you should have the following items:

- Textbook (if available)
- Homework assignment
- Paper
- Pen or pencil
- Calculator (if needed)

Information you'll need...

You will be asked to give your first name, grade level and name of school. Also give the textbook title, and description of homework problem or assignment.

IMMUNIZATION REQUIREMENTS

The Atlanta Board of Education requires that all parents and legal guardians enrolling students in an Atlanta public school present a valid Georgia certificate of immunization, certificate of medical exemption or a notarized affidavit of religious objection to the principal or designee. A thirty (30) day waiver may be granted for new students from out-of-state to obtain this information. Failure to comply with the Georgia immunization law shall result in the exclusion of the students from school. In the event of an outbreak, epidemic or threatened epidemic of any of the preventable diseases, students without a valid Georgia certificate of immunization can be excluded from school until the health threat no longer exists.

New enrolling students must present the following documents:

- a. Georgia Certificate of Immunization (Form 3231) or a notarized “Affidavit of Religious Objection” affirming that immunization requirements conflict with parents' religious beliefs.
- b. Proof of vaccination or immunity to varicella.
- c. Proof of Hepatitis B vaccine
- d. Georgia Certificate of Eye, Ear and Dental Examinations (Form 3300)

New and returning sixth grade students

Students entering the 6th grade are required to show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR).

INCLEMENT WEATHER & SCHOOL CLOSINGS

While very infrequent, there may be times when our schools may have to close to protect our students and be reopened as emergency shelters for the community. The Superintendent, in consultation with her staff, makes decisions regarding the closing of public schools. Atlanta Public Schools works closely with our 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), 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 be provided in the same manner as during the regular close of the school day.

NON-DISCRIMINATION NOTICE

It is the policy of the Atlanta Board of Education that all individuals, including students, shall learn and participate in educational programs and activities in an environment free from all forms of discrimination, including race, color, sex, religion, national origin, sexual orientation, age and disability. Reasonable efforts will be taken to avert the possibility of any student being subjected to any form of discrimination while participating in any school system program, service or activity.

Complaints of Discrimination or Harassment

Accordingly, Atlanta Public Schools has established both informal and formal procedures for resolving any complaints of discrimination, harassment, or bullying on the basis of race, color, religion, national origin, sex (including sexual harassment), sexual orientation, gender identity, disability, or age. Allegations of discrimination should be reported immediately to an administrator or counselor at the school, center or any school event. However, a student may make a direct report to the Office of Internal Compliance, 130 Trinity Avenue, Atlanta, Georgia 30303, Phone number: (404) 802-2362, Fax number: (404) 802-1305. The school administrator or the Internal Compliance 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 the Office of Internal Resolution/Employee Relations (except in extenuating circumstances) are confidential to the extent possible as described below. 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 shall immediately make an appropriate report of the alleged misconduct to the appropriate Principal or Assistant Principal or to the Office of Internal Compliance.

As per O.C.G.A. § 20-2-751.5, 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.

PARENT/GUARDIAN CONCERNS, COMPLAINTS & ISSUES

Atlanta Public Schools is responsive to your concerns and wants to answer questions, address your complaints and issues you may have about your child's education in a timely manner. Please follow the procedures outlined below. This will ensure a prompt response and support a good home/school relationship. Please refer to the Student Handbook for questions pertaining to the rules and regulations. Board policies and regulations may be accessed via the Atlanta Public Schools web site at:

http://www.atlantapublicschools.us/content/aps_boardpolicies.aspx
<https://eboard.eboardsolutions.com/Index.aspx?S=4004>

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 observations. If you have questions or concerns resulting from an observation, please schedule 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.

Atlanta Public Schools expects that parents, guardians will exhibit a courteous demeanor at all times. Abusive, obscene or threatening language towards staff members will not be tolerated. Such behavior may result in your being removed from school premises. See page 27 – Disruption of Public School.

In the event that a problem arises in school involving your child, the protocol to address your concerns is as follows.

Step 1 - Teacher

If you have concerns about your child's behavior or performance in a certain class or with a specific teacher, you should discuss the matter with the teacher first. Each school has conference day each week or you may contact the teacher specifically to schedule an appointment. Parents/guardians who request a classroom observation or a teacher conference should provide at least 24 hours advanced notice

Step 2 - Guidance Counselor

If you have concerns about your child's behavior or performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher, you should then discuss the concerns with the Guidance Counselor.

Step 3 - Assistant Principal or Academy Leader

If you have concerns about your child's performance or behavior in a certain class or with a specific teacher, and you have discussed the matter with the teacher and guidance counselor, you should then discuss the concerns with the assistant principal or academy leader.

Step 4 - Principal

Problems with a teacher, assistant principal, academy leader or the child's overall academic performance or behavior that cannot be resolved by the teacher, guidance counselor, academy leader or assistant principal, should then be discussed with the Principal.

Step 5 - Administration

a. Regional Director

Each school has a designated regional director. Issues that are resolved at the school level should be reported to the appropriate regional office.

West Regional K-12 Cluster	225 James P. Brawley Dr., SW 30314	802-3667
South Regional K-12 Cluster	21 Thierkeld Ave., SW 30315	802-7550
East Regional K-12 Cluster	1631 LaFrance St., NE 30307	802-3751
North Regional K-12 Cluster	3399 Collier Dr., NW 30331	802-6537

b. District Administration

If a concern is unresolved by the regional office, it should be to the Deputy Superintendent of Curriculum & Instruction.

PRE-KINDERGARTEN PROGRAM (PRE-K)

Atlanta Public Schools has Pre-Kindergarten Programs at locations through the district. Students enrolling in the Pre-K program must be 4 on or before September 1. For more information contact the Pre-K Department at 404-802-3638 or 404-802-3640. The office is located at 225 James P. Brawley Drive Atlanta, GA 30314.

PROOF OF RESIDENCY

Proof of residency is required when a student initially enrolls in a school, at the beginning of each school year and whenever a change of residence occurs. **Suspected Residency Fraud may be reported to (404) 802-3540 or outofzone@atlanta.k12.ga.us.**

If the parent own or lease the property, In order to verify residency within the District, the following items are required to be submitted along with a General Enrollment Affidavit:

- a. Deed, Mortgage statement, Lease or Rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the owner/lessee; **and**
- b. Georgia Power utility monthly statement which evidences the location of the legal residence (current within 30 days of enrollment).

In addition to the documents required above, the enrolling person shall provide one (1) item from at least two (2) of the below listed categories which evidences the address provided above is his/her current residence:

- a. Current bank, credit union, or other financial institution documentation (loan documents, credit card statement, monthly activity statement) which evidences the location of the legal residence;
- b. Mail delivered by the United States Postal Service to the resident address other than general mail addressed to occupant or resident;
- c. Employer documentation (application for employment, health insurance, previously issued W-2 or Form 1099) which evidences the location of the legal residence;
- d. Voter registration documentation from Fulton County which evidences the location of the legal residence;
- e. A current motor vehicle registration (tag receipt) which evidences the location of the legal residence;
- f. Any other document(s) that will provide evidence of intent to remain at the location of legal residence within the geographic boundaries of the District.

If the parent/guardian does not own or lease the property in which they reside and parent/guardian and student are living on a full time basis with another adult, the following items are required with a signed Affidavit of Residency:

The Residence Owner/Lessee shall provide the following:

- a. Deed, Mortgage statement, Lease or Rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the owner/lessee; **and**
- b. Georgia Power utility monthly statement which evidences the location of the legal residence (current within 30 days of enrollment).

The Enrolling Parent/Guardian is required to provide at least three (3) of the below listed items with the address of the current residence:

- a. Current bank, credit union, or other financial institution documentation (loan documents, credit card statement, monthly activity statement) which evidences the location of the legal residence;
- b. Mail delivered by the United States Postal Service to the resident address other than general mail addressed to occupant or resident;
- c. Employer documentation (application for employment, health insurance, previously issued W-2 or Form 1099) which evidences the location of the legal residence;
- d. Voter registration documentation from Fulton County which evidences the location of the legal residence;
- e. A current motor vehicle registration (tag receipt) which evidences the location of the legal residence;
- f. Any other document(s) that will provide evidence of intent to remain at the location of legal residence within the geographic boundaries of the District.

SALUTATORIAN/VALEDICTORIAN

Each traditional high school, including individual small schools comprising educational complexes, will designate a valedictorian and salutatorian for each graduating class. High schools divided into small learning communities will designate a valedictorian and salutatorian for the entire high school.

- A. The valedictorian will be the student who has earned the highest class rank in the graduating class and who has met the eligibility requirements specified below.
- B. The salutatorian will be the student who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

The valedictorian(s) and salutatorian(s) will be recognized in graduation ceremonies. Non-traditional schools may recognize the top-ranked students in graduation ceremonies, but these programs will not identify valedictorian(s) and salutatorian(s).

Eligibility

- a) The eligible student will have been enrolled in the school from which s/he graduates by the end of the first semester of the junior year.
- b) The eligible student will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades and Atlanta Board of Education policy JBC(4) Transferring Credits.
- c) For graduating classes that entered ninth grade in 2004-05 through 2007-08, eligible students are those who qualify for the college preparatory diploma. For graduating classes that entered ninth grade in 2008-09 or later, all students earning regular education diplomas are eligible.
- d) The eligible student will have a weighted numeric grade-point average of 90 or above. Students selected as valedictorians and salutatorians must complete all requirements for graduation by the end of the second semester of the senior year.
- e) Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutatorian.

Selection

- a) Class rankings to determine the valedictorian and salutatorian will be generated based on grades earned by the end of the first semester of the senior year.
- b) Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.
- c) The official class ranking list will be the student information system-generated ranking of the weighted numeric grade-point averages of all eligible students in the graduating class.
- d) Co-valedictorians and co-salutatorians will be identified if there is an exact grade-point average tie for either the highest or second-highest class rank.

SECTION 504 PROCEDURAL SAFEGUARDS

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.

Hearing Request:

- The Request for Hearing must include the following:
- The name of the student.
- The address of the residence of the student.
- The name of the school the student is attending.
- The decision that is the subject of the hearing.
- The requested reasons for review.

- The proposed remedy sought by the grievant.
- 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.

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.

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.

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.

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.

SINGLE GENDER ACADEMIES

Atlanta Public Schools has 4 single gender academies – Coretta Scott King Young Women’s Leadership middle and high schools and BEST Academy middle and high schools. Students whose address is zoned for one of the following elementary schools (Boyd, Grove Park/Woodson, Scott, and F. L. Stanton) are in the priority zone and have the option to opt in to the single gender academies. Students in the priority zones will be given first preference to attend the single gender academies. If parent decides not to attend the single gender academies, Douglass cluster is the feeder pattern and the zoned schools are Harper Archer Middle School and Douglass High School.

Students residing in the priority zone must OPT-IN to a single gender academy. The OPT-IN choice means that the parent is requesting their child attend the single gender academy. If the student attends a single gender academy and resides in the Boyd, Grove Park/Woodson, Scott or F. L. Stanton attendance zone, transportation will be provided. Students have the ability to opt in one time to the single gender academy and receive priority. If a student in the priority zone does not Opt In and enrolls in Douglass, Harper Archer or another school but later wishes to enroll in a single gender academy, the student must complete a single gender citywide application during the designated application period to transfer to a single gender academy. The student is eligible for transportation upon enrollment at the single gender academy.

Parents of currently enrolled APS students not living in the priority zone and non-residents of the City of Atlanta may apply for the single gender academies during the announced citywide application period(s).

STUDENT ATHLETE ELIGIBILITY for Middle and High Schools

Students who try out for or participate on an Atlanta Public Schools’ athletic team must have a current Athletics Participation form on file at his or her school before they are allowed to participate. Students who participate in off season conditioning must also have this form on file.

The Student Athletic Participation form includes the following vital information:

- a. **Parent permission (parent or guardian signature mandatory)**
- b. **Release for medical treatment (parent or guardian signature mandatory)**
- c. **Insurance verification**
Students who participate in an APS athletic program must have insurance and be able to show proof of a current insurance policy. Insurance is needed for conditioning, tryouts and in season participation. At no time is it permissible for a student to participate in athletics programs without insurance. Students do not have to pay for athletic insurance.
- d. **Media Release**
- e. **Eligibility Certification - (Georgia High School Association)**
Confirms student’s residential status and assures that only students that are on track for graduation participate in athletics programs.
- f. **Physical Examination**
Every student who participates in any Atlanta Public Schools athletic program must have an annual physical examination. The examination must be given by a board certified medical doctor and recorded on the Atlanta Public Schools Permission to Participate and Physical Examination form. No other form is acceptable. All individuals who participate in interscholastic athletics in grades six through 12 must have an annual physical examination that indicates approval for participation. The examination form must be signed by a licensed physician prior to the student's participation in any tryout, practice, or conditioning. The physical examination form must include the date (month, day, year) and the student's name.

A student will be INELIGIBLE for participation if the student:

- a. *Did not attend school last semester.*
- b. *Did not pass five (5) subjects, or the equivalent, toward graduation, the previous semester.*
- c. *Has not attained required number of accumulated Carnegie Units for years in school.*
- d. *Has been in high school more than four consecutive years after his or her first entry into the ninth grade.*
- e. *Has attained his or her 19th birthday prior to May 1st proceeding the year of participation.*
- f. *Have not completed a physical examination during the past 12 months.*
- g. *Is a professional athlete in the sport he or she wishes to participate.*
- h. *Is currently in in-school suspension, in alternative school for disciplinary reasons, or has been expelled by the previous school.*
- i. *Transfers and does not make a bona fide move in the school zone.*

Participation in Seventh and Eighth Grade Athletics

Seventh and eighth grade students may participate in interscholastic athletics with the following stipulations:

1. Seventh and eighth grade teams will be composed of first year seventh and eighth grade students.
2. Students who attain their thirteenth and fourteenth birthdays on or after May 1 of the year in which they become first year seventh and eighth grade students respectively are eligible to play on seventh and eighth grade teams.
3. Eighth grade students are eligible to participate on high school B-teams and sub-varsity teams provided they are enrolled in the high school fielding the team or are enrolled in a feeder school of that high school and provided they meet all other applicable Georgia High Schools Association requirements.
4. Students must meet eligibility requirements for participation in extracurricular activities as defined in Board policy IDE, Co-curricular Activities.
5. Retention of students for athletic purposes (“red-shirting”) is prohibited.

Participation in High School Athletics

Ninth through 12th grade students may participate in interscholastic athletics with the following stipulations:

1. Students must meet eligibility requirements for participation in high school athletics as defined by the Georgia High Schools Association (GHSA).
2. Students must meet eligibility requirements for participation in extracurricular activities as defined in Board policy IDE, Co-curricular Activities.
3. Retention of students for athletic purposes (“red-shirting”) is prohibited.

STUDENT RECORDS

All schools in the Atlanta Public School System meet and comply with the mandate of the Family Educational Rights and Privacy Act of 1974, and other local, city and state governance which recognize the individual's right to privacy and prohibit the release of student information to any unauthorized entity. Copies of student records may be obtained only through the submission of appropriate written application, with the approval of a parent or guardian. A student must be of legal age (18) to access his or her personal records. Parents and students have the right to inspect such records and results of any standardized testing which might have been given.

A. Directory Information

Under the Atlanta Board of Education policy, the following student information may be released without prior parental permission:

- a) Student's name, address, telephone listing, and e-mail address
- b) Student's birth date and place of birth
- c) Student's grade level and major field of study
- d) Dates of student's attendance in APS
- e) Honors and awards received by student while enrolled in APS
- f) The most recent educational agency or institution attended
- g) Student's participation in officially recognized activities and sports
- h) Student's weight and height if he/she is a member of an athletic team

Any parent/guardian or student who has attained the age of 18 has a right to review school records. To look at your child's or your school records, you must give the principal a written request listing the records that you want to see. The principal or Records Center Manager must allow you to see the records within 45 days from

receiving your request. The principal or Records Center Manager will make arrangements for access and notify the parent, guardian, or eligible student of the time and place where records may be inspected.

If you do not wish Atlanta Public Schools to disclose directory information you must notify Atlanta Public Schools by completing and returning the form on page 2 the Student Handbook by September 1st or within 10 days of your receipt of the Student Handbook.

B. Change of Name on Student Records

A student will be addressed by, and his/her school records will reflect, the name appearing on his/her birth certificate. Exceptions to this rule include:

1. *Parental Request* - When parents request that a child use other than his/her legal name, the school will accommodate the parents' wishes. However, the permanent records will remain in the student's legal name.
2. *Marriage* - When a student marries and withdraws from school, his/her name will not be changed on the educational records. If the student remains in school after marriage, he/she may use either the married name or the maiden name until graduation. If the student desires to use the married name, either a copy of the marriage certificate or a resume of information contained on the certificate will be placed in the educational record and the records will be changed accordingly.
3. *Name Change by Court Order* - A copy of the court order changing the name of a student must be presented to the school principal before there can be any modification of the student's permanent records. The copy of the court order that is received by the principal will be placed in the educational record. When the name of a student is to be changed on the permanent record, the original name will be lined through, with the original name remaining legible, and the changed name entered immediately above the original name. The date and authority for change will be added to the permanent record.

C. Dissemination of Student Law Enforcement and Disciplinary Records

In accordance with Georgia law (O.C.G.A. §§20-2-671 and 20-2-751.2), if any administrator determines, based upon information provided through the enrollment process or through the superior or juvenile courts, that a student has been convicted or adjudicated guilty of a designated felony, such information shall be provided to the principal of the school to which the student is assigned. The principal shall provide this information to all teachers to whom the student is assigned. Teachers and other certificated professional personnel whom the principal deems appropriate may review the information in the student's file, provided that such information has been received from other schools or from the juvenile or superior courts. Such information shall be kept confidential and shall not be disseminated in any manner beyond what is expressly authorized by this policy, except as required for administrative review of any disciplinary charges against a student.

STUDENT ENROLLMENT AND ANNUAL REGISTRATION

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. Kindergarten students must be five years old and first-graders must be six years old on or before September 1.

New and transferring students

The documents listed below are required for students enrolling for the first time and students transferring within the system.

- A. Withdrawal form from previous school (if applicable) along with transcript and/or grade record and discipline report from previous school and address of previous school
- B. Official Certificate of Birth
- C. Social Security Card or Objection to Use of SSN
- D. Georgia Certificate of Immunization (Form 3231) or **notarized affidavit** is allowed for school enrollment in lieu of an immunization record for parents who will not allow their children to be immunized due to their **religious beliefs**. The notarized affidavit is placed in the student's Permanent Record Folder (PRF) in the place of the immunization record.
- E. Georgia Certificate of Ear, Eye and Dental Examination (Form 3300)

- F. Parent's or guardian's proof of residence must be provided on an annual basis and upon transferring a child from one school zone to another.
- G. Proof of Legal Guardianship (if applicable). Relatives other than the grandparents or non-relatives with whom students are residing must have legal guardianship. Person without guardianship must complete a Non-Parental Affidavit which grants 30 days for the person to complete the guardianship process.
- H. Proof of Residency along with a General Enrollment Affidavit or Affidavit of Residency.

Returning Students

Students who are returning to the same school must complete registration during the spring. Registration is the annual validation and updating of current student' information, i.e. proof of residency, emergency contacts, health information, etc.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

(a) 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.

(b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours, who shall then promptly forward said report to the office designated below. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the following office: Office of Internal Compliance, 130 Trinity Avenue, Atlanta, Georgia 30303, Phone number: (404) 802-2362, Fax number:(404) 802-1305.*

(c) Any school principal or principal's designee receiving a report of sexual abuse by an employee as defined in O.C.G.A. 19-7-5 shall make an oral report ***immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services police authority or district attorney, to the designated regional director and to the*** Office of Internal Compliance, 130 Trinity Avenue, Atlanta, Georgia 30303, Phone number: (404) 802-2362, Fax number:(404) 802-1305.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Listed below are definitions for "sexual abuse" and "sexual misconduct"

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"Sexual misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

- a. Made sexual comments, jokes, or gestures.
- b. Showed or displayed sexual pictures, photographs, illustrations, or messages.
- c. Wrote sexual messages/graffiti on notes or the internet.
- d. Spread sexual rumors (i.e. said a student was gay or a lesbian).
- e. Spied on students as they dressed, showered or used the restroom at school.
- f. Flashed or "mooned" students.
- g. Touched, excessively hugged, or grabbed students in a sexual way.
- h. Forced a student to kiss him/her or do something else of a sexual nature.
- i. Talked or asked about a student's developing body, sexuality, dating habits, etc.
- j. Talked repeatedly about sexual activities or sexual fantasies.
- k. Made fun of student's body parts.
- l. Called students sexual names.

STUDENT SUPPORT TEAM

The Student Support Team (SST) is a problem-solving team at the Tier 3 level of interventions and/or student assessment that seeks intervention strategies for students with academic, behavior, or other types of problems. SST levels of interventions are implemented only if they are necessary as part of the progression through the tiers of intervention.

Once the student reaches SST/Tier 3, interventions are implemented for a specified period of time. If the strategies at SST/Tier 3 are not successful, based on data from the interventions implemented by the discipline assistant principal and/or teachers as part of the committee, additional alternative interventions and modifications are developed and implemented for an additional specified time. A follow-up SST meeting is scheduled to review the results. The SST may request parent permission to complete a psychoeducational evaluation to determine the student's cognitive and academic strengths and weaknesses and/or behavioral/social and emotional status.

If the student continues to experience difficulties and based upon the student's responses to the implemented interventions, a referral to Special Education may be warranted. If such a referral is made, special education staff will obtain parental consent to review all SST/RtI records, including all data and all evaluations, and to complete any additional evaluations necessary. A special education eligibility meeting is then held to determine the student's eligibility for special education services.

STUDENTS WHO MOVE WITHIN THE CITY DURING THE SCHOOL YEAR

Students who move from one school attendance zone to another within the city during the school year may continue to attend the previous APS school for the remainder of the semester in which they moved. No APS transportation will be provided. If a student wishes to remain at the school after the move, the parent must request a general administrative transfer from the Department of Student Relations.

Students who move from one school attendance zone to another within the city during the junior or senior year or the summer before the junior or senior year of high school may continue to attend the previous APS high school until graduation. No APS transportation will be provided.

STUDENTS WHO MOVE FROM THE CITY DURING THE SCHOOL YEAR

Students who move from the city during the school year may continue to attend the APS school for the remainder of the semester in which they moved provided that out-of-district tuition is paid. No APS transportation will be provided. If a student wishes to remain at the school after this semester, the parent must secure a general administrative transfer from the Department of Student Relations (please refer to Policy JBCCA and associated regulations) and out-of-district tuition must be paid. The out of district tuition rate for the 2012-2013 school year is as follows: **General Education: \$9,714.00; Special Education: \$19,793.00, plus costs for additional services based on individual needs; and Crim Open Campus High School: \$982 per class (Non-resident), \$196 per class (Resident over age 21), Free (Resident aged 16-21).**

Students who move from the city any time during the junior or senior year of high school or the summer before the junior or senior year may continue to attend the APS high school until graduation provided that out-of-district tuition is paid. No APS transportation will be provided.

TARDY

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

- 1) Excused: Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with a court order, etc.
- 2) Unexcused: Arriving late to school or class with or without the knowledge of parent/guardian, as a result of events within one's control, such as oversleeping, parent errands, etc., unless it is an excused tardy.
- 3) Fifteen (15) unexcused tardies equal one (1) unexcused absence.

TEENAGE/ADULT DRIVERS RESPONSIBILITY ACT (TAADRA)

According to the Teenage Driver Responsibility Act, students must obtain an attendance and discipline certificate from their school in order to obtain a driver's license. There is a \$5.00 fee for all Certificates of Attendance.

During the school year, Certificates of Attendance are issued at the local school site. During the summer break, Certificates of Attendance are issued by the Department of Student Relations, 130 Trinity Avenue – 2nd Floor, Atlanta, Georgia 30303 (404-802-2233).

A certificate of attendance will not be issued for a student under the age of 18 who drops out of school without graduating and has remained out of school for ten (10) consecutive days, or has more than ten (10) school days of unexcused absences in the current academic year, or ten (10) or more school days of unexcused absences in the previous school year. Schools will notify student's ages 14 and older when the student has only three absences remaining before violating the state's attendance requirement pursuant to O.C.G.A § 40-5-22 regarding the denial of driver's permits and licenses. The school may notify the student during a conference or by notice sent by first class mail.

Under Georgia law, if a student under the age of 18 drops out of school without graduating and has remained out of school for 10 consecutive days, or has more than 10 school days of unexcused absences in the current or previous school year, notice will be given by Atlanta Public Schools to the Department of Driver Services, as required by O.C.G.A. § 40-5-22. The student's driver's license may then be suspended by the state of Georgia for up to one year.

A student's driver's license will be suspended by the state of Georgia for up to one year if the student is found in violation by the Student Disciplinary Tribunal:

- Threatening, striking or causing bodily harm to a teacher or other school personnel or causing substantial physical injury to another person or student;
- Possession or sale of drugs or alcohol on school grounds or at a school sponsored event; and/or
- Possession or use of a weapon on school grounds or at a school sponsored event;
- Sexual offenses as enumerated in Chapter 6 of Title 16 O.C.G.A.
- A student can reapply for his or her learner's permit or driver's license after a period of one (1) year or when the student becomes 18 years old, whichever comes first.

TEXTBOOKS AND INSTRUCTIONS 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 Georgia Performance Standards and other standards for our course offerings. The number of materials available is determined 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 times to assist your child in completing his/her homework if he or she needs extra help.**

TRANSFER AND WITHDRAWALS

A student should generally be withdrawn by the person who enrolls them. The parent/legal guardian who enrolled the student may provide the school with written permission accompanied by a copy of the parent/guardian's photo identification for another person to withdraw a child.

A withdrawal request and form must be completed before withdrawal. Teachers, media specialists, and other appropriate persons must sign the form and fill in information in regard to attendance, grades, conduct, return of textbooks and other school-owned materials, and other necessary information. Debts to the school should be cleared at the time of withdrawal, pursuant to Board policy JS, Student Fees, Fines and Charges.

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

The district may withdraw without parental permission a student:

1. Who is age 17 or older who has accumulated more than 10 consecutive days of unexcused absences. The principal (or designee) will notify the parent/guardian or other person who has charge of a student prior to the withdrawal of the student; or
2. Who is currently enrolled in another school, school system, private school or home study program;
3. Who is verified as no longer residing in the school's attendance zone; or
4. Who is not in attendance on the first day of school but was expected based on prior year enrollment. Such student shall be withdrawn as a "no-show" student and shall not be included in any enrollment or attendance counts.

If the student is to be withdrawn, the principal (or designee) will notify the parent/guardian or other person who has charge of a student if the district plans to withdraw the student. The school may still pursue the interventions as outlined in the Atlanta Public Schools attendance policy, regulation or protocol.

Students shall not be withdrawn:

1. Who are receiving hospital or homebound instruction;
2. As a consequence for disciplinary infractions; or
3. As a result of excused absences.

Students within the compulsory attendance age who have accumulated more than 10 consecutive days of unexcused absences may be referred to alternative school for a minimum of one semester via a student disciplinary tribunal hearing. If a student is under suspension or expulsion on the date of the withdrawal, the terms of the suspension or expulsion will be noted on the withdrawal form. Students with ongoing disciplinary procedures will not be withdrawn by the school. This includes, but is not limited to, a scheduled (not waived) disciplinary hearing or a pending disciplinary investigation.

TRUANCY

Truancy violates the Compulsory Attendance Law. Atlanta Public Schools has the Attendance Improvement Program that works in conjunction with Atlanta and MARTA Police Department as well as other school districts to ensure that students comply with the Georgia Compulsory School Attendance Law and Atlanta City Ordinance (Day Time Curfew). Students that are observed by Truancy Officers in the City of Atlanta without a valid written excuse between the hours of 8:30am-2:30pm may be transported to school, the Attendance Improvement Center, released to a parent/guardian, or the juvenile detention center.

The Attendance Specialist verifies the status of students and conducts an initial assessment to identify barriers to overall student achievement. Students receive counseling, referrals to community agencies, and other follow-up services. School Social Workers, Administrators, and parents/guardians are notified of each occurrence via verbal and/or written notification. Parents will be notified when a student has five (5) unexcused absences. The Atlanta Public School System must make "best efforts" to notify students 14 years of age or older that they are within three (3) absences of violating attendance requirements.

Attendance Improvement Program
Truancy Center/Kennedy Complex
225 James P. Brawley Drive, NW
Atlanta, Georgia 30314
Office (404) 802-3649
Fax (404) 802-3699

TRUANT

Any child who is subject to the compulsory attendance law and who has more than five days of unexcused absences during the calendar school year can be considered truant. Atlanta Public Schools can refer a student to juvenile court via a truancy or educational neglect petition once the student is designated as truant.

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 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 within the District may be eligible to remain enrolled in their home school for a limited time, see pages 67-68

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. Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advanced notice. 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.*



Atlanta Public Schools Frequently Asked Questions

Where can I obtain a copy of school zone boundaries? For information on school zones, please call APS Facilities Services Department at (404) 802-3731 or email gis@atlantapublicschools.us. Zone boundary maps are on the APS website at <http://www.atlanta.k12.ga.us/Page/832>.

How do I obtain a copy of a school board policy? Atlanta Public Schools board policies may be viewed at <http://www.atlanta.k12.ga.us/site/Default.aspx?PageID=211>.

Where can I view lunch menus? School menus are available at the following web address - <http://www.atlantapublicschoolsnutrition.us/>.

Where can I get information on the schools that offer the Georgia Pre-K program? You may contact the Pre-Kindergarten department at 404-802-3640.

How can I obtain the Certificate of Immunization Form 3032 and Certificate of Eye, Ear and Dental examinations Form 3300? You may contact the Fulton County Public Health Centers at 404-730-1373 or <http://www.fultoncountyga.gov/dhw-clinics-office-locations> or contact any pediatrician's office.

What is the schedule for athletic events? Sports schedules are available at <http://www.highschoolsports.net/>.

Where can I find the school calendar? School calendars are available at <http://www.atlanta.k12.ga.us/page/329>.

How do I request transcripts? For Current Seniors: You should speak to your counselor or the school registrar regarding your transcript. For Graduates of Atlanta Public Schools: Call 404-802-2150 for transcripts.

How are report cards distributed? Report cards are usually distributed to students during homeroom or are mailed to parents.

Traditional School Report Card dates

- * October 17, 2012
- * January 11, 2013
- * March 20, 2013
- * June 3, 2013

Year Round School Report Card Dates

- * September 14, 201
- * January 8, 2013
- * March 15, 2013
- * June 7, 2013

Who do I contact about bus transportation or transportation related questions?

Please contact the Transportation department at 404-802-5500.

When does Spring Break start? Spring Break starts on April 8th and ends on April 12th on the traditional school and year round school calendar.

What should I do if I am homeless? You can contact the district's Homeless Liaison at 404-802-2245 or may contact the school social worker at your child's current school.

Must I notify my child's school if I move? Yes. Children who move out of the school attendance zone but remain inside the limits of the City of Atlanta will be allowed to remain at the previous school for the remainder of the semester. Students who move outside the limits of the City of Atlanta may remain at the previous APS school until the end of the semester by paying tuition. Students who move in the summer will attend the school in the new attendance zone. Special provisions are made for students in the 11th and 12th grades in Policy JBCA and accompanying regulations.

How often must I provide residency information? Each year parents will be asked complete and provide residency documentation. Updated information may be required on a case-by-case basis.

What if I own rental property and pay taxes in a particular school attendance zone. Is my child allowed to attend school in that zone? No. This is not your primary residence.

What if I own a business in a particular school attendance zone? Is my child allowed to attend school in that zone? No. This is not your primary residence.

My wife and I are divorced. My daughter lives with her mother. Can my child attend school in the school attendance zone where I live? No. The child must attend school in the zone of the primary residence of his/her custodial parent.

My wife and I are divorced. We have joint custody of our son. Can my child attend school in the school attendance zone where I live? It depends. The child must attend school in the zone of the residence where he lives 51% of school nights during the year. It is recommended that parents maintain a calendar to document the number of school nights the child spends with each parent.

What happens if I do not comply with residency requirements? Students will be removed from the out-of-zone school, and parents will be charged tuition if it is determined that the student resides outside the limits of the City of Atlanta. Cases of falsified documentation may also be referred to the appropriate legal authorities.

How do I apply for permission to allow my child to attend a school outside of our attendance zone? You must contact the Department of Student Relations, 130 Trinity Avenue, Atlanta, Georgia 30303, 404.802.2233 to apply for a general administrative transfer during the annual application window. Please keep in mind that the Atlanta Public Schools does not provide transportation for general administrative transfers and that general administrative transfers are considered only after No Child Left Behind transfers are addressed.

Can a transfer be revoked? Yes, the administrative transfer may be revoked by the Department of Student Relations upon the request of the transfer school for excessive absenteeism, tardiness, disciplinary actions, or other critical factors that impact the school assigned.

Can I pay for lunch in advance? Meals can be paid for in advance by using one of the following methods:

- a. Cash or Money Order
- b. Pre-Pay using Mealpay.com
- a. You must use your child's nine digit Student ID# which can be obtained from your child's school.
- b. Simply Log on to: www.mealpay.com
- c. Register your child into the K-12 school lunch prepayment system.
- d. Make a prepayment to your child's meal account using the website or call 1-877-237-0946 (Monday - Friday 7:30 AM - 5:30 PM ET)

How do I find out if my family qualifies for the Free and Reduced Meal Program? Free and reduced priced meals are available to students unable to pay the full price of meals according to criteria based on household size and income. Federal Eligibility Applications (FEA) are available at each APS school site and issued to each APS student. If you do not receive a FEA Form or experience an income or household size change please contact the

FEA Coordinator at your local school site to complete and submit a FEA Form. If you any question please contact the School Nutrition Customer Service Hotline at 404-802-2540.

What happen if a student forgets his/her lunch money? Meals are available to students who pay or are eligible for free and reduced-price meals. Federal regulations prohibit lunch charges. However, elementary schools have procedures in place to ensure students do not go without lunch. The Courtesy Snack Pack is provided to students who do not bring money to school but have an eligibility status of FULL PAY or REDUCED. This meal will be provided during mealtime at no cost to the student. The school office is responsible for the collection of lunch charges. Check to see what procedure is available in your child's school.

What are the tuition rates for non-resident students?

Atlanta Board of Education Policy JBCBA provides that children who are non-residents may attend Atlanta Public Schools upon the payment of tuition provided that a non-resident student does not displace a resident student. The per pupil tuition rates for the 2012-2013 school year are:

- a. General Education: \$9,714.00
- b. Special Education: \$19793.00 plus costs for additional services based on individual needs
- c. Crim Open Campus High School: \$982 per class (Non-resident), \$155 per class (Resident over age 21), Free (Resident aged 16-21)

What time does school start and end?

School Start and End Times			
Grade Level	Breakfast	School Start Times	School End Times
Elementary	7:30 – 7:55 am	8:00 am	2:30 pm
High	7:50 – 8:10 am	8:15 am	3:15 pm
Middle	8:25 – 8:40 am	8:45 am	3:45 pm

How old does my child have to be to enroll in school? Are there exceptions?

Under Georgia state law, children must turn five (5) on or before September 1 in order to enroll in kindergarten. Children must turn six (6) on or before September 1 to enroll in first grade. For prekindergarten, children must turn four (4) on or before September 1 to be eligible.

The only exception allowed is for students who have been living in another state for the two years preceding their enrollment in a Georgia public school and who were enrolled in kindergarten under that state's rules before moving to Georgia. In these cases, children who turn five (for kindergarten) or six (for first grade) by December 31 may transfer their enrollment from the out-of-state kindergarten or first grade.

There are no exceptions for students who have been enrolled in a Georgia private school, for advanced students based on evaluation or testing, for students moving into Georgia from out of state who were not previously enrolled in school or for any other reason.

See Atlanta Board of Education policy JBB, Entrance Age.

What documents are required to enroll my child in school?

The following documents are required. For a detailed description of the documents acceptable to satisfy each requirement, see administrative regulation JBC-R, School Admissions. Detailed information, including an enrollment checklist, is available on the Enrollment & Registration Web site.

- Identification of the enrolling adult
- Student's birth certificate
- Student's Georgia immunization records, certificate of medical exemption from immunization OR affidavit of religious objection to immunization
- Student's Certificate of Eye, Ear and Dental Examination
- Student records from previous school
- Social Security card OR Objection to Use of SSN form
- Proof of Residence (see chart for requirements)
- Proof of Legal Guardianship (if applicable)
- Non-parental Affidavit (if applicable)
- Grandparent Power of Attorney (if applicable)

What if I do not have one of the required documents for enrollment?

Prior to the first day of school, students are not enrolled without complete documentation. Once school starts, students with missing documents may be conditionally enrolled for 30 days. Students will be withdrawn from school if the documents are not provided within 30 days.

In the case of students moving to Georgia from out-of-state with valid out-of-state immunization records, students may be enrolled for up to 90 days pending the transfer of the immunization records to the Georgia form. Students will be withdrawn from school if the Georgia certificate of immunization is not provided within 90 days, even with out-of-state immunization records.

See Atlanta Board of Education policy JBC, School Admissions; administrative regulation JBC-R, School Admissions; and policy JGCB, Student Inoculation.

I am not the student's legal guardian. Can I enroll the student in school?

Adults acting in loco parentis, or in the place of parents, may conditionally enroll students in school provided that the student physically resides in the school zone. A parent, legal guardian or grandparent acting under a Georgia Power of Attorney for the Care of a Minor Child must appear at the school to complete the enrollment within 30 days.

Guardianship can be obtained by contacting the Fulton County Probate Court located at 136 Pryor Street, Room C-230, Atlanta, Georgia 30303, (404-730-4697). Information regarding this process is available online at www.gaprobate.org.

See administrative regulation JBC-R, School Admissions.

I am the student's grandparent, step grandparent, great-grandparent or step great-grandparent. Can I enroll the student in school?

In accordance with Georgia state law, grandparents may enroll students in school if they have a valid Power of Attorney for the Care of a Minor Child and the student physically resides in the school zone. Families in the following situations may use the Power of Attorney to assign custodial duties for a child to a grandparent, step grandparent, great-grandparent or step great-grandparent:

- The death, serious illness or terminal illness of a parent.
- The physical or mental condition of the parent or the child such that proper care and supervision of the child cannot be provided by the parent.
- The loss or uninhabitability of the child's home as the result of a natural disaster.
- The incarceration of a parent.
- A period of active military duty of a parent.

See administrative regulation JBC-R, School Admissions.

What documents are required to verify my residence?

For a detailed description of the documents acceptable for proof of residence, see administrative regulation JBC-R, School Admissions or the proof of residence requirements chart. Proof of residence is required annually and at any time it is requested by the school. APS officials may conduct in-person visits to verify the residence of students at any time.

My family has lost our home and is temporarily residing outside the zone of our children's school. Do we have to withdraw the students from the school?

Students living in temporary situations that meet federal eligibility requirements for homeless services such as living with another family or in a shelter, campsite, car, hotel/motel or other temporary location may remain enrolled in their school of origin or enroll in the zoned school for the physical location where the student is residing for the duration of the temporary residence/homelessness situation. Transportation may be provided for eligible students to remain enrolled in their school of origin. Students who become permanently housed during the

academic year may remain at the school of origin for the remainder of the academic year. Contact the school social worker or the APS homeless liaison for assistance.

See policy JBC (1), Homeless Students and regulation JBC (1)-R, Homeless Students.

I would like my child to attend a school other than our zoned neighborhood school. What are my options?

For decades, the Atlanta Public Schools has provided a voluntary general administrative transfer program, which allows students to attend schools outside of their neighborhood school zone. Only schools with space available offer general administrative transfers, and students are offered transfers based on a random lottery process if the district receives more applications than there are spaces available at a school. General administrative transfers are valid through the highest grade level of the school, and transportation is not provided. Transfers may be revoked by the Department of Student Relations due to excessive absenteeism, tardiness, or disciplinary actions.

Charter schools are another choice option provided by APS to parents. Children who are residents of the city of Atlanta are eligible to attend APS charter schools. Most charter schools conduct an enrollment lottery in the spring of each year for the upcoming school year. Contact individual Atlanta Public Schools charter schools directly for detailed information about the schools' enrollment procedures.

For further information, you may also contact the APS Charter Schools Office.

For detailed information on the procedures for out-of-zone transfers, see the APS Student Transfers Web site or contact the APS Department of Student Relations.

I do not live in the city of Atlanta. Can I enroll my child in an Atlanta Public School?

Students who are not residents of the city of Atlanta may attend Atlanta Public Schools upon the payment of tuition. The Atlanta Board of Education sets the amount of tuition each year. Non-resident students may apply to attend schools with space available through the Department of Student Relations.

See Atlanta Board of Education policy JBCBA, Tuition.

I plan to home school my child. What are the requirements? Can my homeschooled child participate in APS sports/band/after school programs/CRCT testing/etc.?

In accordance with Georgia state law, parents/legal guardians living within the city of Atlanta must file an annual Declaration of Intent to Utilize a Home Study Program and submit monthly documentation of student attendance to APS.

For details and forms, see the APS Home School Web site. For the APS policy, see Atlanta Board of Education policy JBC (2), Home Study.

When a parent exercises the option for home study, the parent does not receive any assistance or materials from APS. By selecting home study, the parent has also opted out of all school activities and instruction. APS' role in home study is tracking the declaration forms and attendance for students residing within the geographical boundaries of the district.

See the Georgia Department of Education for additional guidance for home schooling parents.

I would like for my child to attend a charter school. How do I enroll?

APS charter schools are public schools that operate under a contract with the district and the State Board of Education. Children who are residents of the city of Atlanta are eligible to attend Atlanta Public Schools charter schools. Most charter schools conduct an enrollment lottery in the spring of each year for the upcoming school year. Contact individual Atlanta Public Schools charter schools directly for detailed information about the schools' enrollment procedures.

For further information, you may also contact the APS Office of Innovation at 404-802-2881.

What is considered an excused absence from school?

In accordance with Georgia state law, the Atlanta Board of Education accepts the following reasons for student absence:

- Personal illness of the student and/or a situation in which attendance in school would endanger the health of the student or the health of others.
- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
- Special and recognized religious holidays observed by the faith of the student that necessitate absence from school.
- Mandates by the school or other governmental agencies, such as pre-induction physical examination for service in the armed forces, a court order or out-of-school suspension.
- Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student.
- Voter registration or voting in a public election, not to exceed one (1) day per school year.
- Five (5) days or fewer per school year for a child of a military or National Guard parent who is called to duty in a combat zone or combat-supporting post or for a student whose parent is on leave from such an assignment.
- A student who serves as a page of the Georgia General Assembly shall be credited as present by the school for days missed for this purpose.

Students who are in the hospital or who cannot leave their homes who are receiving homebound student services are also credited as present by the school for days they are not physically present.

The student must be present at school for at least three hours, excluding lunch, in order to be counted as present for the day. Upon return to school from an absence, the student must bring a note, signed by the parent/legal guardian, stating the reason for the absence.

See Atlanta Board of Education policy JBD, Absences and Excuses.

How will my child get to school?

Students living in the Atlanta Public Schools official attendance zone may receive transportation to and from school. Elementary students who live one (1) mile or more from the zoned school and middle and high school students who live one and one-half (1.5) miles or more from the zoned school are eligible to receive transportation.

Transportation is also provided for students in the following circumstances:

- Students served in the Program for Exceptional Children, as specified on the Individualized Education Plan (IEP)
- Students residing in the single gender priority zone
- Students who are assigned by the superintendent to take a course of study not offered in the zoned school, such as
 - English to Speakers of Other Languages (ESOL) or an alternative school
 - Students who are enrolled in magnet programs and are eligible for free or reduced-price meals
 - Students who are considered homeless, as required by federal law

See Atlanta Board of Education regulation ED – R(1), Student Transportation Management.

How will my child get home from school?

Eligible students (see above) may receive transportation home from school. Transportation from school will not be provided for students participating in after-school extracurricular activities such as team sports, bands, cheerleading, chorus or clubs. Some schools have an activity bus that brings students home following afterschool tutorial and other activities. Contact your neighborhood school to determine if an activity bus is available for your student.

See Atlanta Board of Education regulation ED – R(1), Student Transportation Management.

When does APS cancel classes?

The Atlanta Public Schools will close individual schools or all schools in the event of abnormal conditions, hazardous weather or other emergencies that threaten the safety, health, or welfare of students and employees. Details are available on the APS Emergency Closure Web site. APS notifies all major media outlets of school delays, cancellations, and early releases as far in advance as possible and provides updates during abnormal conditions. The APS Homepage is also updated immediately when a school or schools must be closed. APS's Facebook and Twitter (@apsupdate) are regularly updated as well.

See Atlanta Board of Education policy EBBB, Emergency Closings.

My child's school has a uniform. Is the uniform required?

Yes. Each school's dress code is defined by an advisory committee comprised of parents, students and school staff. Often the Local School Council may assist in this capacity. Once uniforms have been selected for a school by the advisory committee, students must comply with the uniform requirements, or face progressive disciplinary consequences.

A student who cannot afford to purchase uniforms or other specific apparel shall not be denied entry to the school for that reason, and most schools have discretionary funds and/or partners who can assist families who cannot afford the uniforms in procuring the appropriate garments.

Generally questions about approved attire and uniforms should be directed to the school principal. The authority for enforcing dress codes for students is ultimately with the principal.

See Atlanta Board of Education policy JCDB Student Dress Code.

May my child carry a mobile/cellular telephone at school?

Only high school students may possess a mobile/cellular telephone at school or on a school bus. The use of mobile telephones or personal electronic devices (PEDs) is prohibited at all times during the instructional day, including but not limited to lunch breaks, class changes, study halls and bus rides. Devices must be turned off and out of sight. Only when a student is directed by an APS employee or other school official in an emergency situation may he or she use a mobile telephone or PED during the instructional day or on the school bus.

All staff members have the right to confiscate mobile telephones or PEDs used in violation of this policy. For a detailed description of disciplinary consequences of cellular telephone or PED usage, see administrative regulation JCDAF-R, Use of Electronic Devices by Students.

Elementary and middle school students are not allowed to possess or use cellular telephones or other PEDs except for serious medical conditions or other special circumstances approved by the school principal.

See administrative regulation JCDAF-R for an outline of these circumstances.

What uses of the Internet by students are allowed at school?

Students are allowed access to the Internet at school to pursue academic achievement and exploration. All Internet use by students should be in the support of educational instruction only. APS employees will educate students about responsible Internet use and safe online behavior and may inspect and monitor any electronic activity conducted by students. Should students fail to use the Internet in a responsible, ethical or lawful manner, APS employees may revoke the privilege of use and take disciplinary action.

For a detailed description of unauthorized Internet use and resulting disciplinary actions, see Atlanta Board of Education policy IFBG, Internet Acceptable Use.

My child's school is charging a fee for participation in a field trip/graduation or to receive a gym uniform/etc. Is this allowed?

Atlanta Public Schools may not charge students to participate in any mandatory graduation ceremonies or any field trips that are required as a condition of full participation or credit in the course. Fees may be charged for course-related enhancement or enrichment activities provided the activity is outside the school day and does not affect credit in the course.

Special clothing like gym uniforms may be required but will not be specific as to color or brand. Atlanta Public Schools will provide any special safety equipment or protective clothing for any course. This does not include school uniforms which may be required at your child's school.

For a detailed description of student charges, see Atlanta Board of Education policy JS, Student Fees, Fines and Charges.

How are students graded in Atlanta Public Schools?

Students receive mid-semester and end-of-semester grades. Students in grades K-3 receive performance-based evaluations (e.g. Satisfactory, Growth, Accomplished, In Progress, Needs Improvement, etc.). Students in grades 4-12 receive numeric grades. The following scale is used to determine numeric grades:

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

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

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

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

Grades issued in a home school setting will be recorded as Satisfactory (S) or Unsatisfactory (U). No numeric or letter grades will be recorded.

A student enrolled in a course that earns high school credit must complete a state developed end-of-course test (EOCT) that counts as 15% of the final grade for the course. Beginning with the 2011-12 school year, the EOCT will count as 20% of the final grade for the course as the Georgia High School Graduation Test is phased out. For more information on end-of-course testing, see administrative regulation IHA-R, Grading Systems.

When are deficiency notices issued? What if I did not receive a deficiency notice for my child?

Regular progress reports must be issued to parents of elementary school students and to middle and high school students by the deficiency notice dates listed on the school calendar each grading period. For a student to receive a failing grade in a course, a progress report or deficiency notice must have been issued by the notice date or as soon as the student's grade fell below a 75 after the notice date. For middle and high school students, teachers must contact parents to the best of their ability via telephone, mail and other means.

In instances where students earned failing grades without appropriate teacher documentation of progress reports or deficiency notices, students have one semester to complete make-up work to correct the failing grade. After one semester, student grade changes may not be made.

What are the requirements for promotion to the next grade level?

In accordance with Georgia state law, the Atlanta Public Schools sets criteria for student promotion that vary by grade level. In addition to a recommendation for promotion from a classroom teacher and principal, requirements for student promotion include the following:

Kindergarten: Students must perform at the Readiness level as measured by the state kindergarten assessment.

Grades 1-5: Students must perform at or above grade level in reading and language arts and mathematics on the student report card.

Grades 6-8: Students must receive a grade of 70 or above in reading and language arts and mathematics on the student report card and must pass 8 subjects each year.

Grades 9-12: Students must earn at least one unit in English, mathematics, science and social studies. Promotion to 10th grade requires a total of 5 units, promotion to 11th grade requires a total of 10 units, and promotion to 12th grade requires a total of 15 units.

Based on the availability of state funding, summer school programs may be provided for students who have been retained or who have failed academic subjects.

See Atlanta Board of Education policy IHE, Promotion and Retention.

What are the requirements for graduation from high school?

Students in grades 9-12 must meet unit credit requirements for core and elective courses according to Atlanta Board of Education policy IHF(6), Graduation Requirements. In addition to credit requirements, students must meet attendance requirements and pass all state-required assessments including the Georgia High School Graduation Test.

For a detailed description of state assessments, see State Board of Education rule 160-3-1-.07, Testing Programs-Student Assessment.

Students enrolled in Programs for Exceptional Children (PEC) whose Individualized Education Programs (IEPs) indicate that they are unable to meet these requirements will be allowed to participate in graduation ceremonies.

For other exceptions, see policy IHF(6), Graduation Requirements.

My child has not yet completed one of the requirements for his/her diploma and will do so in the summer session. May he/she walk at graduation?

Students must fulfill all graduation requirements for their diplomas, as described in Atlanta Board of Education policy IHF(6), Graduation Requirements, in order to participate in any graduation ceremonies or exercises. With the exception of students with Individualized Education Programs (IEPs) that indicate that they are unable to meet requirements, a student who has not met all requirements by the end of his or her senior year may not walk at graduation.

My child has not passed one section of the Georgia High School Graduation Test (GHSGT/GGT). Can he/she still graduate?

Students seeking a Georgia high school diploma, who entered high school prior to July 2011, must pass the Georgia High School Graduation Tests (GHSGT) in four content areas as well as the Georgia High School Writing Test.

Students must pass all sections of the Georgia High School Graduation Test (GHSGT/GGT) in order to earn a diploma in accordance with the rules of the state board of education. The GHSGT will be phased out over the next several years, but current high school students will still have to successfully meet standards on either the GHSGT or the corresponding end-of-course test. Students first take the state graduation assessment in the spring of their eleventh (11th) grade year and may retake the test as many times as necessary in order to pass all sections.

A Georgia High School Graduation Test Summer Remedial Program may be offered for rising twelfth (12th) grade or retained eleventh (11th) grade students who have failed any portion of the GHSGT. For more information on the GHSGT Summer Remedial Program see State Board of Education rule 160-4-2-.37, Georgia High School Graduation Test Summer Remedial Program.

Waivers or variances may be granted to students incapable of passing all sections of the graduation assessment due to disability or substantial hardship. For a detailed description of these waivers and variances see State Board of Education rule 160-1-3-.09, Waivers and Variances of High School Graduation Assessments.

Students who enter grade nine in 2011 – 2012 and beyond will not take, and are not required to pass, the GHSGT. They are required to take and pass the Georgia High School Writing Test.

I am dissatisfied with a service or decision that has been made at my child's school. How do I pursue a resolution?

A parent who is dissatisfied with a service or decision of a particular school should first communicate the dissatisfaction to the teacher or other staff member responsible. If a satisfactory resolution cannot be reached, the parent should contact the school's principal. If the principal does not address the concern to the parent's satisfaction, he or she may voice concern to the Regional Director or pursue resolution at the district level.

To anonymously report cases of ethical violations, fraud, waste, abuse or other unacceptable conduct, you may use the district's external reporting hotline.

I am dissatisfied with a service or decision that has been made at the charter school my child attends. How do I pursue a resolution?

A parent who is dissatisfied with a service or decision of a charter school should first contact the charter school's principal. If the principal does not address the concern to the parent's satisfaction, the parent should raise the issue with the charter school's governing board.

If neither the principal nor the governing board satisfies the parent's concern, he or she may contact the APS Charter Schools Office for guidance on how to further pursue a resolution.

If these FAQs did not address your question or concern, please contact Rebecca Kaye, Director of Policy Development and Governmental Relations at rkaye@atlantapublicschools.us or 404.802.2897.

DEFINITION OF TERMS

Assault: Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.

Chemical Restraint – any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition.

Chronic Disciplinary Problem Student: 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.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official. Corporal Punishment is prohibited.

Cyber-Bullying: Bullying that occurs by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, and websites.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official. Detention may require the student's attendance before school or after school. Students are given one day's notice so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: Students are expected to dress in a manner that is consistent with the basic educational mission of the Atlanta Public Schools and to avoid disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency. Students dress shall meet the following minimum requirements:

- a. Clothing, hairstyles, and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
- b. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing or baggy, oversized clothing is not permitted.
- c. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
- d. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
- e. Appropriate undergarments must be worn at all times and must not be visible.

- f. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.
- g. Appropriate shoes must be worn at all times at school and school sponsored activities.

Drugs: Illicit drugs, counterfeit drugs, or related drug paraphernalia (pipes, papers, containers, etc.), alcohol, anabolic steroids, or any controlled substance, or the improper use of any legally obtained drugs or behavior affecting substances. The term “drug” does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Gang: Any ongoing organization or group of people which has an identifiable name or identifying sign or symbol or whose members individually or collectively engage in or have engaged in a pattern of activity that endangers or disrupts the safety of the school.

In-School Suspension: Removal of a student from class(es) or regular school program but isolated from peers.

Mechanical Restraint – the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Physical Restraint – direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

Prone Restraint – a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the prone position.

Seclusion – a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (g) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or

implicitly a term or condition of an individual's employment; or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Title IX of the Education Amendments of 1972 applies this definition to students; therefore, the terms "education" and "school" will be included in the employment/work environment.

Possession: Physical control over property (whether lost, found, or stolen), such as clothing, lockers or bags and the contents contained therein.

Serious Bodily Injury: Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or loss or impairment of the function of any bodily member or organ.

Suspension: Removal of a student from the regular school program for a period not to exceed 9 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

Time-out – *a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.*

Theft: Taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Truancy: Five days or more of unexcused absences for any student subject to compulsory attendance laws.

Waiver: An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: The terms "weapons," "tools," or "instruments" shall include by way of illustration, but is not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, look-alike firearms, etc.); any knife (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, knives of any size, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids, devices, or caps.

STATE LAW OF GEORGIA: WEAPONS, O.C.G.A. § 16-11-127.1 "It shall be unlawful for any person to carry to or to possess or have under such person's control while within a School Safety Zone or at a school building, school function, or school property or on a school bus or other transportation furnished by the school any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37. As used in this Code section, the term 'weapon' means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, razor or razor blades, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, Shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, or any stun gun or taser, or any bat, club, or other bludgeon type weapon."

DEFINITIONS OF TYPES OF DISCIPLINE

IN-SCHOOL SUSPENSION

“In-school suspension” means the removal of a student from regular classes and assignment to an in-school suspension setting in the local school. The student’s teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The principal has the final decision. For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

OUT-OF-SCHOOL SUSPENSION

“Short-term suspension” means the removal of a student from school (or school bus) for one to ten school days, as imposed by the school administrator. School work missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-9 school days, parents/guardians may request school work and pick up the school work during school hours.

“Long-term Suspension” means the removal of a student from school (or school bus) for more than ten (10) school days but not beyond the current school semester. Only the Student Disciplinary Tribunal panel may impose long term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Student Disciplinary Tribunal, Superintendent/Designee or the Board of Education. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

In some cases (limited to one per student per academic year), the principal may temporarily postpone a student’s suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

EXPULSION

“Expulsion” means the removal of a student from school (or school bus) for a specified period of time beyond the current semester. Only the Student Disciplinary Tribunal or the Board of Education may impose expulsion. During an expulsion, a student may or may not be allowed to attend an alternative school. A student who has been expelled three months or more may not attend any Atlanta Public School, but may apply for readmission after completion of the expulsion period.

ALTERNATIVE SCHOOL

A student who is removed from his/her local school for more than 9 school days may be assigned to an alternative school for instruction. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student must attend and successfully complete his/her alternative school assignment and may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion. Students cannot withdraw/leave the school district to circumvent an assignment to an alternative school. Students who are assigned to an alternative school must attend and successfully complete that program before returning to the designated local school. Students who leave the school district and return at a later date will automatically be assigned to an alternative school to complete the original assignment unless the student was enrolled in a comparable alternative setting.

PROBATION

“Probation” means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found by a preponderance of evidence to be in violation of certain offenses may be placed on

probation by a school administrator, Student Disciplinary Tribunal, or the Board of Education. Violation of a local school or school district rule while on probation may result in further disciplinary action, including a possible referral to a Student Disciplinary Tribunal.

RESTRICTIONS ON SCHOOL ACTIVITIES

Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, including the prom or graduation exercises if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the school principal for permission for the student to participate in school-sponsored activities. If denied permission by the principal, the parent or guardian may appeal to the appropriate Regional Director. If denied by the Regional Director, the parent or guardian may appeal to the Student Disciplinary Tribunal for the final decision.

ACCESSORY

Based on a preponderance of evidence, a student may be found to be an accessory to a violation of the Student Code of Conduct if the student assists, plans, participates, advises, incites, counsels, and/or encourages other individuals to violate the Student Code of Conduct. A student accessory is subject to the same penalties as the students who are actively involved in committing such offenses.

RESTROOMS AND LOCKERS

All offenses listed in this Code of Student Conduct apply to student behavior in school restrooms and locker rooms. Students are expected to help keep restrooms clean and safe. Also, students are expected to report disruptive, unsafe, and/or unclean conditions in restrooms to an administrator. No cell phones, camcorders, video recorders, or cameras are allowed in locker rooms. It should be noted that no one is allowed to take pictures or video of other persons in any area of the school without the express permission of the principal.

**Parent Permission Form for
Cellular Telephone/Personal Electronic Device**

High School Students

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

- b. 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.**

Cell phones with photo cameras or video cameras and/or other portable "Remotely Activated or Activating Communication Devices" capable of storing and transmitting or receiving images are BANNED from school property at all times.

Violation of this policy and regulations will result in a variety of progressive discipline actions, including, but not limited to, confiscation of the device, a monetary fine, suspension, and/or referral to an alternative school by the Student Tribunal.

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: _____

Address: _____

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

**Parent Permission Form for
Cellular Telephone/Personal Electronic Device**

Students with Serious Medical Conditions or Other Unusual Circumstances

Student Name: _____ Grade: _____

Parent/Legal Guardian Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Type of Device: _____ Serial Number: _____

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

We 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

Description of serious medical condition or unusual circumstances, including length of time communication device is needed:

Physician's Signature for Serious Medical Conditions Date

School Principal Date

HIGH SCHOOL CLUSTERS

HIGH SCHOOLS	MIDDLE SCHOOLS	ELEMENTARY SCHOOLS
CARVER	PRICE	SLATER THOMASVILLE HEIGHTS
	SYLVAN	FINCH GIDEONS PERKERSON
DOUGLASS	HARPER ARCHER	BOYD* FAIN F. L. STANTON* GROVE PARK-WOODSON* SCOTT* TOWNS USHER
GRADY	INMAN	CENTENNIAL PLACE HOPE-HILL MARY LIN MORNINGSIDE SPRINGDALE PARK
MAYNARD JACKSON	COAN	BURGESS-PETERSON TOOMER WHITEFOORD
	M. L. KING	BENTEEN D. H. STANTON DUNBAR PARKSIDE
MAYS	YOUNG	ADAMSVILLE-MILES BEECHER HILLS CASCADE PEYTON FOREST WEST MANOR
NORTH ATLANTA	SUTTON	BOLTON ACADEMY BRANDON GARDEN HILLS JACKSON RIVERS SMITH
SOUTH ATLANTA	LONG	CLEVELAND AVENUE DOBBS HERITAGE ACADEMY HUMPHRIES HUTCHINSON
THERRELL	BUNCHE	CONTINENTAL COLONY DEERWOOD ACADEMY FICKETT KIMBERLY
WASHINGTON	BROWN	BETHUNE CONNALLY JONES VENETIAN HILLS

* Priority area for single gender academies - BEST Academy and Coretta Scott King Young Womens' Leadership Academy.

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.

Technology offers an opportunity for students to:

- Engage in learning activities.
- Locate materials to meet educational and information needs.
- Communicate with teachers, students, experts and other individuals.
- Participate in distance learning activities.

Using technology:

- a. Requires students to think critically, analyze information and write clearly.
- b. Develops problem-solving skills.
- c. Cultivates computer and research skills demanded by future employers.
- d. Encourages an attitude of lifelong learning.

The Internet, including electronic mail, is an environment in which information available to students is constantly changing. While impossible to predict with certainty what information students might locate or receive, the electronic information available to students through the Internet or electronic mail does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy of information received on the Internet or via electronic mail.

The district will make every reasonable effort to ensure that technology is used appropriately and responsibly by students. Administrators, teachers, staff, and other school approved persons, have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

The Board directs the Superintendent to develop procedures for student exploration and use of technology. Such procedures shall address issues of privacy, ethical use of information, copyright, illegal and/or unauthorized uses of the networks and other technology and conditions of usage.

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of district technology is a privilege, not a right. General rules for behavior and communications apply when using the Internet. 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.

Elementary Student Opt Out of Use of Technology

I have read and understand Atlanta Public School District’s “Internet Acceptable Use Policy” which can be referenced in the Student Rights and Responsibilities Handbook and through the APS website. After reviewing the “Internet Acceptable Use Policy; I do not want my child to use school technology and want to opt out for the current school year.

I understand by signing and returning this form to my local school that my child WILL NOT be able to use school technology to:

- a. Perform basic word processing, build spreadsheets, or browse the Internet
- b. Conduct research on classroom or library computers
- c. Search the school library catalog for books/resources
- d. Download educational videos, podcasts, simulations, or content
- e. Publish student work
- f. Fulfill requirements in computer lab assignments
- g. Conduct science experiments using computer-based simulations or probes
- h. Do computer presentations in class
- i. Engage in distance learning experiences
- j. Use student response devices or other classroom assessment technologies
- k. Engage in online collaborative projects
- l. Engage in electronic discussions with experts outside the classroom
- m. Share or exchange files with students in or outside the classroom
- n. Store student work for retrieval at home
- o. Obtain a school email account. At the elementary level, e-mail is not made available to students unless requested by a teacher, connected to a specific curriculum unit, explicit parent/guardian and principal permission is required, and close supervision by adults is provided.

The list above is a general list of the usage of school technology however other technology requirements may be assigned by the teacher.

By signing below, my child DOES NOT have permission to use school technology resources. I understand my child may be given alternative assignments in order to meet classroom assignments.

Student name

Grade

Date

Parent/Guardian signature
Date

Parent name (please print)

School

Secondary Student Opt Out of Use of Technology

I have read and understand Atlanta Public School District's "Internet Acceptable Use Policy" which can be referenced in the Student Rights and Responsibilities Handbook and through the APS website. After reviewing the "Internet Acceptable Use Policy", I do not want my child to use school technology and want to opt out for the current school year.

I understand by signing and returning this form to my local school that my child WILL NOT be able to use school technology to:

- a. Perform basic word processing, build spreadsheets, or browse the Internet
- b. Conduct research on classroom or library computers
- c. Search the school library catalog for books/resources
- d. Download educational videos, podcasts, simulations, or content
- e. Publish student work
- f. Fulfill requirements in business education, technology, computer science, engineering, or other technology-based classes
- g. Conduct science experiments using computer-based simulations or probes
- h. Present technology presentations in class
- i. Engage in distance learning experiences
- j. Complete online testing required for some courses (AP, language tests)
- k. Use student response devices or other classroom assessment technologies
- l. Engage in online collaborative projects
- m. Engage in electronic discussions with experts outside the classroom
- n. Share or exchange files with students in or outside the classroom
- o. Store student work for retrieval at home
- p. Complete online college applications and/or apply for financial aid online
- q. District issued email may be tentatively available for academic use only

- a. **A separate signed email authorization will be required before students are issued a district email account**

The list above is a general list of the usage of school technology however other technology requirements may be assigned by the teacher.

By signing below, my child DOES NOT have permission to use school technology resources. I understand my child may be given alternative assignments in order to meet classroom assignments.

Student name

Grade

Date

Parent/Guardian signature

Parent name (please print)

Date

**ATLANTA PUBLIC SCHOOLS
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(s) : _____

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? Yes No

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.

FOR ADMINISTRATIVE USE ONLY

INVESTIGATION

Investigator: _____

Position: _____

Investigator: _____

Position: _____

Investigator: _____

Position: _____

Interviews

Interviewer's Initials

Aggressor: _____

Date interviewed: _____

Aggressor: _____

Date interviewed: _____

Aggressor: _____

Date interviewed: _____

Target: _____

Date interviewed: _____

Witness(es) Interviewed:

Name: _____ Student Staff Other: _____

Name: _____ Student Staff Other: _____

Name: _____ Student Staff Other: _____

Name: _____ Student Staff Other: _____

Any prior documented Incidents by the aggressor? YES NO

Any previous incidents with findings of BULLYING, RETALIATION, HARASSMENT YES NO

If yes, have incidents involved target or target group previously? YES NO

Summary of Investigation: *(Please use additional paper and attach to this document as needed)*

CONCLUSIONS FROM THE INVESTIGATION

Findings:

Bullying Retaliation Harassment No Bullying, Harassment or Retaliation

Incident documented in Infinite Campus as: _____

Discipline referral only: _____

Contacts:

Target's parent/guardian Date: _____

Aggressor's parent/guardian Date: _____

Name: _____

Name: _____

Regional Director Date: _____ Law Enforcement Date: _____ Other: _____

Actions Taken:

Follow up Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ *(If principal was not the investigator)*

Other: _____

Signature and Title: _____ Date: _____

BUS SAFETY AND CONDUCT STANDARDS FOR STUDENTS

The Atlanta Public Schools primary goal for operating school bus services is to transport students safely to and from school each day. At Atlanta Public Schools, we are committed to maintaining a safe environment for all students whether they are inside or outside the school building. Key to that commitment is ensuring that our transportation services adhere to the highest standards of quality and excellence. With parental support, each student is expected to demonstrate acceptable conduct and to be aware of correct safety procedures while traveling on our school buses. This summary provides general guidelines of acceptable conduct for school bus riders. The student disciplinary policies of Atlanta Public Schools govern students and their behavior.

Students are expected to:

1. Acknowledge that the driver governs the bus and follow instructions the first time that they are given.
2. Follow bus safety rules.
3. Refrain from bringing sharp objects, alcohol, illegal drugs or tobacco onto the school bus.
4. Board and exit the bus at their assigned stop.
5. Arrive at the bus stop at least five minutes before the scheduled time of the bus arrival.
6. Wait for the bus in a safe place away from the roadway.
7. Respect the property and privacy of others while at the bus stop.
8. Avoid traffic dangers and remain a safe distance from the approaching bus until it comes to a complete stop.
9. Promptly board the bus in an orderly manner.
10. Avoid crowding or pushing while boarding or exiting the bus.
11. Use the handrail while going up or down the steps of the bus.
12. Avoid boarding or exiting the bus from the rear emergency door, unless instructed to do so by the driver.
13. Go directly to a seat and remain seated while the bus is moving.
14. Talk quietly, without making loud noises.
15. Keep feet and legs out of the aisle and refrain from placing arms or heads out of the window.
16. Avoid playing with school bus equipment.
17. Refrain from throwing objects at, on or from the school bus.
18. Never do anything that could distract the driver or other students.
19. Refrain from fighting anywhere, including on the school bus.
20. Avoid playing and chasing other students or hanging onto school buses. 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.
21. Never crawl or reach under the wheels of the bus.
22. Provide the driver 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.
23. 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.

24. Go directly home or to the place parents have designated, when exiting the school bus.

25. Never behave in an unsafe manner on or around the bus.

School bus drivers are expected to:

1. Operate buses safely and in accordance with all laws, rules, regulations and guidelines.
2. Travel only assigned and scheduled routes.
3. Inform supervisors and school principals of unsafe bus stop locations or conditions.
4. Maintain order on the bus and report safety and conduct violations to the school principal for corrective action.
5. Assist and support the principal and other administrators in all disciplinary decisions.
6. Remind students about safety on a regular basis.

Principals are expected to:

1. Promote safety and proper conduct on buses, and reserve the right to suspend bus privileges for students who are guilty of misbehavior or committing unsafe acts.
2. Maintain current disciplinary and route files for each bus.
3. Greet school buses each morning and afternoon to supervise school loading zones.
4. Ensure that students board and ride the correct bus.
5. Work with the Atlanta Public Schools Transportation Division to ensure that a safe and timely mode of transportation is provided for students.
6. Educate students about school bus safety.

Parents are responsible for:

1. The safety and conduct of their children when they are en route to the bus stop, while waiting for the bus to arrive and when departing the bus stop after school.
2. Assisting the school in teaching their children to observe safety rules while riding the bus.
3. Making sure that their children board the bus only at the appropriate stop.
4. Cooperating with the bus driver and school to maintain discipline and safety on the bus.
5. Having appropriate adult supervision at home to receive students in the Program for Exceptional Children upon their arrival from school.

Parent/Guardian Acknowledgment¹

I have read and understand the Bus Safety and Conduct Standards for Students and agree to assume responsibility for my child's conduct on Atlanta Public Schools school buses.

Print Child's Name: _____ Grade: _____ Route #: _____ School: _____

Parent Signature: _____ Date: _____

¹ This is a perforated page which should be signed and returned to the school.



School Clubs and Extracurricular Activities

Parents are to receive with the Student Code of Conduct information regarding all clubs and extracurricular activities at your child’s local school site. Such information shall include the name of the club or organization, mission or purpose of the club or organization, name of the club or organization, faculty advisor and a description of past or planned activities.

I acknowledge that all clubs and extracurricular activities with related information have been made available for me to review. Any new clubs or activities formed during the school year will require that information is sent home and that I must grant permission for my child to participate. I understand that if I wish to "opt-out" my child from participation, I may do so by listing the activity or club that I do not grant permission for my child to participate in on this page.

Parent/Guardian Signature

Date

My child **does not** have permission to participate in the following clubs or activities:

My child **does** have permission to participate in the following clubs or activities:

English

If you need a copy of this document in a language other than English, please call the following number: 404-802-7580. Translation/interpreter and other related services also are available upon request.

French:

Si vous voulez une copie de ce document dans une langue autre que l'anglais, s'il vous plaît appeler le numéro suivant: 404-802-7580. Services de traduction/interprétation et des autres services linguistiques sont disponibles sur demande. Vous pouvez également

Spanish

Si usted necesita una copia de este documento en un idioma otro que el inglés, por favor llame al número siguiente: 404-802-7580. Interpretaciones/traducción y otros servicios relacionados están disponibles bajo petición.

Dutch:

Als u een kopie van dit document wilt in een andere taal dan Engels, belt u a.u.b. het volgende nummer op: 404-802-7580. Vertaling / Tolk en andere aanverwante diensten zijn op verzoek ook beschikbaar.

German:

Sollten Sie eine Kopie dieses Dokumentes brauchen in einer anderen Sprache als Englisch, dann rufen Sie bitte die folgenden Telefonnummern an: 404-802-7580. Übersetzungen und Dolmetscher und andere Dienste stehen zur Verfügung auf Anfrage.

Turkish:

Bu dokumentasyonun kopyasını başka bir dilde ihtiyacınız varsa lütfen bu numarayı arayın: 404-802-7580. Tercümanlık ve başka tür ihtiyaçlarınız burda halledebilirsiniz. Veya direkman Kişisel.

Introduction to the Campus Portal for Parents

Beginning this year, parents can keep track of their child's class schedule, attendance records and grades via Campus Portal for Parents (CPP). Additionally, CPP enables parents to verify and update household information, including your e-mail address, home address and telephone numbers. All APS parents and/or guardians with students in grades 1-12 will have access to the tool.

ACCESS TO THE CAMPUS PORTAL

CPP can be accessed online using any Windows PC or Mac computer that has Internet access and one of the following Web browsers:

- Internet Explorer 5.0 or newer
- Firefox 1.0 or newer
- Safari 3.1 or newer

Schools will provide parents with information on how to create a CPP username and password. Once parents have received a login (activation key), they can go to <https://ic.apsk12.org/portal> and select the link that reads “...have been assigned a Campus Portal Activation Key” under the “First time using Campus Portal?” heading.

SECURITY FEATURES

The Campus Portal incorporates the highest level of security. Users can see only information related to the students that they are authorized to view. In addition, the system has a number of built-in security features, including forced password resets and session timeouts. The system will automatically end any user session that has been dormant for 10 minutes.

The Campus Parent Portal allows APS to force strong password usage by all users. All passwords are case sensitive and at least eight characters. Five unsuccessful login attempts will deactivate the portal account. In order to regain access to the portal after an account has been deactivated, parents are required to contact the CPP support desk.

NAVIGATING THE CAMPUS PORTAL

Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed on the left navigation panel. The parent's name will appear under the Campus Portal header. Each student assigned to the user is listed below with links to their school information.

School and District Notices

When viewing the Campus Portal for Parents, posted notices are displayed in the main frame of the screen. Notices are organized by APS-wide messages or by school specific messages.

The following links are listed under the left navigation:

- **Family** – This is the demographic information about your family, such as address, email, phone and a list of other members within the household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable in this section. The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in some families there may be one household with two parents, the student and siblings living at one address with both parents having full access to all information.

In other family situations, a student may be listed in two households at different addresses and with different sibling structures. The school can give access rights to all parents/guardians; the school can also provide specific rights to one parent or guardian, if necessary. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information. Currently, the setup in CPP is driven by APS enrollment form information and other legal documentation that has been provided to your child's school.

- **Calendar** – There are two calendars listed in this section: Calendar under the Family heading and Calendar under the student's name.

The Family Calendar link displays school and district notices, special events or “no school” notices. The Student Calendar link will only show information related to the selected student.

- **Class Schedule** – The class schedule lists the student's classes in each period and each term along with the time and location that the class meets. If a school uses a rotating day or alternating day schedule, only the day that the class meets will be listed.

- **Attendance** – Attendance is entered for each class for middle and high school students. Attendance is entered daily for all elementary schools. Parents will be able to view attendance information as soon as the data has been entered. When viewing attendance through the portal, specific codes indicate the status of an absence (excused, unexcused, etc.). APS policy determines the definitions of the terms below for the color coding system for attendance.

WHITE: Excused – Parents notified the school with a reason for the absence, such as illness, funerals, medical appointments, and/or college visits.

RED: Unexcused – The District has determined these are not excused absences. (Includes family vacations)

YELLOW: Unknown – The school has not been contacted with a reason for the absence.

GREEN: Exempt – These are usually school-sponsored events such as field trips, concerts, or athletic activities.

- **Other Links** – Additional links available via the Campus Portal include:

Access Log – This tool lists the IP address from which parents previously accessed the portal, and the time it was accessed.

Change Account Info – Parents are given the rights to change their account information online. Parents can only change the password, not the username.

- **Log Off** – When finished using the portal, parents and students must click the log-off option.

2012-2013 Testing Calendar



2012

August 6-24

End of Course Tests (EOCT) Mid-Month/Retest Administration (HS)

September 2012 – May 3, 2013

Georgia Kindergarten Inventory of Development Skills (GKIDS) (ES)

September 4, 2012 – March 29, 2013

Georgia Alternate Assessment (GAA) Administration (ES / MS / HS)

September 4 – November 9

Georgia Alternate Assessment (GAA) **Retest** Administration (ES / MS / HS)

September 5-18

Iowa Test of Basic Skills (Gifted Referral for Kindergarten and Grade 1 Students/ Traditional Schools Only) (ES)

September 8

ACT (HS)

September 10-14

Retest for Georgia High School Graduation Test in order by day beginning on Monday: English/language arts, mathematics, social studies, and science including make-up testing. Retest for eligible students who did not pass or missed the test previously. (HS)

Georgia Basic Skills Test in reading and math (No make-up). Administer only to former students who qualify. (HS)

September 17-28

End of Course Tests Mid-Month/Retest Administration (HS)

October 3-4

Georgia High School Writing Test Main Administration for all grade 11 students and eligible students who did not pass or missed previous testing. Main Administration October 3rd and Make-up October 4th. (HS)

Georgia Basic Skills Test in Writing (No make-up). Administer only to former students who qualify. (HS)

October 6

SAT (HS)

October 15-26

Iowa Test of Basic Skills (Gifted Referral for Kindergarten and Grade 1 Students/Year-Round Schools Only) (ES)

End of Course Tests Mid-Month/Retest Online Administration (HS)

October 17 and 20

PSAT (Grades 10 and 11) (HS)

October 27

ACT (HS)

November 3

SAT (HS)

November 12-16

Retest for Georgia High School Graduation Test in order by day beginning on Monday: English/language arts, mathematics, social studies, and science including make-up testing. Retest for eligible students who did not pass or missed the test previously. (HS)

Georgia Basic Skills Test in reading and math (No make-up). Administer only to former students who qualify. (HS)

December 1

SAT (HS)

December 4-17

End of Course Tests Week one beginning on Dec. 4 with one test per day: Tuesday–american literature and composition, Wednesday–U.S. history, Thursday–biology, Friday–9th grade literature and composition. **Second week beginning on Dec. 10:** Monday–make-up, Tuesday–math I, Wednesday–math II, Thursday–physical science, Friday–economics, and Monday, Dec. 17–make-up. (HS)

December 8

ACT (HS)

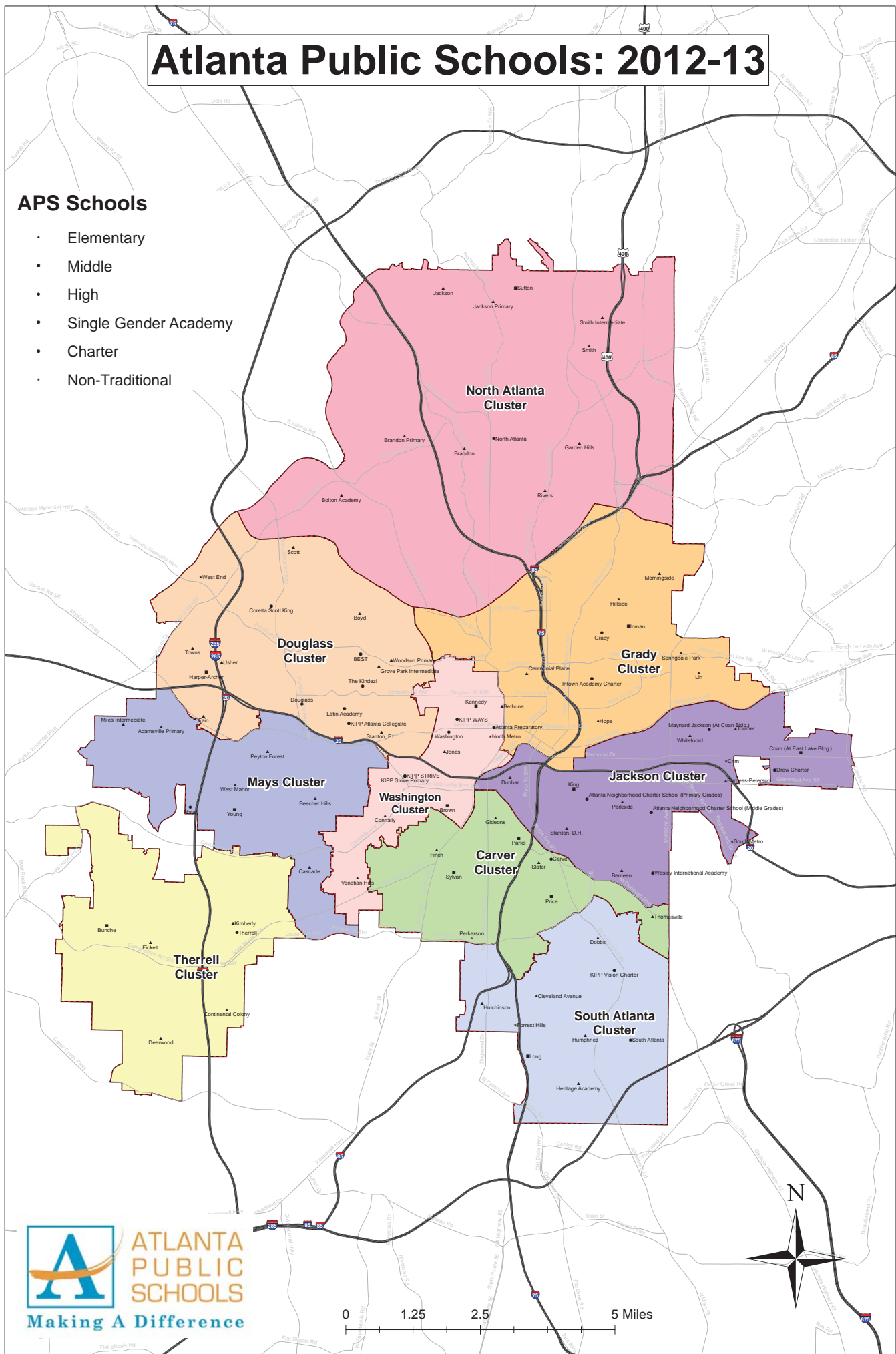


January 14-25**End of Course Tests** Mid-Month/Retest Administration (HS)**January 22 – February 22****ACCESS for ELLs** (ES / MS / HS)**January 23-24****Grade 8 Writing Assessment** (Main Administration on Wednesday and Make-Up on Thursday). (MS)**January 26****SAT** (HS)**January 28 – March 8****National Assessment of Educational Progress** (NAEP) (ES / MS / HS)**February 4-15****End of Course Tests** Mid-Month/Retest Administration (HS)**February 5-19****Iowa Test of Basic Skills** (Gifted Referral for Kindergarten and Grade 1 Students Only) (ES)**February 9****ACT** (HS)**February 27-28****Retest for Georgia High School Writing Test.** Retest for eligible students who did not pass or missed the Fall 2012 Administration. (HS)**Georgia Basic Skills Test in Writing** for eligible students (No make-up). Administer only to former students who qualify. (HS)**March 4-15****End of Course Tests** Mid-Month/Retest Administration (HS)**March 6-7****Grade 5 Writing Assessment** (Main administration on Wednesday and make-up on Thursday). (ES)**March 9****SAT** (HS)**March 18-22****Georgia High School Graduation Test in order by day beginning on Monday:** English/language arts, mathematics, social studies and science including make-up testing. (HS)**Georgia Basic Skills Test in reading and math** (No make-up). Administer only to former students who qualify. (HS)**March 18-29****Grade 3 Writing Assessment** (ES)**April 13****ACT** (HS)**April 15-19****Career, Technical and Agricultural Education** (CTAE) **Assessment** (HS)**April 23 – May 3****Georgia Criterion-Referenced Competency Test** (CRCT) in reading, English/language arts, mathematics, science, and social studies. For the main administration, Tuesday–reading, Wednesday–English/language arts, Thursday–mathematics, Friday–science, and Monday–social Studies (Grades 3-8). (ES / MS)**Georgia Criterion-Referenced Competency Test-Modified** (CRCT-M) in reading, English/language arts, and mathematics. For the main administration, Tuesday–reading, Wednesday–English/language arts, and Thursday–mathematics (Grades 3-8). (ES / MS)**April 30 – May 13****Georgia End of Course Tests (EOCT) Week one beginning April 30 with one test per day:** Tuesday–american literature and composition, Wednesday–biology, Thursday–U. S. history, and Friday–economics. **Week two beginning May 6:** Monday–make-up, Tuesday–9th grade literature and composition; Wednesday–math II; Thursday–physical science, Friday–math I, and Monday, May 13–make-up. (HS)**May 4****SAT** (HS)**May 6-17****Advanced Placement** (AP Exams) (HS)**May 13-21****Career, Technical and Agricultural Education** (CTAE) **Make-Up Assessment** (HS)**May 16-21****CRCT and CRCT-M Retest** (Grades 3, 5, and 8 students who did not pass the Spring 2013 reading CRCT or CRCT-M, and Grade 5 and 8 students who did not pass the Spring 2013 mathematics CRCT or CRCT-M). (ES / MS)**June 1****SAT** (HS)**June 8****ACT** (HS)**July 15-16, 18-19****Retest for Georgia High School Graduation Test and BST in order by day:** Monday–English/language arts, Tuesday–science, Thursday–social studies, Friday–mathematics (HS)**July 17****Retest for Georgia High School Writing Test and BST-W** (HS)**July 2013****End of Course Tests** Summer/Retest Administration (HS)

Atlanta Public Schools: 2012-13

APS Schools

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



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Atlanta Public Schools is **educating today's students** for tomorrow's world. We are **committed to ensuring** that all students graduate from our schools ready for success in college and life.

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For more information regarding Atlanta Public Schools:

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