Student Calendars
Students at all APS schools, with the exception of year-round schools, follow the traditional school calendar below. Boyd, Centennial Place and Hutchinson elementary school students follow the year-round school calendar.

Year-Round Students
July 15, 2013 First Day of School
September 2, 2013 Labor Day Holiday
September 10-20, 2013 Fall Intersession
September 23-27, 2013 Fall Holidays
October 14, 2013 Teacher Professional Learning Day
November 25-29, 2013 Thanksgiving Holiday

Traditional Students
August 7, 2013 First Day of School
September 2, 2013 Labor Day Holiday
October 11, 2013 Teacher Professional Learning Day
October 14, 2013 Columbus Day Holiday
November 25-29, 2013 Thanksgiving Holidays
January 20, 2014 Martin L. King, Jr. Holiday
February 17, 2014 Presidents Day Holiday
March 17, 2014 Teacher Professional Learning Day
April 7-11, 2014 Spring Break
May 26, 2014 Memorial Day Holiday
May 30, 2014 Last Day of School

Winter Holidays
January 20, 2014
Martin L. King, Jr. Holiday
February 14 & 17, 2014
Presidents Day Holiday
March 17, 2014
Teacher Professional Learning Day
April 7-11, 2014
Spring Break
May 23, 2014
Last Day of School

Atlantic 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.

For more information about Atlanta Public Schools:
• Listen to WABE 90.1 FM Radio
• Watch WPBA Channel 30 and APS Cable Channel 22 TV
• Follow @apsupdate on Storify, Tumblr, Twitter and YouTube
• Follow Atlanta Public Schools on Facebook

Department of Communications
and External Affairs
130 Trinity Avenue, S.W., 8th Floor
Atlanta, GA 30303
404.802.2800

Department of Student Relations
130 Trinity Avenue, S.W., 2nd Floor
Atlanta, GA 30303
404.802.2233

Student Guidebook & Handbook 2013-14
Information about our district, programs and services, and a guide to APS policies and regulations that explain students’ rights and responsibilities.
Frequently Called Numbers

Atlanta Public Schools

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<th>Information Technology</th>
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<td>Hearing Testing Services</td>
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<td>Teaching and Learning</td>
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<td>Infinite Campus</td>
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<td>Zoning</td>
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Atlanta Board of Education

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

Brenda J. Muhammad
District 4
Nancy M. Meister
District 5
Courtney D. English
At-Large Seat 7
Byron D. Amos, Vice Chair
LaChanda Butler Burks
District 3
Reuben R. McDaniell, III, Chair
At-Large Seat 8
Cecily Harsch-Kinnane
District 9
Yolanda K. Johnson
District 6
Emmett D. Johnson
At-Large Seat 9

Our Leadership

Our superintendent is supported by his senior cabinet members, a team composed of all APS division leaders.

SUPERINTENDENT
Erroll B. Davis, Jr.

SENIOR CABINET
Karen Waldens
Deputy Superintendent for Curriculum and Instruction
Alexis Kirijian, Ed.D.
Chief Strategy Officer
Michael Gray
Interim Chief Human Resources Officer

Charles “Chuck” Burbridge
Chief Financial Officer
William Prescott
Interim General Counsel

William Prescott
Interim General Counsel
Dear Students, Parents, Employees and Friends of Atlanta Public Schools,

Welcome to another new and exciting school year in Atlanta Public Schools. We begin 2013-14 with a renewed commitment, once again, to educating children.

Our job is to transform students into college- and career-ready citizens who are able to compete with their 21st century counterparts around the world. The school system’s five-year strategic plan — with its emphasis on excellence, equity, ethics and engagement — continues to guide our important work.

During the 2013-14 school year, we will introduce a number of new practices, and strengthen former ones to help create a positive school experience for students.

Here are some of the highlights:

New bell schedules to make sure our buses are on time at every stop so that students can be on time for school.

Continued implementation and teacher training on the more rigorous learning standards known as the Common Core Georgia Performance Standards.

Deeper cooperation among teachers, principals and other staff, who are already working together to implement proven strategies that meet students’ diverse needs.

Ongoing resources to provide students with a quality, well-rounded education that offers equitable access to the core subjects, as well as the arts, Advanced Placement courses, athletics, tutoring support, credit recovery opportunities and more.

New school safety and security model that will place full-time officers in many of our schools; the officers will build positive relationships with students and parents.

Streamlined nutritious meal program that requires no paperwork in most of our schools.

Atlanta Public Schools is a system of approximately 50,000 students, 6,000 employees and 100 schools within the great city of Atlanta. Surrounding and supporting our schools are countless parents, partners, alumni, retirees and advocates for education. Collectively, we have a legacy of excellence not only to uphold, but, more importantly, to cultivate into a living example of triumph and achievement. If we work together, we will ensure our students’ success.

Best wishes to everyone for a rewarding new year.

Sincerely,

Erroll B. Davis Jr., Superintendent
# 2013-14 APS Fast Facts

## District Facts

<table>
<thead>
<tr>
<th>Elementary Schools</th>
<th>Student Facts</th>
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<tr>
<td><strong>Number of Buses</strong></td>
<td><strong>2013 Graduates</strong></td>
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<tr>
<td>400</td>
<td>1,972</td>
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<td><strong>Miles Traveled Daily</strong></td>
<td><strong>Academic and Athletic Scholarships Offered to Class of 2013</strong></td>
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<td>25,000</td>
<td>102 Million</td>
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<td><strong>Students Transported Daily</strong></td>
<td><strong>Student Enrollment (K-12 projection for 2013-14)</strong></td>
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<td>48,843</td>
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<table>
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<th>2013-14 APS Fast Facts</th>
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<td>Single Gender</td>
<td><strong>48,843</strong></td>
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<tr>
<td>Traditional 6th-8th Grade</td>
<td><strong>Students’ Ethnic Distribution</strong></td>
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<td>2</td>
<td>African-American 77%</td>
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<td>Traditional 9th-12th Grade</td>
<td>Caucasian 14%</td>
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<tr>
<td>12</td>
<td>Hispanic 6.5%</td>
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<td><strong>High Schools</strong></td>
<td>Multiracial 1.5%</td>
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<tr>
<td>Single Gender</td>
<td>Asian/American Indian/Alaskan/Other 1%</td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>Open Campus</td>
<td></td>
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<tr>
<td>1</td>
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| **Alternative/Nontraditional Programs** | **2013 Graduates** |
| 2                                           | 1,972 |

| Evening School Programs | **Students Eligible for Free and Reduced Priced Meals** |
| 2                                           | 74.76% |

| Charter Schools | **FY14 Operating Budget** |
| 13              | $595.1 Million |

## Elementary Schools

- **Primary Campuses**: 5
- **Year-Round Schools**: 3
- **Traditional K-5 & Intermediate Campuses**: 45

## Middle Schools

- **Single Gender**: 2
- **Traditional 6th-8th Grade**: 12

## High Schools

- **Single Gender**: 2
- **Open Campus**: 1
- **Traditional 9th-12th Grade**: 18

## Alternative/Nontraditional Programs

- **2**

## Evening School Programs

- **2**

## Charter Schools

- **13**

## Transportation

- **Number of Buses**: 400
- **Miles Traveled Daily**: 25,000
- **Students Transported Daily**: 22,000

## FY14 Operating Budget

- **$595.1 Million**

## Students Eligible for Free and Reduced Priced Meals

- **74.76%**

---

**Atlanta Public Schools | 2013-14 Student Guidebook**
Enhanced and Innovative Instructional Programs

Common Core Georgia Performance Standards

Georgia adopted the K–12 Common Core Georgia Performance Standards (CCGPS) to help ensure that all students graduate from high school with the core academic knowledge and skills necessary for success in college, careers and life. Atlanta Public Schools implemented the CCGPS at the start of the 2012-13 school year.

The CCGPS instructional framework gives students the knowledge and skills employers and higher education value most, thereby giving students better opportunities after graduation and greater access to the careers of their choice.

Why the Common Core?

To compete in a knowledge-based global economy, we must improve the educational outcomes of our students.

The Common Core ensures that students obtain the knowledge and skills required to meet the challenges of today and tomorrow, including communications skills, perseverance in problem solving, technical reading and writing, literacy across disciplines, and the most important mathematical skills.

Building on the excellent foundation of standards provided by states, the Common Core State Standards are the first step in providing young people with a high-quality education.

For more information visit, www.atlantapublicschools.us/commoncore

What are the Common Core State Standards?

The Common Core State Standards:
- are K–12 academic standards in mathematics and English language arts/literacy.
- were developed by states, and states adopt them voluntarily.
- have been internationally benchmarked against the highest performing countries.
- help educators ensure comparability across districts, schools and states.
- provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them.
- define what all students need to know and should be able to do upon graduating high school in order to be well-prepared to further their education—either in college or in a workforce training program.
- are aligned to college—and career-ready expectations; as students master the standards they will find themselves on track to graduating fully prepared for their next steps.
- provide consistent and rigorous standards and assessments that will allow schools, districts and states to monitor student performance in a way that was not possible before.
- were designed to be robust and relevant to the real world.
- reflect the knowledge and skills young people need for success in college and careers.
- build on the curricular improvements already achieved in Atlanta Public Schools over the last few years.
Atlanta Virtual Academy

Atlanta Virtual Academy (AVA) provides online learning opportunities for APS students. The district will use Blackboard Learn to rapidly expand online classes for students and align all class content with Common Core Standards.

During the school year, students from high schools throughout the district can earn credit online by taking classes through the Virtual Academy in addition to their regular schedule.

The AVA will also allow middle and high school students to take online courses to recover class credit. Fall and spring sessions are 14 weeks long, and the summer session is six weeks long. Students must have school approval to enroll in online courses.

Supporting and training effective teachers and leaders

As a part of the five-year strategic plan to increase student performance in the district, APS will continue to support educators’ professional learning needs by using face-to-face, online and blended professional learning within schools, clusters and district levels.

The district will provide a much broader offering of online courses for employees. The courses will help APS implement the Common Core Georgia Performance Standards.

**BLENDED PROFESSIONAL LEARNING**

Using professional development online courses, virtual follow-up assignments and collaborative, face-to-face learning allows participants to extend their learning through replicable engagements designed and led by Association for Supervision and Curriculum Development (ASCD) faculty. APS’ blended professional learning also allows participants to reflect on their learning from the courses, and collectively plan for and build a sustainable system of professional learning.

Atlanta Public Schools’ online professional learning platform gives teachers 24/7 access to professional learning opportunities. The APS professional platform for blended learning was presented in the November edition of District Administration Solution for School District Management.

Demonstration classrooms for teachers

Beginning in the 2013-14 school year, APS teachers can take an innovative approach to honing their teaching skills. APS has placed demonstration classrooms around the district to give teachers job embedded learning opportunities through structured lesson observations.

The demonstration classroom project allows teachers to observe their peers working in a classroom setting. The project showcases APS teachers who have strong content knowledge, a solid grasp of the Common Core Georgia Performance Standards, and those who effectively utilize research-based instructional practices to provide engaging and rigorous standards-based instruction to all students.

Teachers selected for observation in the classroom demonstration project will serve as learning models for their peers. The demonstration classrooms will be open to teachers across the district for a half day, twice a week.
Parent & Student Resources

In addition to providing a more rigorous educational foundation in literacy, math, science and social science for our students, we also provide services to remove obstacles that keep students from succeeding.

CAMPUS PORTAL FOR PARENTS
Allows you to stay updated on your child’s performance. You can quickly view grades, class schedules and attendance records. You can even update your contact information by accessing this easy to use and secure online tool. Visit https://ic.apsk12.org/portal after receiving your login credentials to create a username and password.

COUNSELING SERVICES
404-802-2685
Provides quality programs for students in grades K-8 in the three domains of self-knowledge, education and career planning.

DEPARTMENT OF SPECIAL EDUCATION
404-802-2647
Offers a broad continuum of services designed to meet the individual needs of students with disabilities from three through 21 years of age.

DEPARTMENT OF STUDENT RELATIONS
404-802-2233
Provides guidance to parents on the general administrative transfer process for grades K-12 and APS student policies. Identifies placement for students with discipline and attendance issues.

DEPARTMENT OF WORLD LANGUAGES AND ENGLISH AS A SECOND LANGUAGE (ESOL)
404-802-7580
Provides access to resources and facilitates communication to allow parents and families of English Language Learners to play an active role in their child’s education.

HEALTH SERVICES
404-802-2683
Coordinates school-based nursing services to ensure the delivery of quality health services for students.

HOMELESS EDUCATION SERVICES
404-802-2245
Eliminates barriers to school enrollment, attendance and academic success for homeless students and unaccompanied youth.

HOMEWORK HOTLINE
678-553-3029
Need help with homework? Atlanta Public Schools students can call the APS Homework Hotline to ask questions about homework and receive FREE help, regardless of grade or subject area. Hotline teachers give one-on-one help and easy-to-understand explanations. The Homework Hotline is a FREE service for Atlanta Public Schools students.

PSYCHOLOGICAL SERVICES
404-802-2675
Provides evaluation of the intellectual, academic and social-emotional status of students while promoting psychologically healthy learning environments.

RECORDS CENTER
404-802-2150
Maintains and transmits transcripts of inactive permanent record files for former students.

RESPONSE TO INTERVENTION/STUDENT SUPPORT TEAMS
404-802-2630
Facilitates the state-mandated systematic intervention process through school-based interdisciplinary teams dedicated to assisting students experiencing challenges that impact academic progress.

SOCIAL WORK SERVICES
404-802-2247
Provides appropriate interventions to assist children at risk for academic failure with an emphasis on child welfare, attendance and truancy. Facilitates student and family assessments to address and eliminate environmental barriers to student success.

TRUANCY INTERVENTION CENTER
404-802-3648
Works with local law enforcement to provide an effective deterrent to truancy in an effort to improve daily school attendance and identification of school-aged children not enrolled in school.
The APS Cluster Model
Ensuring Equity Throughout the District

Atlanta Public Schools is organized into nine high school clusters with distinct feeder patterns. Unlike split-feeder patterns, the cluster model allows all students attending a particular elementary school to matriculate to the same middle school, and students enrolled at that middle school will matriculate to the same high school.

The cluster model has enabled APS to fully staff and provide more support, opportunity and equity to all schools in the district. All students have access to music, arts, foreign language and core academic programs, from kindergarten through 12th grade.

Additionally, elementary, middle and high school teachers and administrators within a cluster are using a more collaborative approach to create strategies to increase student performance.

**NORTH REGION**
- BOYD* FAIN
- F.L. STANTON GROVE PARK INTERMEDIATE (3-5)
- TOWNS USHER WOODSON PRIMARY (K-2)

**EAST REGION**
- CENTENNIAL PLACE HOPE-HILL
- MARY LIL MORNINGSIDE SPRINGDALE PARK
- EUGENS-PETTSON TOWNER WHITEFOORD
- KENTEN D.H. STANTON DUNBAR PARKSIDE

**SOUTH REGION**
- BOLTON ACADEMY BRANDON BRANDON PRIMARY GARDEN HILLS JACKSON JACKSON PRIMARY RIVERS SMITH SMITH PRIMARY

**WEST REGION**
- BLOOMSBURY SANDY SPRING BEACON 100 PARK BRENDA KENNEDY

**CHARTER SCHOOLS**
- KIPP Strive (5-8) / KIPP Strive Primary (K-1)
- KIPP WAYS (5-8)

**EXTRA REGION**
- City-Wide
- Charter Schools:
- The Kindezi School (K-5)
- KIPP Atlanta Collegiate (9-11)
- Latin Academy (6-7)
- Westside Atlanta Charter School (K-5)
- Drew Charter School (PreK-9)
- Intown Academy (K-8)
- Wesley International Academy (K-8)

* Year-round school
What’s New @APS?

As students and parents gear up for the 2013-14 school year, we want to keep you informed about important changes occurring around the district. Here are some of the changes:

New Bell Schedule

APS is introducing a new bell schedule for the 2013-14 school year, which means school start and end times will change. This change allows APS to schedule bus routes more efficiently, and helps ensure that students arrive to school on time.

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<th>Level</th>
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<th>End Time</th>
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<td>MIDDLE</td>
<td>9:05 a.m.</td>
<td>4:05 p.m.</td>
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<tr>
<td>HIGH</td>
<td>8:30 a.m.</td>
<td>3:30 p.m.</td>
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- APS will hire 19 behavior specialists to promote responsible student behavior.
- APS will continue to include more students with disabilities in general education classes and focus on effective co-teaching practices.
- APS will implement positive, proactive discipline systems that teach students appropriate behavior.
- APS students can earn class credit online through the Atlanta Virtual Academy (AVA), the district’s new online learning experience.
- Parks Middle School has closed; students will attend Sylvan Hills Middle School.

Did You Know?

- Last year APS provided new instruments to every new orchestra program in the district.
- In Georgia, APS is one of the few districts that offer foreign language instruction to students in elementary school – even as early as kindergarten!
- All APS middle schools offer accelerated math classes.
- APS’ class of 2013 earned more than $102 million in scholarship offers, including the prestigious Gates Millennium Scholarship; 14 APS students – more than any other district in Georgia – became 2013 Gates Millennium Scholars.
- Two APS high schools will offer the IB program: North Atlanta, the oldest IB school in the southeast, and Jackson, which will begin offering IB courses to juniors and seniors in the fall of 2013.
- APS is allocating 78 additional teachers throughout the district to reduce class sizes and address pressing academic needs.
- Two APS elementary schools were selected – out of only six in Georgia – to participate in a dual-language immersion program. Educators at Perkerson and D.H. Stanton will teach half of the school day in English and the other half in a foreign language, starting with kindergarten and growing a grade each year.

SCHOOL RENOVATIONS AND RELOCATIONS FOR 2013-14

APS will continue to transform SPLOST dollars into safe and healthy learning environments that promote student attendance and success. Several APS schools will undergo renovations, and others will relocate to permanent new addresses.

Scheduled for Renovation

- Bunche Middle School ➤
- Coan Middle School ➤
- Maynard H. Jackson High School ➤
- Mary Lin Elementary School ➤
- E. Rivers Elementary School ➤
- Springdale Park Elementary School ➤
- Sylvan Hills Middle School ➤

2013-14 Temporary Location

- Students will remain at East Lake Elementary facility
- Students will remain at Coan Middle School facility
- Students will remain at Mary Lin
- Sutton Middle School facility
- Students will remain at Springdale Park
- Former Parks Middle School facility

Drew Charter will temporarily relocate grades 6-9 to Kennedy Middle School while the new high school facility is under construction. Wesley International Academy Charter will temporarily relocate to the Cook Elementary School facility.

Permanently School Relocations

- North Atlanta High School ➤
- Sutton Middle School ➤

2013-14 Permanent Location

- New North Atlanta High School facility
- Former North Atlanta High School facility

When Sutton’s enrollment exceeds capacity at its new location, APS will establish a sixth-grade academy at the former Sutton facility (4360 Powers Ferry Road, N.W.).
**SCHOOL SAFETY**

APS and the Atlanta Police Department have partnered to provide a new safety and security model for our students. The new model allows APS to station 55 full-time School Resource Officers (SROs) at middle and high schools, which will enhance the learning and safety environment.

- Middle schools will have a minimum of one full-time school resource officer.
- High schools will have a minimum of two full-time school resource officers.
- Each school cluster will have a sergeant supervising the SROs within that cluster.

**NUTRITION PROGRAM**

Fifty-eight APS schools are participating in the Community Eligibility Option (CEO) Program, which allows all students enrolled at the schools to receive free meals at no charge. No meal application is needed.

**MYBACKPACK**

APS will introduce myBackPack, which gives students access to digital learning tools, e-books, secure email cloud storage and the complete the Microsoft Office Suite.

**NEW POLICY**

Students who have permission from their parents/guardians may use cell phones 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, except in cases of health or other unusual reasons as approved on an individual basis.

**RECYCLING**

APS has adopted Single Stream Recycling (SSR), a green program that will reduce waste, conserve resources, and provide healthier surroundings for our staff, students, and visitors. Look for the new green plastic recycling carts and bins!

---

**Transportation**

**NEW FOR 2013-14**

APS has established new practices and policies for the 2013-14 school year that will make student transportation more efficient, and ensure that students arrive at school safely and on time.

**APS will distribute identification badges to all pre-K students,** kindergartners and first-graders on the first day of school to help students as they transition to their back-to-school routine. The badges display student names, grade levels, school names, bus route numbers, bus stop locations and parents' phone numbers.

**APS will mail bus stop cards to parents** with children who are registered and eligible to ride an APS school bus. The cards indicate each student’s assigned bus route, bus stop location, bus stop pick-up and drop-off times, and additional transportation information for parents.

**APS will modify transportation offered to Forrest Hill students** beginning in the 2013-14 school year. The district will issue MARTA passes to Forrest Hill students, and MARTA will place a new bus stop in front of the school so that students may board and exit MARTA buses safely and conveniently. APS will discontinue school bus transportation to Forrest Hill Academy.

**School buses will no longer return to bus stops or schools to pick up students** who were not at their bus stop at the assigned time.

**APS will only transport students who are eligible for APS school bus transportation.** District buses will not pick up or drop off students who are ineligible for school bus transportation — this includes students residing within walk zones and students attending schools on general administrative transfers. Ineligible students utilizing APS school bus transportation will be referred to the school administrator for investigation and possible discipline.
Keeping You Informed

**SCHOOL WEBSITES** – Every APS school has its own website. Note upcoming events and easily access your faculty and staff. All school web addresses are listed under the “Schools” section on the district homepage.

**TALKUPAPS.COM** – The district’s blog is updated throughout the day with the latest news, photos and videos. Bookmark TalkUpAPS.com today.

**Social Media**


**PINTEREST** – Join APS on the fastest-growing social media site online, Pinterest. Over 250 “pins” including websites for students, teacher resources and education news stories. www.pinterest.com/apsupdate

**TWITTER** – Get the latest APS news and tips by following us on Twitter. Visit www.twitter.com, @APSupdate and click “follow.”

**YOUTUBE** – View videos about district events, school activities and student achievement on our APS YouTube channel: www.youtube.com/apsupdate

Television and Radio

WPBA TV 30, WABE FM 90.1 Radio and APS Cable Channel 22 are broadcast services of Atlanta Public Schools.

Atlanta’s PBA 30 television station provides the metro Atlanta area more than 70 hours of award-winning, high-quality educational programming each week.

Atlanta’s National Public Radio (NPR) affiliate offers 24-hours of news, music and community affairs. Weekday programming includes NPR’s “Morning Edition,” and “All Things Considered.”

APS Cable Channel 22 delivers up to date information, student-anchored news shows, feature programs that highlight success stories in the district, student-produced programming, and adult learning programming to meet the needs of Atlanta Public Schools students and educators.
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## 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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone 1</th>
<th>Phone 2</th>
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<td>Adamsville (K-2) (W)</td>
<td>286 Wilson Mill Rd., SW 30331</td>
<td>802-4300</td>
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<td>Beecher Hills (W)</td>
<td>2257 Bollingbrook Dr., SW 30311</td>
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<td>Frederick Wilson Benteen (E)</td>
<td>200 Cassanova St., SW 30315</td>
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<td>William M. Boyd (Year-Round) (N)</td>
<td>1891 Johnson Rd., NW 30318</td>
<td>802-8150</td>
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<td>Paul Lawrence Dunbar (E)</td>
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<td>Thomas Heath Slater (S)</td>
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<td>Grove Park Intermediate (3-S) (N)</td>
<td>20 Evelyn Way, NW 30318</td>
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<td>Heritage Academy (S)</td>
<td>3500 Blair Villa Dr., SW 30354</td>
<td>802-8650</td>
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<td>John Hope-Charles Walter Hill (E)</td>
<td>112 Boulevard, NE 30312</td>
<td>802-7450</td>
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<td>Joseph W. Humphries (S)</td>
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<td>Emma Hutchinson (Year Round) (S)</td>
<td>650 Cleveland Ave., SW 30315</td>
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<td>Warren Turner Jackson (N)</td>
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<td>Warren T. Jackson Primary (N)</td>
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<td>Mary Agnes Jones (W)</td>
<td>1040 Fair St., SW 30314</td>
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<td>Lucas O. Kimberly (W)</td>
<td>3090 McMurray Dr., SW 30311</td>
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<tr>
<td>Mary Jean Lin (E)</td>
<td>586 Candler Park Dr., NE 30307</td>
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<tr>
<td>Leonora Precious Miles (3-S) (W)</td>
<td>4215 Bakers Ferry Rd. SW 30331</td>
<td>802-8900</td>
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<tr>
<td>Fred Armon Toomer (E)</td>
<td>65 Rogers St., NE 30317</td>
<td>802-3450</td>
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</tbody>
</table>
Morningside Kindergarten (S)
1053 E. Rock Springs Rd., NE 30306
802-8960

Parkside (E)
685 Mercer St., SE 30312
802-4100

Thomas Jefferson Perkerson (S)
2040 Brewer Blvd., SW 30310
802-3950

Peyton Forest (W)
301 Peyton Rd., SW 30311
802-7100

Eretus Rivers (N)
4360 Powers Ferry Rd., NW 30327
802-7050

William J. Scott (N)
1752 Hollywood Rd., NW 30318
802-7000

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

Joseph Emerson Brown (W)
765 Peeples St., SW 30310
802-6800

Ralph Johnson Bunche (W)
2250 Perry Boulevard 30318
802-3200

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

Coretta Scott King High (N)
Women’s Leadership Academy
Single-Gender Girls
1190 Northwest Dr., NW 30318
802-4962

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

Joseph Emerson Brown (W)
765 Peeples St., SW 30310
802-6800

Ralph Johnson Bunche (W)
2250 Perry Boulevard 30318
802-3200

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

Coretta Scott King High (N)
Women’s Leadership Academy
Single-Gender Girls
1190 Northwest Dr., NW 30318
802-4962

MIDDLE SCHOOLS

Charles Lincoln Harper- (N)
Samuel Howard Archer
3399 Collier Dr., NW 30331
802-6500

Samuel Martin Inman (E)
774 Virginia Ave., NE 30306
802-6300

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

Luther Judson Price (S)
1670 Benjamin W. Bickers Dr., SW 30315
802-6700

Willis A. Sutton (N)
2875 Northside Dr., NW 30305
802-5600

Sylvan Hills (S)
1090 Windsor St., SW 30310 (Temporary Location)
802-6200

Jean Childs Young (W)
3116 Benjamin E. Mays, SW 30311
802-5900

CORETTA SCOTT KING 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

HIGH SCHOOLS

MIDDLE SCHOOLS

Luther Judson Price (S)
1670 Benjamin W. Bickers Dr., SW 30315
802-6700

Willis A. Sutton (N)
2875 Northside Dr., NW 30305
802-5600

Sylvan Hills (S)
1090 Windsor St., SW 30310 (Temporary Location)
802-6200

Jean Childs Young (W)
3116 Benjamin E. Mays, SW 30311
802-5900

HIGH SCHOOLS
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)
4111 Northside Parkway, NW 30327
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

Atlanta Neighborhood Charter (K-5)
688 Grant Street, SE
Atlanta, GA 30315
404 624-6226

Atlanta Neighborhood Charter (6-8)
820 Essie Avenue SE
Atlanta, GA 30316
678 904-0051

Charles R. Drew Charter (K-5)
301 East Lake Blvd.
Atlanta, GA 30317
404-687-0001

Charles R. Drew Charter School (6-9)
225 James P. Brawley Drive (interim)
Atlanta, GA 30314

Intown Academy Charter School (K-8)
386 Pine Street
Atlanta, GA 30308
404-892-7733

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

CHARTER SCHOOLS

The Kindezi School (K-6)
1890 Detroit Ave NW
Atlanta, GA 30314
404-671-4900

KIPP STRIVE Academy (5-8)
1444 Lucille, Ave., SW
Atlanta, GA 30310
404-753-1530

KIPP STRIVE Primary (K-1)
1444 Lucille, Ave.,SW
Atlanta, GA 30310
404-753-1530

KIPP Vision Charter School (5-8)
660 McWilliams Road SE
Atlanta, GA 30315
404-537-5252

KIPP Vision Primary Charter School (K)
660 McWilliams Road SE
Atlanta, GA 30315
404-537-5252

Charles R. Drew Charter School (6-9)
225 James P. Brawley Drive (interim)
Atlanta, GA 30314

KIPP West Atlanta Young Scholars (WAYS) Academy (5-8)
350 Temple St NW
Atlanta, GA 30314
404 475-1941

Staton Academy Charter School (K-12)
820 Essie Avenue SE
Atlanta, GA 30316
404-574-1200

Latin Academy (6-7)
2050 Tiger Flowers Drive NW
Atlanta, GA 30314
404 753-4050

Wesley International Academy (K-8)
211 Memorial Dr. SE
Atlanta, GA 30312
678 904-9137

Westside Academy (K-2)
1903 Drew Drive
Atlanta, GA 30318
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 prevent 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 you find any or are aware of any drugs on campus.
✓ 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 (O.C.G.A §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 positive behavior and negative behavior. If every student obeys the Student Code of Conduct, then all students will be able to learn.

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 positive and negative 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 will be kept out of school for a certain number of days. You may 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 "0" 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.
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.

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. Within every school, the principal and staff inevitably have the responsibility and authority for maintaining an orderly educational environment. 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.

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. Parents are asked to read the handbook to understand the rights and responsibilities for their children. Students who misbehave are subject to disciplinary action which could include 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

JURISDICTION TO TAKE DISCIPLINARY ACTION
Atlanta Public Schools has discipline authority over its students whenever the interests of the school district are involved. 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.

The district may impose campus, classroom, or club/organization rules in addition to those found in the student handbook. These rules may be listed in the student and campus handbooks, be posted or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

Organizational standards of behavior concerning an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in disciplinary actions being taken against the student, including but not limited to, the student being removed from participation in extracurricular activities, or exclusion from school honors.

DISCIPLINARY AUTHORITY OF TEACHERS & ADMINISTRATORS
The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the Student Handbook, the principal or his/her designee may undertake corrective measures which he/she believes to be in the best interest of the student and the school provided such action does not violate School Board policies or procedures, or state or federal laws. School administrators (principals and assistant principals) have the authority
to administer any discipline or behavior management technique, may assign students to in-school suspension, may assign students up to 9 days of short-term out of school suspension, or refer any disciplinary matter to a Student Disciplinary Tribunal for a disciplinary hearing.

Teachers shall maintain discipline and order in the classroom, and are authorized to give verbal warnings, written warnings or reprimands, assign students to detention, refer students to the office, and employ any other discipline and behavior management techniques except for short-term or long-term suspension or expulsion of a student.

Any student who has been suspended pending a disciplinary hearing shall be allowed to make up school work that is missed due to the suspension pending the disciplinary hearing, and shall be permitted onto school grounds to pick up class assignments at the office unless an administrator determines that allowing the student to pick up work assignments at the office constitutes a danger to other students or staff. However, students who are suspended pending a disciplinary hearing are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Although generally progressive in nature, discipline should be appropriate for the misbehavior and the age of student. Consequently, administrators have the latitude of assigning discipline in relation to the misbehavior. For example, students who engage in more serious acts of misbehavior, such as fighting, are not entitled to a warning before any other disciplinary action is taken.

**PROGRESSIVE DISCIPLINE**

Progressive discipline is designed to correct a student’s misconduct and encourages the student to be a responsible citizen of the school community. Progressive discipline should promote positive student behavior while establishing clear and fair consequences for unacceptable behavior; and state what is unacceptable (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 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**

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**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

**INVESTIGATION OF MISCONDUCT**

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

**STUDENT QUESTIONING BY OFFICIALS**

**School Administrators**: Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

**Social Workers and Counselors**: School Social Workers and Counselors must develop trusting relationships with the students they serve. Most interventions with students occur on an individual basis. There is a professional obligation to respect the privacy of their students. Parents and guardians should be aware that student conversations with social workers and counselors are confidential and not disclosed to parents.

**Department of Family and Child Services (DFCS)**: DFCS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by
individuals other than those residing in the child’s household, parents will be informed that such interviews are being requested.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student’s school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

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

MANDATORY REPORTING OF STUDENT CRIMES
School administrators, teachers and other school-based employees are required to 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.

STUDENT BEHAVIOR CODE
The Student Behavior Code governs students’ conduct on school grounds; off school grounds at a school activity; off school grounds at a non-school activity, but where the misconduct leads to a disruption of school or any other violation of the Student Code of Conduct and en route to and from schools, or any school-sponsored activity, on the bus, and at the bus stop.

The Student Behavior Code provides examples of offenses that may occur and is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in discipline consequences. The offenses have been organized into four (4) levels of prohibited behaviors: Level 1 Offenses, Level 2 Offenses, Level 3 Offenses, and Level 4 Offenses. Parents and students should carefully review ALL information contained in the Code of Conduct. Students are subject to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Student Code of Conduct. A student serving In-School Suspension and/or Out-of-School Suspension is not allowed to participate in all regular school activities, extracurricular activities, athletics, or other school-sponsored activities.

Depending on the circumstances surrounding the offense, school administrators have the right to deviate from the progressive discipline procedures. For example, a student may be assigned a lesser consequence regardless of the number of previous violations accumulated by the student. If the violation warrants deviation upward from the progressive discipline procedure, the principals must get the approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the administration.

There are multiple goals for consequences. Those goals are:
• To maintain student and adult safety
• To reduce the likelihood that the student will repeat the misbehavior
• To increase the likelihood that the student will demonstrate appropriate behavior instead of misbehavior
In conjunction with any violation, the school administrators may also:
1. Refer the student for tutoring (with parents’ consent)
2. Refer student to Social Worker or Student Support Team, when deemed appropriate
3. Refer student for peer mediation, anger management, or to school counselor
4. Assign Work detail or in school community service
5. Assign the student to Saturday school
6. Restrict any privilege including senior activities and graduation ceremony
7. Assign other school-based consequences as deemed appropriate by administrator.

Students who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. Restitution or repair is expected for students who damage or steal property of others.

CRIMINAL CHARGES
Some Student Behavior Code violations may also result in criminal charges. School disciplinary action will be independent of any criminal or juvenile court decisions. When it comes to the attention of APS that an offense has occurred which may constitute criminal behavior, the officials and employees of Atlanta Public Schools will cooperate with the police and other investigative agencies in providing and sharing information about the student to the degree that the official or the employee deems necessary and/or is governed by law.

LEVEL ONE OFFENSE
Level 1 offenses are minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student’s own learning process.

Level 1 Offenses
1. Unexcused tardies to school or class
2. Mild Inappropriate language/Mild Profanity
3. Horse playing with other students
4. Deliberately pushing/shoving another student
5. Public Displays of Affection
6. Failing to Do Classwork, not prepared for Class or no supplies for class
7. Mild Disruption of classroom
8. Cutting (Skipping) class or being out of Assigned Area or in an unauthorized area
9. Leaving school, skipping school, or skipping class without permission
10. Minor graffiti
11. Possession/ use of other electronic devices during class
12. Minor verbal altercation
13. Lying, cheating
14. Harassment or Bullying (first offense) - teasing, taunting (written, physical and/or verbal)
15. Excessive talking
16. Parking Violation
17. Disrespectful to students, school personnel, or other persons.
18. Insubordinate, defiant, disrespectful to school personnel or school volunteers.
19. Deliberately giving false or misleading information,
20. Exhibiting gang affiliation, i.e. identifying sign, symbol, tattoo, graffiti, or attire
21. Gambling
22. Inappropriate physical contact between students
23. Inciting or advising others to engage in prohibited behavior
24. Failing to report to detention and/or violating rules of the In-School Suspension
25. Violating any other minor Board of Education or school rule
Engaging in or attempting to commit any Level 1 offense can result in disciplinary action as outlined below.

1st Violation: Review classroom and school rules and give warning to student and
   a. Conference with student; or
   b. Student Journal – Student writes about his/her behavior and identifies possible
      alternatives; and
   c. Parents notified by phone of violation.

2nd Violation: Detention (before school, lunch, after school, or Saturday when available)

3rd Violation: Conference with parents to discuss behavior and Classroom Behavior Contract with
   Student/Parent:

4th Violation: In-School Suspension for up to two (2) school days.

5th Violation: In-School Suspension for up to three (3) school days.

6th Violation: In-School Suspension for up to give (5) school days.

7th Violation: Out-of-School Suspension for one (1) school day.

8th Violation: Out-of-School Suspension for up to two (2) school days.

9th Violation: Out-of-School Suspension for up to three (3) school days.

10th Violation: Out-of-School Suspension for up to nine (9) school days with the matter being submitted to the
   Student Disciplinary Tribunal. If the Student Disciplinary Tribunal upon finding student has committed his/her 10th
   violation of any Level 1 offense, the Student Disciplinary Tribunal will issue either a short-term suspension, long-term
   suspension or place the student in alternative school for a minimum of one academic semester.

Depending on the circumstances surrounding the Level 1 offense, school administrators reserve the right to
deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up
to five (5) days or assigned Out-of-School Suspension for up to five (5) days for any Level 1 Offense regardless of
the number of previous violations, if the violation warrants deviation from the progressive discipline policy and
upon approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the
administration.

Please see the Bus Conduct, Dress Code, Academic Honesty and Electronic Resources-Acceptable Use Policy for
additional rules and outlined consequences.

LEVEL TWO OFFENSE

Level 2 offenses are intermediate acts of misconduct. These acts include, but are not limited to, repeated, but
unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not
seriously endanger health, safety or well-being of others.

Level 2 Offenses
  1. Refusing to relinquish cell phone or using cell phone in class
  2. Minor – Cheating, Plagiarism
  3. Open Defiance
  4. Vandalism (minor and removable)
  5. Walking out of class
  6. Moderate Class Disruption (more than 5 minutes)
  7. Inciting a fight
  8. Trespassing while on suspension
  9. Entry into areas designated for the opposite sex only
 10. Major Cheating, Plagiarism
 11. Under the Influence of drugs or alcohol
 12. Possessing Drug Paraphernalia
 13. Aggressive profanity or Profanity to an adult
 14. Possessing, accessing or viewing obscene or vulgar materials
 15. Harassment or Bullying (second offense) - teasing, taunting (written, physical and/or verbal)
 16. Theft – minor (less than $100)
17. Property Damage (less than $100) of another student
18. Dress Code – Inappropriate attire for school
19. Possession of Fireworks
20. Possession of Counterfeit money
21. Vulgar/Obscene Gestures
22. Forgery and altering of school records
23. Damaging or vandalizing school or personal property (less than $100)
24. Fighting between two students to a degree that does not cause physical injury
25. Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia.
26. Refusing to comply with assigned disciplinary consequences

Engaging in or attempting to commit any Level 2 offense will result in disciplinary action as outlined below.

1st Violation: In-School Suspension for up to three (3) school days.
2nd Violation: In-School Suspension for up to five (5) school days.
3rd Violation: Out-of-School Suspension for up to two (2) school days.
4th Violation: Out-of-School Suspension for up to three (3) school days.
5th Violation: Out-of-School Suspension for up to five (5) school days.
6th Violation: Out-of-School Suspension for up to nine (9) school days with the matter being submitted to the Student Disciplinary Tribunal. If the Student Disciplinary Tribunal upon finding student has committed his/her 6th violation of any Level 2 offense, the Student Disciplinary Tribunal will issue either a short-term suspension, long-term suspension or place the student in alternative school for a minimum of one academic semester.

Depending on the circumstances surrounding the Level 2 offense, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of-School Suspension for up to five (5) days for any Level 2 Offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy and upon approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the Administration. In School Suspension or Out of School Suspension includes suspension from regular school activities, extracurricular activities, athletic participation, and other school events.

LEVEL THREE OFFENSE
Level 3 offenses are serious acts of misconduct. These behaviors include, but are not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, that may threaten health, safety, or property and other acts of serious misconduct.

Level 3 Offenses
1. Fighting – involving multiple students and/or physical injury
2. Engaging in gang-related activity, i.e. encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.
3. Harassment or Bullying (third offense) - teasing, taunting (written, physical and/or verbal)
4. Sexual Harassment or using an electronic or other device to forward or take inappropriate, indecent, vulgar, sexual or obscene pictures of students or school employees and/or sexual contact.
5. Sexual Activity/Misconduct on school grounds or event
6. Breaking and Entering (Burglary)/Larceny
7. Physical Assault or Battery – Student
8. Theft more than $100 including but not limited to attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.
9. Trespassing on another school campus during school hours
10. Bomb threat or False Fire Alarm
11. Use, possession of alcohol
12. Use, possession of prescription or non-prescription drugs
13. Use, possession of tobacco
14. Major Disruption of classroom or school
15. Disorderly Conduct
16. Vandalism – major
17. Gang Fighting or Group Fighting
18. Use of Fireworks on school grounds during school day or event
19. Possessing any alcoholic beverage
20. Possessing any drug or unlawful substance, any substance represented to be a drug
21. Intentionally using, selling, buying, giving away, bartering, receiving, or exchanging any counterfeit money.
22. Use, possession of weapons which includes possessing, using, selling, buying, giving away, bartering or exchanging any weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon.
23. Using, selling, buying, giving away, bartering, exchanging, or receiving any alcoholic beverage whether at school or any school-related activity prior to attending school or a school-related activity.
24. Using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance or admits to the use of any substances represented to be a drug prior to attending school or a school-related activity.
25. Possessing, using, selling, buying, giving away, bartering, or exchanging any over-the-counter medication.
26. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
27. Terroristic threats, i.e. threat, whether spoken, written, or transmitted by an electronic device, to commit an act of violence.
28. Misuse of electronic or technological resources or devices, including but not limited to unauthorized access to the system network, creating or using false user names, passwords, or proxies, transmitting malicious programs or viruses.
29. Any act that endangers the welfare or safety of other students or staff.

Engaging in or attempting to commit any Level 3 offense will result in the student being assigned Out-of-School Suspension with the matter being submitted to a Student Disciplinary Tribunal. This suspension includes regular school activities, extracurricular activities, athletic participation, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing and for picking up class assignments at the office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

If the Student Disciplinary Tribunal finds the student has engaged in or attempted to commit a Level 3 offense, the Student Disciplinary Tribunal will issue either a long-term suspension or expulsion from school. The Student Disciplinary Tribunal has the discretion to assign the student the alternative school for one or more semesters. A student assigned to the alternative school is not allowed to go on any other school grounds.

**Level 3 Offenses – School Personnel**
Students are prohibited from engaging in or attempting to commit physical acts of violence against school personnel (teachers, administrators, or other employees). Such acts will be handled as follows:

1. **Attempting to make inappropriate physical contact or action with school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.

2. **Unintentional but inappropriate physical contact or action with school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
3. **Intentional physical contact or action of an insulting or provoking nature with school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.

4. **Intentional physical contact or action that causes physical harm to school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be expelled from school for the remainder of his/her eligibility to attend public school and will be referred to juvenile court.

Atlanta Public Schools has the discretion to enforce the permanent expulsion of the student, to permit the student to re-enroll in public school for grades 9 through 12, or to permit the student to re-enroll in school.

**LEVEL FOUR OFFENSES**

Level 4 are the most serious acts of misconduct as this is misconduct that threatens the health, safety, or well-being of others. These offenses must be immediately reported to the principal or designee. These violations are so serious that they require notice to outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed.

**Level 4 Offenses**

1. Sexual Battery
2. Aggravated Battery
3. Aggravated Sexual Battery
4. Aggravated Child Molestation
5. Armed Robbery
6. Homicide/Murder
7. Kidnapping
8. Rape
9. Voluntary Manslaughter
10. Aggravated Sodomy
11. Arson-1st Degree

Engaging in or attempting to commit any Level 4 offense will result in the student being assigned Out-of-School Suspension with the matter being submitted to a Student Disciplinary Tribunal. This suspension includes regular school activities, extracurricular activities, athletic participation, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing and for picking up class assignments at the office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

If the Student Disciplinary Tribunal finds the student has engaged in or attempted to commit a Level 4 offense, the Student Disciplinary Tribunal will issue either a long-term suspension or expulsion from school. The Student Disciplinary Tribunal has the discretion to assign the student the alternative school for one or more semesters. A student assigned to the alternative school is not allowed to go on any other school grounds.

**DISCIPLINARY ACTIONS**

Some of the disciplinary actions that may be used for student violations of the Student Behavior Code include the following:

**Warning/Reprimand:** Students will be warned that they may receive disciplinary consequences if the misbehavior continues.

**Detention:** Detention may be used to address tardiness, behavior detrimental to learning, and physical contact between students that is deemed inappropriate. For each day assigned to detention, students will be required to
spend a period of time, not to exceed one supervised hour, completing assigned class work. No other activity will be allowed during detention.

**In-School Suspension:** Removes students who violate certain school rules from their regularly assigned classrooms and school activities, while allowing students the opportunity to progress with classroom assignments. While assigned to In-School Suspension, students may not participate in or attend any extracurricular activity, including athletic participation and other school events. If students violate any rule of the In-School Suspension program, students will be suspended from the program and from school for the remaining number of days that students were assigned to In-School Suspension.

**Short-Term Suspension:** Students subject to a short-term suspension will be suspended from school for not more than nine (9) days. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

**Long-Term Suspension:** Students subject to a long-term suspension will be suspended from school for more than ten (10) days but not beyond the end of the current semester. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

**Expulsion:** Students subject to an expulsion will be suspended from school beyond the end of the current semester. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

**Permanent Expulsion:** Students subject to a permanent expulsion from school will be permanently suspended from school at all times after the effective date of the permanent expulsion beyond the current semester and not allowed to attend any Atlanta Public Schools. This includes permanent suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

**Probation**

“Probation” means that a student is placed on a trial period during which the student is expected to maintain good behavior.

**ACADEMIC HONESTY**

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.

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.

ACADEMIC DISHONESTY 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 violation.
Students may also self-report 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. 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.) Receive a zero (0) on an assignment;
   d.) Disciplinary hearing with a recommendation of suspension or expulsion.

4. Permanent Record: The principal or designee shall note in the disciplinary record of the student any violation
and the sanction imposed.

5. Repeated Violations: Students should be aware that repeated violations may 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 academic honesty violations are
noted in the student's academic record.

ALCOHOL AND DRUGS (Drug Paraphernalia)

A student shall not possess, sell, use, transmit, or be under the influence of any alcohol or mind-altering substance,
narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance,
counterfeit drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind. A student shall not possess, sell or
use any drug or alcohol paraphernalia or related object of any nature. This includes anabolic steroids, substances
that look like drugs, cigarettes, imitation controlled substances and drug paraphernalia such as pipes, water pipes,
clips, rolling papers and other items used or related to drug use.
Use of prescribed medications dispensed by a registered pharmacist is allowed, so long as said medications are used in accordance with school rules governing the possession and use of prescribed medications. All prescription drugs shall be kept in the original container and shall not be distributed to other students. Students who see or become aware of any alcohol and/or other drugs or drug-related objects must not touch the material nor remain in the presence of the person or group possessing it. Students must notify a staff member immediately of any alcohol, drugs, or drug-related objects, or be subject to discipline, including but not limited to expulsion.

**BULLYING & HARASSMENT**

Bullying and other forms of intimidation will not be tolerated in any form 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. The term “bullying” means an act 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
- Threats, taunts and intimidation by words and/or gestures
- Extortion
- Public humiliation
- Theft of money and/or personal possessions
- Stalking
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

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:

f. All staff, students and their parents will receive a summary of the bullying policy bullying as part of the student code of conduct.

h. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

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

REPORTING OF BULLYING AND HARASSMENT
Students must be able rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. 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/suspicions of bullying. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Verbal 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.

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 AND CONDUCT**

Riding a school bus is a privilege that a student can lose. Students are expected to follow the same behavior standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. 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. 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. 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.

Bus drivers will report all school bus/bus stop misconduct to the student’s principal or designee. Consequences for school bus/bus stop misconduct will be imposed by the principal or the principal’s designee. If a student violates bus conduct rules, school administrators may take disciplinary action, including suspension from riding the bus and/or suspension from school. If bus misbehavior is severe, a disciplinary hearing may be called to request a student be removed from the school bus for an extended period of time.

Except as otherwise set forth herein, the general progressive discipline plan for bus misbehavior is as follows:

1. **Violation:** Warning to the student and parent by the principal
2. **Violation:** Parent and Student Conference and School Bus Behavior Contract
3. **Violation:** Bus suspension for one (1) day
4. **Violation:** Bus suspension for two (2) days
5. **Violation:** Bus suspension for three (3) days
6. **Violation:** Bus suspension for four (4) days
7. **Violation:** Bus suspension for five (5) days
8. **Violation:** Disciplinary hearing with recommendation for suspension for remainder of semester or school year

Depending on the circumstances surrounding the offense, school administrators have the right to deviate from the progressive discipline procedures. For example, a student maybe assigned a lesser consequence regardless of the number of previous violations accumulated by the student. If the violation warrants deviation upward from the progressive discipline procedure, the principals must get the approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the administration.

There are multiple goals for consequences. Those goals are:

- To maintain student and adult safety
- To reduce the likelihood that the student will repeat the misbehavior
- To increase the likelihood that the student will demonstrate appropriate behavior instead of misbehavior

The school principals or his/her designee should consider these goals when providing consequences in addition to considering the parameters of the situation and the needs of the student. It is usually appropriate to implement the least intrusive consequence that will meet the three goals above. For example, if a student is likely to not repeat the misbehavior when given the consequence of writing an apology to the bus driver, then that consequence is more appropriate than requiring 3 days of suspensions in which the student will miss valuable instructional time.
The school principals or his/her designee should consider these goals when providing consequences in addition to considering the parameters of the situation and the needs of the student. It is usually appropriate to implement the least intrusive consequence that will meet the three goals above. For example, if a student is likely to not repeat the misbehavior when given the consequence of writing an apology to the bus driver, then that consequence is more appropriate than requiring 3 days of suspensions in which the student will miss valuable instructional time.

Major violations may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken. Fighting on a bus is among the most serious offenses committed by students, as it endangers everyone riding the bus by causing the driver’s attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken.

During the period of bus suspension, parents/guardians will be responsible for providing the student’s transportation to/from school. Bus suspension is not an excused absence or tardy. If a student causes damage to a school bus, parents/guardians will be required to repay the cost of any damage to the bus. At the discretion of the principal, parents/guardians may be asked to meet with school officials to develop a school bus behavior contract for the student.

Many buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and the Student Relations Administrator are authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

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. Parents with concerns or complaints may contact the Department of Transportation at 404-802-5500 or http://www.atlantapublicschools.us/domain/5364.

**NOTICE:** 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 (OCGA 20-2-1181).

**SCHOOL BUS SAFETY GUIDELINES**

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously AND following instructions the first time that they are given.
2. BE ON TIME AT THE BUS STOP. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if you are late. Drivers have been instructed NOT TO STOP for anyone running after a bus.
3. Cell phones must be off per the state law.
4. Wait for the bus to come to a COMPLETE halt before trying to board or depart. If you must CROSS THE ROAD, wait for the DRIVER TO SIGNAL you across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
5. Promptly board the bus in an orderly manner. After boarding the bus, sit down and remain seated until the bus reaches your stop. IF THE DRIVER ASSIGNS SEATS, students will sit in the seats assigned to them.
6. NO fighting, pushing tripping, kicking, etc.
7. Students are not allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
8. Students should respect the property and privacy of others while at the bus stop and on the bus.
9. NO loud or boisterous speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
10. DO NOT sit with more than the proper number in one seat.
11. DO NOT extend any part of your body out the bus windows.
12. DO NOT throw anything in or out of the bus window.
13. DO NOT eat or drink on the bus.
14. DO NOT bring sharp objects, alcohol, illegal drugs, tobacco, fire arms, knives, explosives devices, fire crackers or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
15. TREAT THE BUS WITH RESPECT. ANY DAMAGES TO THE BUS WILL BE PAID FOR BY THE STUDENT OR HIS/HER PARENTS.
16. Keep the aisle clear. Store personal items on your lap or under the seat.
17. Keep the bus clean. A waste container is provided at the front of the bus. Use this container when boarding or departing the bus only.
18. USE HANDBRAILS when boarding or departing the bus.
19. Student should board and exit the bus at their assigned stop. Avoid crowding or pushing while boarding or exiting the bus.
20. DO NOT board or exit the bus from the rear emergency door, unless instructed to do so by the driver.
21. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
22. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus.
23. Never do anything that could distract the driver or other students.
24. Students should not play and chase other students or hang onto school buses.
25. Students should remain cautious at all times when traveling on or standing near school buses to avoid the possibility of being dragged under the wheels of the bus and seriously injured. Students should never crawl or reach under the wheels of the bus.
26. 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.

CELL PHONES AND OTHER ELECTRONIC DEVICES
All students may possess mobile telephones and other personal electronic devices (PEDs) with the expressed, written consent of their parents/guardians. The parent or legal guardian must complete the Parent Permission Form for a Mobile Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property.

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

Specifically:
• This policy is in effect from the time a student arrives at school until the completion of the instructional day. Students with permission to possess PEDs may use them during afterschool activities as allowed by the school principal or designee.
• Students are prohibited by law from using any electronic devices during the operation of a school bus, including but not limited to cell phones; 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.
• Students are never permitted to use mobile phones in the restrooms and locker rooms.
• All mobile phones must be turned off during the instructional day. Students are not allowed to have mobile phone ringers on silent alert or send text messages during the instructional day.

• Students are not allowed to use cell phones in the common areas, lunchrooms or hallways during the regular instructional day.

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.

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

**Disciplinary Consequences and Actions**

Photographing, recording or videotaping of students or other persons in any state of undress may constitute a violation of federal law. Any violation will result in serious disciplinary consequences, up to and including expulsion or assignment to alternative school.

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 mobile telephone or PED on school property for one (1) calendar year and a fine of $50.00.

Use of a mobile phone during a test or quiz shall be 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 mobile 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 completed the Parent Permission Form are as follows:

• First violation: The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

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

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

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

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

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

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

**CHRONIC DISCIPLINARY PROBLEM STUDENT**
A student who engages 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 can be identified as a Chronic Disciplinary Problem Student. 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 will 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 behavior plan.

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

*Court Intervention:* If a parent/legal guardian willfully and unreasonably failed to attend conferences requested by the school, the school district may petition the juvenile court to require a parent or guardian to attend a school conference. If the court finds that the parent or legal guardian has willfully and unreasonably failed to attend a conference requested, the court may order the parent or legal guardian to attend 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.

**DAMAGE TO TEXTBOOKS AND/OR MEDIA MATERIALS**
If students lose or damage textbooks and/or media materials, parents will be charged the full replacement cost and students may be subject to disciplinary action. Replacement textbooks and media materials may not be issued until restitution is made. Georgia law provides that grade reports, diplomas, or certificates of progress may be withheld for failure to pay for lost or damaged textbooks, or other instructional materials for which the student is responsible. Students must pay the replacement cost for textbooks that are returned after the textbook has already been replaced.
DAMAGING OR SETTING OFF A FIRE ALARM

Students and parent should be aware that it is a crime to willfully damage or destroy a school fire alarm so as to endanger human life, or to set off a school fire alarm with no reasonable belief that a fire exists on the school premises. Student willfully damaging, destroying or setting off a fire alarm are subject to disciplinary action.

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 alternative school 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 provide 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 the designated felonies:

Aggravated battery
Aggravated child molestation
Armed robbery
Murder
Racketeering
Robbery
Possession of a pistol or a revolver
Rape
Attempted murder or attempted kidnapping (13 years or older)
Carrying an explosive, firearm, or knife at a public gathering
Escapes after being found guilty of a designated felony
Hijacking a motor vehicle (13 years or older)
Illegal acts including hoax and conspiracy relating to destructive devices, explosives or detonators
Possession, manufacture, transport, sale, distribution or intent to distribute an explosive devise
Second or subsequent conviction of any crime relating to motor vehicle theft
Third offense of any act which if committed by an adult would be a felony
Trafficking in cocaine, illegal drugs, marijuana, or methamphetamine
Voluntary manslaughter

DISCIPLINARY HEARINGS

School Level Disciplinary Hearing Officer

The principal or his/her designee is the School Level Disciplinary Hearing Officer at that site. In this role, the principal is authorized to conduct informal due process hearings that may result in suspension of no more than nine (9) days in length. However, in any instance of the following the principal shall refer the student 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. any other hearing that may result in a long-term suspension, defined as more than nine (9) days.

STUDENT DISCIPLINARY TRIBUNAL

District level due process hearings are conducted by the Student Disciplinary Tribunal which hears evidence concerning charges of student misconduct, and if proven, may require consequences greater than a nine school-day suspension.
Student Disciplinary Tribunal has the authority to issue a short-term suspension, long-term suspension, expulsion or permanent expulsion of any student found to have violated the Code of Conduct. If a hearing is called, the student will be suspended from school until the hearing can be held. The hearing will be held no later than ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension or the conduct of the student or parent causes a delay beyond said ten(10)-day period. Prior to the hearing, students and parents will receive a notice to include the following:

1. The rules or policies which the student has allegedly violated.
2. A description of the student’s acts.
3. The names of the witnesses who may testify against the student (witnesses may be added prior to and during the hearing).
4. The maximum punishment that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to request witnesses to be present at the hearing and the student will have the right to present evidence, examine any and all witnesses presented and have an attorney, at the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent’s expense, to represent the student. School administrators should be notified prior to the hearing if a subpoena is to be issued by the Superintendent.

At the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent’s expense, to represent the student. The decision of the Student Disciplinary Tribunal may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made. The appeal should be sent to the attention of the Superintendent at 130 Trinity Avenue, Atlanta, Georgia 30303.

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary hearing. The Student Disciplinary Tribunal will determine the innocence or guilt of a student accused of violating the Student Code of Conduct. Although the school has the burden of establishing guilt, the student should be prepared to present evidence and witnesses to support their innocence.

Student Disciplinary Tribunal will make a verbatim record of any information orally presented at the hearing. All statements and documentary evidence shall be kept on file by the Superintendent or designee for a period of twenty (20) days after the date of the disciplinary hearing if no appeal is filed and for an additional thirty (30) days after the completion of an appeal, at which time all items will be destroyed. Audio recordings of hearings will be destroyed on the twenty-first (21) day if there is no appeal filed. A transcript of the hearing will not be prepared unless there is an appeal to the Georgia Department of Education.

All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Student Disciplinary Tribunal may limit unproductively long or irrelevant questioning. The parents or legal guardian of the student and any victims may give testimony at the hearing and make a statement to the Student Disciplinary Tribunal concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel at the student’s expense at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interests.

All parties shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student’s principal at least forty-eight (48) hours prior to the time of the disciplinary hearing.

All student disciplinary proceedings and hearings conducted by either the Student Disciplinary Tribunal or the Board of Education are confidential and are not subject to the open meetings law. Any written records, transcripts,
exhibits or other documents assembled or used in any manner with regard to the conduct of any student disciplinary hearing are not public records and are not subject to public inspection.

When a hearing is appealed, the Atlanta Board of Education will review the record of the hearing, make a decision based solely on the record, and notify students and parents, in writing, of the Board’s decision. 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. The Board has the power to affirm, reverse, or modify the student disciplinary tribunal's decision. Students and parents may appeal the Board’s decision to the State Board of Education by giving the Superintendent written notice within thirty (30) days of the decision of the Atlanta Board of Education.

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 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.

DISRUPTION OF PUBLIC SCHOOL
It is unlawful for any person, including parents, to disrupt or interfere with the operation of a public school, public school bus, or public school bus stop. Georgia law specifically prohibits the upbraiding, insulting or abusing of any teacher, administrator, or bus driver upon the premises of any school in the presence and hearing of a student.

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.

The following regulations regarding the dress code apply to students while on school grounds, while participating in school athletic events, while participating in school extracurricular activities or while on any transportation vehicle owned or used by the Board of Education.

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.
If your child’s school has a uniform, is the uniform required to be worn by students? Yes, 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 your schools can assist families who cannot afford uniforms.

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. 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. 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”.

Consequences for Dress Code Violations

1st Violation: An explanation of the violation will be given to students by the administrator and students will be placed in In-School Suspension for the remainder of the school day. Students may return to regular class upon correction of the dress code violation.

2nd Violation: Students will be placed in In-School Suspension for three (3) days. If the violation is corrected before the expiration of the three days, students may return to regular class after serving one full school day in In-School Suspension.

3rd Violation: Students will be placed in In-School Suspension for five (5) days regardless of whether the violation is corrected.

4th Violation: A disciplinary hearing will be called. The Disciplinary Hearing Tribunal could extend placement in In-School Suspension until such time as the student corrects their violation.

5th Violation: A disciplinary hearing will be called. The Disciplinary Hearing Tribunal could extend placement in In-School Suspension until such time as the student corrects their violation.

6th Violation +: A disciplinary hearing will be called. The Disciplinary Hearing Tribunal could give the student a short term suspension, long term suspension or placement in alternative school.

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.

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
- Telephone services
- 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 any time.

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 violations 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.

GANG AND GANG-RELATED ACTIVITY
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. Exhibiting gang affiliation and/or engaging in any gang-related activity is not permitted.

For the purpose of this handbook, a gang is defined as any group or association of three (3) or more persons, whether formal or informal, as evidenced by a common name or common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic, that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive activity.

Students shall not use any speech or commit any act or omission in furtherance of the interests of any gang-related activity, including but not limited to:
1. Soliciting others for membership in a gang;
2. Requesting any person to pay protection, bullying, or otherwise intimidating or threatening or physically harming any person;
3. Inciting other students to engage in any gang-related activity; and,
4. Defacing any school property with any kind of gang graffiti.
5. Displaying gang signs and symbols on personal and school property;
6. Wearing clothing that symbolizes gang affiliation (shirts, hats, bandanas, belts, jewelry, etc.);
7. Displaying gang hand-signs, tattoos / brands, and/or other adornments which symbolize gang affiliation;
8. 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;
9. 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 can also be charged with criminal violations. Students 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 immediately report their concerns to a teacher, counselor, principal, assistant principal, or may call the Georgia Department of Education’s anonymous hotline number 1-877-SAY-STOP (1-877-729-7867). Students who want to leave a gang should contact a principal, resource officer 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.

OFF-CAMPUS BEHAVIOR
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.

Any student who is arrested, indicted, or has a Juvenile Court complaint filed against him/her which alleges the child committed a felony or a delinquent act which would be a felony if committed by any adult, and who makes their continued presence at school potentially disruptive to the school or a danger to persons or property at the
school, shall be immediately suspended from school and all school activities with the matter being submitted to the Student Disciplinary Tribunal.

If the Student Disciplinary Tribunal finds there is sufficient evidence to believe the child committed a felony or a delinquent act which would be a felony if committed by an adult, and the student’s continued presence at school would be potentially disruptive to the school or a danger to persons or property at the school, the Student Disciplinary Tribunal may issue a short-term or long-term suspension or expulsion from school, or placement of the student in an alternative educational program as deemed appropriate by the Student Disciplinary Tribunal.

PERSONAL BELONGINGS
Personal belongings such as toys, CD players, electronic games, playing cards, cameras, or recording devices of any kind may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken and kept in the school office until parents come to claim them. Also, students are subject to disciplinary action for bringing inappropriate items to school without the consent of the school administration. The District is not responsible for lost, stolen or damaged personal belongings and school personnel will not search for lost or stolen items.

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 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.

PHYSICAL VIOLENCE AGAINST SCHOOL PERSONNEL
A student who commits any act of physical violence which results in physical injury to a teacher, bus driver, school official or school employee shall be referred to the Student Disciplinary Tribunal. The student shall also be referred to juvenile court with a request for a petition alleging delinquent behavior.

The Student Disciplinary Hearing Tribunal may issue upon finding that a student committed any act of physical violence which results in physical injury to a teacher, bus driver, school official or school employee:

- An expulsion for the remainder of the student’s eligibility to attend public schools; and
- May allow the student to attend alternative school for the period of the expulsion.
The Student Disciplinary Hearing Tribunal may issue upon finding that a student intentionally made physical contact of an insulting or provoking nature to a teacher, bus driver, school official, school employee or any person on school grounds:

- An expulsion;
- A long-term suspension; or
- A short-term suspension

If a K-5 student is expelled for physical violence against school personnel, the student may be permitted to reenroll in regular programs for grades 9-12. If the district does not have an alternative education program for grades K-5, a student in grades K-5 may be allowed to reenroll in the public school system on a probationary status.

**SEXUAL HARASSMENT**

A student may not harass any other student through conduct or communications of a sexual nature. Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Sexually orientated kidding, teasing, or jokes;
7. Graphic or degrading comments about an individual or their appearance;
8. The display of sexually suggestive objects or pictures; and,
9. Physical contact or blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships between students. It also does not apply to age-appropriate behavior between very young students. Rather, it is behavior which is not welcome and which is personally intimidating, hostile or offensive.

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 harassment must immediately report the complaint to the principal or assistant principal, if the principal is unavailable. All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be taken as appropriate, including:

- 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;
- 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; and
- Restricting contact between the alleged victim and the alleged offender.

Sexual advances, requests for sexual favors and other conduct of a sexual nature by employees or volunteers toward students is unwelcome by definition, and will not be tolerated under any circumstances. Any student who alleges sexual harassment by a student, teacher, administrator, or other school system employee may complain directly to a principal, guidance counselor or other individual designated to receive such complaints. The principal shall immediately report such offenses involving employees to the Director of the Office of Employee Relations at 404-802-2345.
SEXUAL MISCONDUCT
Parents and students should be aware of the consequences, including potential criminal penalties, of underage sexual conduct that can include criminal charges and the student being tried as an adult. Sexual offenses are prohibited with and against members of the same sex as well as members of the opposite sex.

Students may not engage in consensual sexual acts on school grounds or at a school activity, function, or event whether on or off school grounds. Sexual Misconduct is defined as amorous kissing or similar displays of affection; any form of sexual activity; or exposing one’s intimate body parts or “mooning” to another student or adult.

A student may be charged with Sexual Battery for intentionally making physical contact with the intimate parts of another person without the consent of that person. A student may be charged with Sexual Molestation for 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 forcing another person to make physical contact with the student’s intimate body parts.

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 immediately make a report of the act to any teacher, counselor or administrator at his/her school.

What Teenagers Need to Know About Sex and the Law?

a. If you are 18, you are considered to be an adult even if you are still in high school. Anyone younger than 18 is a “minor.”

b. “Sexting” is a crime. You and your friends can be charged criminally if there is a nude or partially nude photo of you on their cell phone or computer—even if you took the photo yourself. You can get into trouble, too, for sending it to them. And, once you send the photo, you can’t control who else they share it with or where they post it.

c. If you touch, slap or pinch someone’s breast or bottom as a joke in school, it may not be a joke to that person. If the person you touch finds it offensive, the legal system won’t take it as a joke either.

d. If you are convicted of a sex offense, even as a juvenile, you will be required to register as a sex offender. You will have to notify the police every time you move, get a new job, or attend a new school.

e. If you have consensual sexual contact with someone under the age of 16, you can be charged with statutory rape in juvenile court even if you are under the age of 16 as well. If your case then is transferred to adult court, you will be treated as an adult sex offender and subject to the same penalties as an adult.

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, SPO’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.

**STUDENT ALLEGATIONS OF EMPLOYEE MISCONDUCT**

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or to the appropriate Regional Executive Director. If following the investigation, it is determined that a student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

**STUDENT PLACEMENT PROTOCOL - 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 for general education student and in consultation with the Department of Special Education for students with disabilities.

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.

**SCHOOL SAFETY ZONE**

School safety zones are defined as in, on, or within 1000 feet of any real property leased, owned, or occupied by Atlanta Public Schools. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school
property or a vehicle furnished by the school. Violation of this law is a felony. However, an individual over the age of 21 years old (except students) who are in possession of a weapon and/or has a weapon locked in a compartment of a motor vehicle and has a lawful gun license or permit, may transit through a designated school zone to carry or pick up a student. Furthermore, it is unlawful for any person to remain within the school safety zone without a legitimate cause or need. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of a high and aggravated nature.

STUDENT SEARCHES
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 desks, student lockers or student automobiles at any time. In addition, a student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school rules, or dangerous. Students are given the opportunity to produce the item sought, or to voluntarily empty their pockets, pocketbooks, or book bags. Students may be asked to remove their jacket, vest, shoes or socks. A School Resource Officer may be summoned if there is reason to believe any search should be continued beyond the parameters set forth above.

Students who disrupt or refuse to cooperate with general or reasonable suspicion searches will be subject to disciplinary action, up to and including suspension. Alternative schools may use specialized searching procedures.

If a search yields illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition. If recovered items are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student’s parents or guardian.

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 will 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. 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 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 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.
REPORTING OF VIOLATIONS
Students are encouraged to report violations of the code of conduct to school administrators, teachers, counselors, social workers or other adults in the building. 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 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.

Students are not permitted to retaliate against individuals who file complaints of misconduct or those who assist in the investigation of complaints of conduct. Students are not permitted to withhold information, purposely provide inaccurate facts, violate privacy and confidentiality rules, or otherwise hinder an investigation. Disciplinary actions shall be imposed for verified acts of retaliation or hindering an investigation, including suspension or expulsion. Students who knowingly fabricate allegations of misconduct are also subject to disciplinary actions up to and including 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.

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.

TOBACCO
Students shall not possess, transmit or use tobacco or tobacco-related products in any form, including, without limitation, lighters, rolling papers, and matches.

USE OF PHYSICAL FORCE/CORPORAL PUNISHMENT
The Atlanta Board of Education prohibits the use of corporal punishment. The Board recognizes that there are instances where the use of physical force is necessary to prevent a breach of discipline, to stop the continuance thereof or to protect students and staff from harm. 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.

VANDALISM OR DAMAGE TO SCHOOL PROPERTY
Students who damage, deface or destroy school property will be charged with the full repair cost of the property or replacement cost of the item. Students may also be subject to disciplinary actions up to and including expulsion.

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.

WEAPONS
A student shall not carry, possess, or have under his/her control any weapon, explosive compound, firearm, or any toy or object that resembles a weapon while on school property, at a school function, on or off campus, or on a bus or other transportation furnished by the school. 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 carry, possess, or have under his/her control any firearm. Any person violating this rule will be reported to the appropriate authorities for prosecution.

Weapon: Includes any pistol, revolver, rifle, shotgun, taser or stun gun, or any weapon designed or intended to propel a missile of any kind, or a dirk, any knife regardless of the length of the blade, straight edge razor or razor blade(s), spring stick, metal or wooden knucks, blackjack or any flailing instrument consisting of two(2) or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chakka, nun chuck, nunchaku, shuriken or fighting chain, or any disc of whatever configuration, having at least two(2) 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 bat, club, or other bludgeon type weapon, chains, pipes, sticks or any weapon of any kind or any object that is used as a weapon. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the matter being reported to law enforcement authorities.

Explosive: Includes any bomb, firebomb, Molotov cocktail, firecracker, fireworks, stink bomb, bullet, shell, gun powder, grenade, missile, or any other type of explosive device and/or substance. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the matter being reported to law enforcement authorities.

Firearm: Includes, but is not limited to, any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon; any firearm muffler or firearm silencer; any destructive device; or any type of weapon which will expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter. A destructive device includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

Any student in possession of or having under his/her control a firearm while at school or a school function on or off campus, on school property, or on a bus or other transportation furnished by the school system, will be immediately suspended from school. The matter will be submitted to the Student Disciplinary Tribunal and reported to law enforcement authorities. Per Georgia law, students found to have committed this offense by the Student Disciplinary Tribunal will be expelled from Atlanta Public Schools for not less than one (1) calendar year. Upon appeal, the Atlanta Board of Education may modify this expulsion requirement on a case-by-case basis.

Toys such as cap pistols, nerf guns, water guns, and rubber knives are not permitted. Please caution your child concerning toys that resemble weapons. Possession of these items can result in suspension or expulsion from school.

ATTENDANCE INFORMATION

ATTENDANCE & THE COMPULSORY ATTENDANCE LAW
Attending school regularly is very important if students want to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. State policy defines the school year as 180 attendance days.

Students who have more than five (5) days of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to State Court. Any Georgia resident who has control or charge of a child who is convicted of violating mandatory school attendance requirements will be subject to a fine of not less than $25.00 and not more than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence. In addition, failure to satisfy the state’s attendance requirements can affect the opportunity for students to obtain or keep a driver’s permit/license.
ARRIVAL AND DISMISSAL TIMES

- Elementary schools will begin at 8:00 a.m. and end at 2:30 p.m.
- Middle schools will begin at 9:05 a.m. and end at 4:05 p.m.
- High schools will begin at 8:30 a.m. and end at 3:30 p.m.

CAR RIDERS AND WALKERS

Schools will continue to open to receive all students 30 minutes prior to the beginning of the instructional day. Bus riders will be received upon arrival. Other students may not arrive at school prior to the times listed below unless they are enrolled in a school-provided before care program.

Students must depart within 15 minutes of the end of the instructional day unless they are supervised in an afterschool program or extracurricular activity. Students who arrive prior to the school opening times below or depart after the closing times below may be referred to the school social worker.

<table>
<thead>
<tr>
<th>Level</th>
<th>School opens for walkers/car riders</th>
<th>Start of instructional day</th>
<th>End of instructional day</th>
<th>School closes for walkers/car riders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>7:30am</td>
<td>8:00am</td>
<td>2:30pm</td>
<td>2:45pm</td>
</tr>
<tr>
<td>Middle</td>
<td>8:35am</td>
<td>9:05am</td>
<td>4:05pm</td>
<td>4:20pm</td>
</tr>
<tr>
<td>High</td>
<td>8:00am</td>
<td>8:30pm</td>
<td>3:30pm</td>
<td>3:45pm</td>
</tr>
</tbody>
</table>

For more information, please visit [http://www.atlantapublicschools.us/Page/35163](http://www.atlantapublicschools.us/Page/35163) or [http://www.atlantapublicschools.us/Page/35164](http://www.atlantapublicschools.us/Page/35164).

The Atlanta Public Schools is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day. Parents may receive a home visit to verify residence or be reported to DFAC for students who are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner.

ABSENCES / TARDIES

Students are expected to attend all scheduled classes on time and each day. On the FIRST DAY students return to school from an absence, parents should provide the school with a written note explaining the reason for the absence. The note should include the date(s) of the absence, the reason(s) for the absence, and the signature of the parent or of the doctor who treated the student. Students who check in late or check out early must report to the school office and present a written note from their parent explaining their absence. If students are frequently absent and tardy, the principal may ask the parent to provide more information, such as medical documentation, about the absences and tardies. Failure to submit such notes after returning to school will result in an unexcused absence being recorded.

EARLY CHECK-OUTS

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. Parents are encouraged to make every effort to schedule doctor and dental appointments outside of school hours. Parents should not check out students for the purpose of avoiding car rider traffic.

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

ABSENCES DUE TO PREGNANCY
Students who are or become pregnant during any school semester will not be excused from attending school unless the student’s treating physician states, in writing, that the student cannot attend school. Excused absences due to pregnancy or a pregnancy-related condition may be made up under the same terms and requirements as any other excused absence upon the student’s return to school. Documentation should be provided to substantiate absences related to medical visits, etc. Students are recommended to meet with the nurse or social worker prior to any pregnancy related extended absence. Students are eligible for homebound services during the period when they are not able to attend school for medical reasons.

MAKING UP MISSED ASSIGNMENTS OR TESTS
It is the student’s and parent’s responsibility to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee but will not exceed the number of days absent. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an excused absence.

Absences due to suspension from school are considered excused. Students are allowed to make up schoolwork missed while suspended from school pending their disciplinary hearing or at the discretion of the principal. In situations where students are suspended from school during the period of semester exams, principals will make arrangements to allow students to complete their exams.

DEFINITIONS - ATTENDANCE
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 Atlanta 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.
   • 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 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.
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.

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.

For more information, please contact the 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.

ENROLLMENT AND 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 APS 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.

NO SHOWS
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.

AGE REQUIREMENTS
Any student who has reached the age of 18, but has not reached the age of 20 by September 1, and who has dropped out of school or withdrawn from school for one semester or more after his/her 18th birthday, must apply for admission to Atlanta Public Schools. Special Education students are eligible for enrollment in appropriate education programs until the age of 22 or until they receive a high school diploma or special education diploma or the equivalent, whichever comes first.

ATTENDANCE ZONES
The Atlanta Public School System has established attendance zones for schools. Students must attend the school in their assigned attendance zone where their custodial parents/legal guardians (hereinafter “parents”) reside unless they request and receive a general administrative transfer to enroll elsewhere. 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.

Parents who are contemplating moving should determine the zoned school for the new address. Information on school zones is available through your local school, Student Relations at 404.802.2233 or on the APS website at www.atlantapublicschools.us.

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 an approved transfer and tuition. Tuition is waived children of out of district employees; however, those employees must have an approved 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 years. False information may also result in the loss of a student’s athletic eligibility for one calendar year.

CUSTODY
Parents shall provide to the school a certified copy of all court order(s) regarding the custody of the child. Student enrollment forms, as well as other official documents of the school, must be signed by the natural parent or legal guardian with whom the child resides. Educational decisions concerning the child are reserved for the enrolling parent, although both parents can be involved in the enrollment process. If there is a disagreement between the parents, the educational decision of the enrolling parent shall supersede the educational decision of the non-enrolling parent. If there is a disagreement and both parents have enrolled the child, then the parent with primary physical custody shall have the educational decision-making authority, unless the parties have a court order that directs otherwise.

Under O.C.G.A. § 20-2-780, it is a crime for any person to make or attempt to make a change of custody of a minor child by removing the child from school without permission of the person who enrolled the child in school, even if the person attempting to remove the child has a court order granting that person custody. Court orders that specifically authorize or direct the release of custody by the school will be followed. The school will not interject itself in custody or visitation disputes between parents. The Henry County School District encourages all parents to discuss educational decisions with each other prior to notifying the district of educational changes regarding their student.

The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia unless there is a valid court order directing the school not to divulge such information. If such an order exists, a certified copy must be presented to the principal.

CHANGE OF ADDRESS
If a student’s residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian should complete a change of address form and a new general 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. If the student has moved out of the school’s attendance zone, failure to report 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.

CONDITIONAL ENROLLMENT AND TRANSFERRING STUDENTS
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. The parent also must disclose at the time the student is enrolling or transferring whether the student is currently serving a suspension or expulsion from school; whether the student withdrew from the last district attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program; and, whether the student has ever been adjudicated guilty of a felony. Any student who is currently serving and/or sentenced to a suspension or expulsion in another school system must complete and/or wait until they clear that suspension/expulsion period before enrollment in Atlanta Public Schools.

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.

GUARDIANSHIP
If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment. For information regarding petitions for temporary guardianship, please contact the Fulton County Probate Court, 136 Pryor St SW, Atlanta, GA, (404) 612-4640 or DeKalb County Probate Court, 556 N McDonough St # 1100, Decatur, GA 30030, (404) 371-2718.

PROOF OF RESIDENCE
To enroll in Atlanta Public Schools, a student must reside within the City of Atlanta with a natural parent or legal guardian, or the student must be under the care of a state agency with placement in the City of Atlanta. Proof of residence is required when a student initially enrolls in a school, whenever a change of residence occurs, or anytime proof of residency is requested by a school official. The person, with whom the student(s) lives must attach proof of residency, dated within the last thirty (30) days and must show parent, guardian or legal name and street address. Please note that a P.O. Box is not acceptable as a residence address. Please carefully read the scenarios listed below and provide the documentation that applies to your student’s living situation.

Possible Living Situation #1
If you own and live in the resident property, you will need to provide:
1. Photo identification;
2. A deed or a Mortgage Statement in your name showing residence property address;
3. A current Georgia Power Bill in your name for the current month showing the residence property address; AND
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #2
If you rent and live in the rental property, you will need to provide:
1. Photo identification;
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
3. A current Georgia Power Bill in your name for the current month showing the residence property address; AND
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #3
If you are living at a property with the owner or being rented by another person, you will need to provide
1. Photo identification;
2. A Deed, Mortgage Statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renters name and showing residence property address;
3. Georgia Power Bill (current within the last 30 days); AND
4. Three supporting documents in your name showing the residence property address.

List of Acceptable Supporting Documents
- Current Georgia driver’s license or Georgia identification card if the address on the identification is the same as the residential address
- Bank statement, loan documents, credit card statement, monthly activity statement, voided check
- Home mortgage payment book
- Health insurance, previously issued W-2 or Form 1099, pay stub
- Fulton County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton County
- A current motor vehicle registration (tag receipt)
- Cable bill, Telephone or Cell Phone bill, Gas bill
- Receipt to have utilities connected
- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident

NOTE: If legal custody of a child is split between two parents, in ADDITION to the documents listed above, parents must also attach a certified copy of the most recent court order identifying each parent’s respective award of physical custody. Parents are to immediately inform the school of any changes to the court order.

If the Lease/Rental Agreements requires all occupants to be listed, the names of the occupants must be listed on the Lease/ Rental Agreement. Homeless students should contact the school social worker or the APS Homeless Coordinator at 404-802-2245.

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 removal of the noncomplying student 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:
- Georgia Certificate of Immunization (Form 3231) or a notarized “Affidavit of Religious Objection” affirming that immunization requirements conflict with parents' religious beliefs.
- Proof of vaccination or immunity to varicella.
- Proof of Hepatitis B vaccine
- 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).

PHYSICAL EXAMINATION
Upon initial enrollment in a Georgia public school, parents must provide a certificate that their child has completed an eye, ear, and dental examination (Georgia Form 3300).

GRADE PLACEMENT
If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made.
SCHOOL CHOICE/ GENERAL ADMINISTRATIVE TRANSFERS
The Atlanta Public Schools (APS) offers school choice options for students who request to attend a school other than their neighborhood/zoned school. Parents/guardians request a transfer to attend an out of zone school during the annual application period. Transfer applications for the upcoming school year will be accepted each spring semester. For more information regarding transfers to attend an out of zoned school, please contact Student Relations at 404-802-2233 or placements@atlantapublicschools.us.

Students with transfers are expected to have regular and punctual attendance and to abide by all disciplinary rules at the transfer school where they attend. A transfer may be revoked if any of the following occur:
1. The student has accumulated any combination of 10 or more unexcused absences from school or class, tardies to school or class, early dismissals from school or class, or late pickups from school; and/or
2. The student has a combined total of four in school suspensions, suspensions of one to three days (1-3), or disciplinary referrals to the office;
3. Two or more suspensions of 3 days or more for any reason, or expulsion.

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 during the designated district OPT-IN period. 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 school choice application period.

SOCIAL SECURITY NUMBER
At the time of enrollment in Atlanta Public Schools, parents are asked to provide a copy of the child’s Social Security Card or a completed Statement of Objection (Waiver). A statement of Objection (Waiver) can be obtained through the enrollment staff at each school.

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 past the end of the semester, the parent should contact the 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. The parent will have to pay out-of-district tuition. No APS transportation will be provided. If a student wishes to remain at the school past the end of the semester, the parent should contact the Student Relations. The out-of-district tuition rate for the 2013-2014 school year is as follows: General Education: $10,228.07 and Special Education: $14,069.15, plus costs for additional services based on individual needs.

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.

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 may be eligible to remain enrolled in their home school for a limited time. For more information, please contact Student Relations at 404-802-2233.

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

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

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

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.

Students who are receiving hospital or homebound instruction will not be withdrawn. If a student is under suspension or expulsion on the date of the withdrawal, the suspension or expulsion will be noted on the withdrawal form. Students with pending disciplinary investigation or upcoming disciplinary hearing should not be withdrawn.
GENERAL INFORMATION

ACCIDENTS
If a student is injured or becomes ill at school, every effort will be made to contact the parent and to take action at the parent’s direction. If a parent cannot be contacted, school officials will take reasonable actions to preserve the health of the child. Parents must notify the school if their child has health problems that could result in a health emergency and should explain the procedures the school should follow.

ATHLETICS
APS offers the following sports for students enrolled in middle and high schools. Offerings may vary depending on student interest. For more information visit www.atlantapublicschools.us/Athletics or call 404-802-5580.

High School Sports Offerings: Football; Cross Country; Volleyball; Softball; Cheerleading; Basketball; Baseball; Track and Field; Tennis, Golf; Riflery; Soccer; Swimming and Wrestling.
Middle School Sports Offerings: Football; Basketball; Cheerleading; Track and Field; and Softball.

Academic Requirement: Students must be on track for graduation.

Age: Middle school students cannot have reached their 14th birthday before May 1st. High school students cannot have reached 19th birthday prior to May 1 preceding year of participation.

Residence in school service area: Students establishing eligibility as ninth-graders can participate in sports during the first semester. Transferring high school students are subject to GHSA rules.

Physical examination: Students must have an annual physical examination by a board-certified medical doctor. It must be recorded on the APS Permission to Participate and Physical Examination form.

Parent permission: Each student must have permission from a parent or guardian.

Insurance verification: Students who participate in an APS athletic program must have insurance and show proof of a current insurance policy. Insurance is required for conditioning, try-outs, volunteer workouts, and in season participation. If a student does not have insurance, the district offers activity insurance that may be purchased at the school.

Media release: This gives the district the right to photograph athletic activities for promotional purposes. APS offers a variety of sports for students enrolled in middle and high schools. Offerings may vary depending on student interest. The middle school athletic program is for students in the seventh and eighth grade.

Code of Ethics: The GHSA recognizes its responsibility to ensure honesty, truthfulness, and accuracy in record keeping and reporting. Therefore, the professional personnel of the member schools are charged with upholding the Code of Ethics adopted by the Professional Standards Commission as accepted and approved by the State Board of Education.

A student will be INELIGIBLE for participation if the student:
1. Did not attend school last semester.
2. Did not pass five (5) subjects, or the equivalent, toward graduation, the previous semester.
3. Has not attained required number of accumulated Carnegie Units for years in school.
4. Has been in high school more than four consecutive years after his or her first entry into the ninth grade.
5. Has attained his or her 19th birthday prior to May 1st preceding the year of participation.
6. Have not completed a physical examination during the past 12 months.
7. is a professional athlete in the sport he or she wishes to participate.
8. is currently in in-school suspension, in alternative school for disciplinary reasons, or has been expelled by the previous school.
9. Transfers and does not make a bona fide move in the school zone.
BIRTHDAYS
The school faculty and staff are happy to recognize student birthdays. However, because learning time is very important, no birthday parties may be held during instructional time for students or teachers.

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

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

CHILD ABUSE
Georgia law requires that school employees and volunteers report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee and volunteer. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child. Parental permission need not be obtained by the department or the school.

CLUBS & ORGANIZATIONS
Schools must provide to parents a list of all clubs and organizations available for students. Schools will send this information to parents at the beginning of the school year. Included with this list will be a form parents should use to notify the school if they wish to prohibit their child from participation in any club or organization. Please contact your child’s school if you have not received this list and notification form. If any new clubs or organizations are formed during the school year, schools will send information to parents, including a parent permission form for student participation.

All regular business meetings of any school activity group will be conducted under the supervision of an approved adult. Students attending regularly scheduled club meetings must follow the rules established by their school. Clubs will meet on a scheduled basis so as not to conflict with academic instruction.

DRIVER’S LICENSE / CERTIFICATE OF ATTENDANCE
The Teenage and Adult Driver Responsibility Act requires that students between the ages of 14 and 18 must satisfy school attendance and discipline requirements in order to receive and maintain a Georgia driver’s permit or license. There is a $5.00 fee for all Certificates of Attendance. The principal or his/her designee will establish procedures for students to obtain a Certificate of Attendance. Students should submit their request for a Certificate of Attendance at least two weeks prior to the date needed. For additional information, contact the school office. During the summer months, Certificates of Attendance are issued by the Department of Student Relations, 130 Trinity Avenue – 2nd Floor, Atlanta, Georgia 30303 (404-802-2233).
Driving and Parking on School Campus – Parking on school grounds is a privilege which can be revoked. Students who drive to school must follow all safety rules and procedures establish by the principal, including obtaining a parking permit if required. Students should take lunches, textbooks, paper, pencils, or other items needed for school when they initially park and leave the car. Violation of the rules, regulations, and policies of the Board of Education and/or the school concerning driving or parking a vehicle on school campus can result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver’s expense. While a vehicle is on school property, the principal and his/her designee have the right to search the vehicle without obtaining permission of the student or the owner of the vehicle.

Restrictions on Driving Privileges – Atlanta Public Schools is required to report to the Georgia Department of Education, which in turn reports to the Georgia Department of Motor Vehicle Safety Driver’s License Bureau, certain violations of the Code of Conduct which may lead to restrictions being placed on the student driving privileges. Violations which must be reported include dropping out of school, exceeding more than 10 unexcused absences in any year, suspensions from school for the following: threats or actual violence towards any school district personnel or their property, possession and/or sale of drugs/alcohol; possession and/or use of a weapon; any sexual offenses; and, causing bodily harm or disfigurement.

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

FIELD TRIPS
Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form. Sometimes a small contribution may be requested to help defray transportation or facility costs. No student will be penalized in any manner or denied the opportunity to go on the field trip that is part of the regularly academic program for failure to contribute. Students who are absent from school on an extended field trip will be counted present for the first two days and counted absent for any succeeding days. When possible, extended field trips should be scheduled at the end of the school term.

Individuals or organizations often offer the opportunity for students to travel during weekends or school breaks, or even during times when school is in session. Unless these opportunities are approved by Atlanta Public Schools, matters of interest or concern must be addressed to the individuals or representatives sponsoring these trips. Absences from school due to student participation in such travel will not be excused unless approved in advance by the principal.

GENDER EQUITY IN SPORTS
The Sports Equity Coordinator for the APS is Devetrice Hinton, Employee Relations Manager. Please call 404-802-2362 regarding inquiries or complaints concerning sports equity or alleged gender discrimination in sports.

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

- 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.

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

*Contagious illness:* If a student has been identified as possibly having a contagious illness, the school system will follow the infectious disease reporting protocol including recommendations from the Fulton County Health Department. The parent/guardian must provide a release to school signed by a medical doctor indicating the date the student can return to school.

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

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

LUNCH WITH STUDENTS
Parents are welcome to eat lunch with their children at school. All visitors must sign in at the school office and obtain a visitor’s badge that must be worn at all times while in the building or while on the school grounds. On such occasions, parents are encouraged to purchase a school lunch but are permitted to bring food to the school for consumption by themselves and their child(ren). Commercial foods may not be delivered to the school without prior approval by the principal.

MEAL PRICES
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.

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.
### Breakfast:

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### Lunch:

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<td>Adult</td>
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### A’ la Carte Prices:

- 2nd Entrée Serving (Student) $1.25
- 2nd Entrée Serving (Adult) $1.50
- Side Item $1.00
- Beverages (Milk & Juice) $0.60

Your school cafeteria has two convenient payment methods for meals:

**Method 1**

Mealpay online prepayment system: Log on to [www.mealpay.com](http://www.mealpay.com) and register your child. You will need your child’s student ID number, which can be obtained from the main office at your child’s school.

**Method 2**

Cash or Money Order: Send cash or money order to the cafeteria manager at your child’s school. Your family may be eligible for free and reduced priced meals. Contact your school’s principal for more information on how to apply for free and reduced priced meals or apply online at [www.atlantapublicschoolsnutrition.us](http://www.atlantapublicschoolsnutrition.us).

### MEDICINE

When students must take medicine at school, parents should bring medicine and related equipment to the principal or his/her designee and complete a Medication Authorization Form. Medicine cannot be given without written permission and instructions from the parent. Please do not send medicine to school by students. All prescription and over-the-counter medicine must be kept in the school office unless approved by the principal.

Students are subject to disciplinary action, including but not limited to short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal’s consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed. Students who need to carry prescription asthma, epinephrine auto injector, or diabetic medication are permitted to keep these items in their possession if written permission from the parent has been provided to the principal of the child’s school along with a physician signature and/or current prescription.

Auto-Injectable Epinephrine Students are authorized to carry and self-administer prescription auto-injectable epinephrine provided the student’s parent/guardian provide the following:

1. A written statement from a licensed physician containing the following:
   a. A statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication; and,
   b. A statement confirming the student is able to self-administer auto-injectable epinephrine.

2. A written statement from the student’s parent/guardian expressly acknowledging:
   a. The parent/guardian grants the student permission to self-administer the prescription auto-injectable epinephrine as provided by the student’s licensed physician;
   b. That the parent/guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student’s licensed physician regarding any questions that may arise with regard to the medication;
   c. That the parent/guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of the student self-administrating auto-injectable epinephrine.
Parents shall provide the above statements at least annually. However, if the student’s medication, dosage, frequency of administration, or reason for administration changes, the parents’ shall provide updated statements to the school.

**Authorization for self-administration of medication form is available at each individual school.**

Schools may receive and store prescription auto-injectable epinephrine on behalf of students who are not able to self-administer auto-injectable epinephrine, provided the student’s parent / guardian provide the following:

1) A written statement from a licensed physician containing a statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication.

2) A written statement from the student’s parent / guardian expressly acknowledging:
   a. That the parent/guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student’s licensed physician regarding any questions that may arise with regard to the medication;
   b. That the parent/guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from all civil liability relating to the storing of the prescription auto-injectable epinephrine and the administration of auto-injectable epinephrine by the school system, Board of Education, and its employees and agents.

3) Parents shall provide the above statements at least annually. However, if the student’s medication, dosage, frequency of administration, or reason for administration changes, the parents shall provide updated statements to the school.

At their sole discretion, employees and agents of the school system and/or board of education may administer an auto-injectable epinephrine, if available and if needed, to a student, whether or not such student has a prescription for epinephrine. Any employee or agent of the school system and/or board of education who in good faith administers or chooses not to administer epinephrine to a student, shall be immune from civil liability for any such act or omission to act related to the administration of epinephrine.

**Prescription medicine, including inhalers, must be in the original labeled container.** The label must include the student’s name, the name of the medicine, instructions for dispensing the medicine, and the doctor’s name. Pharmacists can provide a duplicate-labeled container with only the dosage to be given at school. Over-the-counter medicine must be in the original container and marked with the student’s name. Sample medications can only be given when accompanied by a physician’s note indicating the sample is for the student’s use. Parents should pick up unused medicine from the principal or his/her designee. Any medicine not picked up will be discarded at the end of each school year. **Medicine will not be sent home with students.**

**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.

A student may make a direct report to Employee Relation at (404) 802-2362, Fax number: (404) 802-1305. The school administrator or the employee relations officer shall assist the student with formalizing and processing the complaint, which should include a statement of facts, identification of witnesses and any other information necessary to fully describe the matter. Formal complaints should be filed within 30 calendar days of the alleged incident.
All inquiries and discrimination complaints filed with the 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.

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

NOTICE OF PICTURES OF STUDENTS
Unless the parent/guardian requests otherwise, pictures and/or recordings of students may be taken by the news media, individual schools, or the school system during the school day or at school events. Such pictures or recordings of students may appear on school and school system websites, or in other public places.

If the parent/guardian wishes to prohibit the taking of any picture or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed, in writing, within 30 days of the beginning of the school year or the date of enrollment. Regardless of parental consent or notification, the school system has the right to record students with video cameras for safety and/or instructional purposes and at extracurricular activities.

PARENT–TEACHER CONFERENCES
Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information about their child’s performance at school. Parent-teacher conferences can be effective ways of helping students improve their schoolwork. To schedule conferences, parents should contact the school office or the teacher. Teachers are not available for parent-teacher conferences during instructional time.

Parents are encouraged to utilize the scheduled teacher conference day to address student issues. Each school has a scheduled conference day and the teachers remain at the school to talk with parents and guardians. Please contact your child’s teacher to schedule a student or classroom 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.

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](http://www.atlantapublicschools.us/content/aps_boardpolicies.aspx) or [https://eboard.eboardsolutions.com/Index.aspx?S=4004](https://eboard.eboardsolutions.com/Index.aspx?S=4004).

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. **In the event that a problem arises in school involving your child, the protocol to address your concerns is a 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 reported to the Deputy Superintendent of Curriculum & Instruction.

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 Non-Disclosure Form 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 REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT
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.

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: Employee Relations, (404) 802-2362, Fax number:(404) 802-1305.

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 Employee Relations, (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 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 and participate in distance learning activities. Student who use technology learn to think critically, analyze information and write clearly; develop problem-solving skills; cultivate computer and research skills demanded by future employers and develop 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.

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.
TEXTBOOKS AND INSTRUCTIONAL MATERIALS
Atlanta Public Schools provides the most appropriate instructional resources available and uses a rigorous selection process to ensure our textbooks and educational materials meet our goals. Instructional resources may include textbooks, software, online materials and programs, workbooks, and specialized formats, e.g., Braille, audio, digital, large print or other versions. All instructional resources are aligned with the 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.

TRANSPORTATION
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. For about bus transportation or transportation related questions, please contact the Transportation department at 404-802-5500.

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.

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.
GRADE REPORTING

GRADING & EVALUATION OF STUDENTS
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.

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 a portion of the final grade for the course as determined by state board rule.
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.

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.

GRADING PROCEDURES AND REPORT CARDS
Students are evaluated on a nine (9)-week and eighteen (18)-week basis with the semester grade being a cumulative grade that represents eighteen (18) weeks of work. Parents will receive a progress report at the end of nine (9) weeks, and a report card at the end of the semester (eighteen weeks) along with a mid-term report. Grades reported at the nine-week period represent the student’s progress at that time in the semester. The semester grade is the final grade and represents how a student performed over the eighteen-week period.

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<th>Traditional Calendar</th>
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<td>November 13</td>
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<td>April 23</td>
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PROGRESS REPORT / DEFICIENCY NOTICE
Regular progress reports must be issued to parents of elementary school students and to middle and high school students by the progress report dates listed on the school calendar each grading period. For a student to receive a failing grade in a course, a progress report must have been issued by the notice date or as soon as the student’s grade fell below a 75 after the notice date. A progress report is considered a notice of deficiency. 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 and parent contact, students have one semester to complete make-up work to correct the failing grade. After one semester, student grade changes may not be made.

**GRADUATION**

**GENERAL REQUIREMENTS**

To be eligible for graduation, requirements in each of the following areas must be met:

1. **Unit credit** - Students must earn the minimum number of units required for their graduating class and diploma program.
2. **Required courses** - Students must satisfactorily complete specific courses required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. No course may be substituted, exempted, or audited. No courses may be repeated unless the student failed the course.
3. **Attendance** - Attendance requirements are those set forth in the Georgia compulsory attendance law and APS board policy and regulation.
4. **Assessment** - Students must satisfy the requirements of applicable state assessment requirements.

**REQUIREMENTS BY GRADUATING CLASS**

Students must satisfy the requirements established for their graduating class, which is determined by the date of enrollment in the ninth (9th) grade.

Students entering the ninth (9th) grade between 2002-03 and 2007-08 must satisfy the graduation requirements stated in Atlanta BOE policy. Students entering the ninth (9th) grade for the first time in the 2008-09 school year and subsequent years must satisfy the graduation requirements stated in Atlanta BOE policy.

For additional information, please contact your school guidance counselor. Information also may be obtained by visiting the Atlanta Public Schools website, [https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=4004&Sch=4004&C=1](https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=4004&Sch=4004&C=1).

**GRADUATION CEREMONY**

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

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

**HIGH SCHOOL GRADUATION TEST**

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 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.

Students with disabilities and English Learners may receive appropriate standard accommodations based on their needs and the specifications of their Individualized Education Program, their Individual Accommodation Plan, or their EL Testing Participation Committee Plan. Students with disabilities unable to participate in the state testing program, even with accommodations, are assessed with the Georgia Alternate Assessment.
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 http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Assessment/Pages/GHSGT.aspx.

GRADUATION TEST WAIVERS AND VARIANCES
Waivers or variances may be granted to students incapable of passing all sections of the graduation assessment due to disability or substantial hardship. If you have any questions, please call (404) 656-2800 or visit http://www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Waivers-and-Variances.aspx for further information.

VALEDICTORIAN / SALUTATORIAN
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.
SECONDARY SCHOOL CREDENTIALS
Documents awarded to students at the completion of the high school experience.

- **High School Diploma** - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.
- **High School Certificate** - the document awarded to students who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 24 units.
- **Special Education Diploma** - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have completed their Individualized Education Programs (IEP).

PROGRAMS AND SERVICES

**CAMPUS PORTAL FOR PARENTS**
Parents of students in grades K–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.

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](https://ic.apsk12.org/portal) to create a username and password.

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

Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, or traumatic brain injuries. For more information concerning eligibility criteria and referral procedures, contact the Department of Special Education at 404-802-1699.

**GIFTED EDUCATION PROGRAM**
Gifted services are available for all eligible students in grades kindergarten through grade 12. According to Georgia Board Rule 160-4-2-.38, a gifted and talented student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels which commensurate with his or her ability(ies).

1. The Gifted and Talented Permission to Test Form provides parents with the documentation needed to refer and grant permission for a child to be tested for gifted services.
2. The Screening and Referral Frequently Asked Questions will answer questions regarding the gifted and talented identification process in Atlanta Public Schools.
3. Atlanta Public Schools' Implementation of Georgia Board Rule is the guideline which drives the qualification students must meet in order to be determined eligible for gifted services.

4. Identification and Assessment of Giftedness Frequently Asked Questions will provide information relating to the assessments used in the gifted identification process.

For additional information, contact your school principal or Office of Gifted and Talented Education at 404-802-7585 or http://www.atlanta.k12.ga.us/site/Default.aspx?PageID=20890.

HOMELESS CHILDREN AND YOUTH
The McKinney-Vento Homeless Act defines homeless children and youth as those who lack a fixed, regular, and adequate night-time residence. Should you have questions concerning your specific rights under this provision, please contact the School Social Worker or the district’s Homeless Liaison at 404-802-2245.

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.

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

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

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

Homework Hotline is available Monday through Thursday, 3:00 p.m. to 9:00 p.m., except during holiday and semester breaks. The hotline telephone number is 678-553-3029. The Homework Hotline service is FREE. Support for the Homework Hotline has been made possible by local school districts and corporate and foundation contributions.
Before calling, you should have the following items: Textbook (if available); Homework assignment; Paper; Pen or pencil; and Calculator (if needed). You will be asked to give your first name, grade level and name of school. Also give the textbook title, and description of homework problem or assignment.

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

Homebound instruction is not intended to supplant school services and is by design temporary. The student must anticipate being absent from school a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. While no specific number of days can be set due to the many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student’s inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychiatrist. For additional information, contact the Homebound/Student Support Team Liaison at 404-802-2630.

**LOCAL SCHOOL COUNCILS**
Georgia law requires every school system to provide a school council in all elementary, middle and high schools. Each council works to improve student achievement by creating stronger bonds between the school and the surrounding community. School councils also provide support for teachers and administrators, and encourage parents to be part of a school’s decision-making process. Local school councils meet at least four times per year, and all meetings are open to the public. For information on local school councils, contact your child’s school or call Terrolynn Perry-Ponder, the APS School Councils Coordinator, at 404-802-2696.

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

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

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

**PARENTS AS PARTNERS ACADEMIC CENTER**
The APS Parent Teacher Association and the APS Family Involvement Center partnered to open a parents’ center located at Kennedy Middle School. The resource center also houses the Atlanta Council of PTAs. Visit the center for information on APS programs and services. The Parents as Partners Academic Center is located in the lower level of Kennedy Middle School, 225 James P. Brawley Dr., NW, Atlanta, GA 30314, 404-802-3673.
PARENT COMMUNITY INVOLVEMENT LIAISONS
APS liaisons serve as a link between schools and parents. They work closely with schools to develop community partnerships that enhance student achievement and ensure federal compliance with the school’s parent involvement policy. Call your child’s school to contact your school liaison.

PARENT MENTORS
The APS Parent Mentor program’s primary purpose is to support families of children with disabilities through information and open communication. Parent mentors are trained to advise, educate, and support parents of children with disabilities issues surrounding special education services within APS schools. They also provide support for parents/guardians with concerns and questions, coordinate workshops for parents and educators, locate special needs information and resources, and offer a parent’s perspective on the special education process.

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

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.

SCHOOL COUNSELORS
The school counselor provides a safe, nurturing environment to foster a trusting relationship with students. Parental permission is not required for students to see the counselor or to participate in classroom guidance activities. In this confidential relationship, students can explore their feelings and experiences in hopes of finding a meaningful, positive solution to their personal issues. Often times the focus of the counseling session centers on problem solving, decision making and goal setting as the student and counselor work together to support the development of the adolescent. Likewise, counselors mediate conflicts between students and/or student and teachers.

School counselors do not take the place of private therapists and cannot provide long-term therapy for students. Middle and high school counselors also help with student advisement, and focusing on career pathways. Parents, teachers, and students can initiate a referral to the school counselor.

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

SCHOOL NUTRITION PROGRAM
Atlanta Public Schools has developed a Wellness Policy that is focused on improving the health of students. Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. Students, who are physically fit, sleep better and are better able to handle the physical and emotional challenges that they encounter during the day. For more information call 404-802-2540 or visit http://www.atlantapublicschoolsnutrition.us/
SCHOOL SOCIAL WORKERS

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

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. 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.

RESPONSE TO INTERVENTION
Atlanta Public Schools follows Georgia’s four-tiered Student Achievement Pyramid of Interventions to provide appropriate and effective Response to Intervention services, which incorporates universal screening, targeted interventions, and a team approach to decision-making and the development and implementation of services.

Tiers I and II Interventions are facilitated in the general education environment by grade level and department teams. Documentation from each tier is utilized to make decisions regarding interventions and movement between tiers. Tier III Interventions and services are facilitated by the Student Support Team (SST). The SST Chairperson ensures the process is followed and team decisions are made according to the outcome of data, indicating student progress. Tier IV Interventions and services are facilitated through specialized programs or instructional delivery models such as the Program for Exceptional Children, English Language Learners, or Gifted Instruction.

STUDENT SUPPORT TEAM
Student Support Teams are comprised of interdisciplinary teachers, resource personnel, parents, and when necessary, the student. The team uses a systematic, problem-solving approach to address learning and/or behavior difficulties experienced by students. This includes students who are experiencing a lack of academic progress, are medically challenged, display behavior or emotional challenges, are Section 504 eligible or are in need of homebound instruction.
STUDENT SERVICES

Counseling Services (404-802-2685) - Provides quality programs for students in grades K-8 in the three domains of self-knowledge, education and career planning.

Health Services (404-802-2683) - Provides coordinated school-based nursing services to ensure the delivery of quality health services for students.

Homeless Education Services (404-802-2245) - Provides services to eliminate barriers to school enrollment, attendance and academic success for homeless students and unaccompanied youth.

Department of Special Education (404-802-2602) - Offers a broad continuum of services designed to meet the individual needs of students with disabilities from 3 through 21 years of age.

Psychological Services (404-802-2675) - Provides evaluation of the intellectual, academic and social-emotional status of students while promoting psychologically healthy learning environments.

Records Center (404-802-2150) - Maintains and transmits transcripts of inactive permanent record files for former students.

Social Work Services (404-802-2247) - Provides appropriate interventions to assist children at risk for academic failure with an emphasis on child welfare, attendance and truancy. Facilitates student and family assessments to address and eliminate environmental barriers to student success.

Student Relations (404-802-2233) - Provides guidance to parents on school choice and the general administrative transfer process for grades K-12. Provides placement for students with discipline and attendance issues. The department also manages student disciplinary cases involving violations with recommendations for suspensions of more than three days, expulsions or alternative education placement.

Response to Intervention/Student Support Teams (404-802-2604) - Facilitates the state-mandated systematic intervention process through school-based interdisciplinary teams dedicated to assisting students experiencing challenges that impact academic progress.

Truancy Intervention Center (404-802-3648) - Works with local law enforcement to provide an effective deterrent to truancy in an effort to improve daily school attendance and identification of school-aged children not enrolled in school.

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. Corporal Punishment is prohibited.

Cyber-Bullying: Bullying that occurs by use of electronic devices though 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, stunt 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.”
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 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 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 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).
The Student Handbook contains important information about the policies, procedures and programs of Atlanta Public Schools. Students and parents should read the handbook at the start of the school year and keep the handbook for future reference.

Each of the undersigned hereby acknowledges having read and received the Atlanta Public Schools Student Handbook (“Handbook”) for the year set forth. Each parent/guardian named below has also received, read, and discussed the requirements of the Handbook with his/her child, including but not limited to the code of conduct, disciplinary procedures, dress code, and the requirements of and penalties for violation of Georgia’s compulsory attendance law, and each parent/guardian and student named below agree to fully abide by the same.

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.

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**Print Student Name**  
**School & Grade**

**Signature of Parent/Guardian**  
**Date**

**Signature of Parent/Guardian**  
**Date**

**Signature of Student**  
**Date**

**Homeroom Teacher/Advisor:**

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**Clubs & Organizations**

Schools must provide to parents a list of all clubs and organizations available to students. Parents/guardians should review this list and notify the school in writing if they wish to prohibit their child from participating in any school club or organization. If any new clubs or organizations are formed during the school year, a permission form for student participation will be sent to parents.

Acknowledgement: I have received a list of the school clubs and organizations available to students for the 2013-14 school year. I understand that I must notify the school in writing if I wish to prohibit my child from participating in a particular club or organization.

**Parent/Guardian Signature**  
**Date**

My child is not allowed to participate in the following school clubs and organizations:

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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, Atlanta Public Schools, Center for Learning and Leadership, 130 Trinity Avenue, Atlanta, Georgia 30303.
Parent Permission Form for
Cellular Telephone/Personal Electronic Device

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.**

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

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

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

Student Name: ___________________________ Grade: ________

Parent/Legal Guardian Name: ____________________________________________

Home Telephone: ___________________________ Work Telephone: ___________________________

Type of Device: ___________________________ Serial Number: ___________________________

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

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

_________________________________________ Date

Parent/Legal Guardian’s signature

_________________________________________ Date

Student’s signature
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  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 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
Behavior and Safety Rules for School Bus Riders

Permission for any student to ride in a school bus is a PRIVILEGE, NOT A RIGHT. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students who violate the Student rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school. Students are to ride their assigned bus unless the driver is provided a written note signed by a parent/guardian and school principal before he/she is allowed to ride a different bus or to go home with another student.

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

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

<table>
<thead>
<tr>
<th>Print Parent Name</th>
<th>Signature Parent</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Student Name</td>
<td>Signature Student</td>
<td>Date:</td>
</tr>
</tbody>
</table>

This statement will be kept on file in the student’s cumulative folder.
Atlanta Board of Education

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

Brenda J. Muhammad
District 1
Nancy M. Meister
District 2
Courtney D. English
At-Large Seat 1

Byron D. Amos, Vice Chair
District 3
LaChandra Butler Burks
District 5
Reuben R. McDaniel, III, Chair
At-Large Seat 2

Cecily Harsch-Kinnane
District 6
Yolanda K. Johnson
Yolanda K. Johnson
Emmett D. Johnson

DISTRICSEAT ELEMENTARY SCHOOLS

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

District 2 Seat 7
Bethuni, Connally, Finch, Gidoons, M.A. Jones, F.L. Stanton, Kindezzi Charter, KIPP STRIVE Academy, KIPP Ways Charter, Latin Academy Charter

District 3 Seat 8
Burgess/Peterson, Lin, Morningside, Springdale Park, Toomer, Whitesford, Drew Charter

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

District 5 Seat 9
Adamsville Primary, Bolton Academy, Boyd, Fain, Grove Park Intermediate, Miles Intermediate, Peyton Foinst, Scott, Towns,dish/Collier Heights, West Manor, Woodston Primary

District 6 Seat 9
Beecher Hills, Cascade, Cleveland Avenue, Continental Colony, Deerwood Academy, Fickett, Heritage Academy, Humphries, Hutchinsen, Kimberly, Penkerson, Venetian Hills

MIDDLE SCHOOLS

King, Price, Atlanta Neighborhood Charter Middle

HIGH SCHOOLS

Brown, Kennedy

Douglas, Washington, KIPP Atlanta Collegiate Academy

Grady, Crim

North Atlanta

Sutton

B.E.S.T. Academy, Coretta Scott King Academy, Harper/Archer, Young

B.E.S.T. Academy, Coretta Scott King Academy, Mayor

Bunche, Long, Sylvan Hills

South Atlanta High Educational Complex, D.M. Terrell High Educational Complex

Our Leadership

Our superintendent is supported by his senior cabinet members, a team composed of all APS division leaders.

SUPERINTENDENT
Erroll B. Davis, Jr.

SENIOR CABINET
Karen Waldon
Deputy Superintendent for Curriculum and Instruction

Charles "Chuck" Burbridge
Chief Financial Officer

William Prescott
Interim General Counsel

ALEXIS KIRJIAN, Ed.D.
Chief Strategy Officer

RONNIE J. PRICE, Sr.
Chief Human Resources Officer

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 Calendars

Students at all APS schools, with the exception of year-round schools, follow the traditional school calendar below. **Boyd, Centennial Place and Hutchinson elementary school** students follow the year-round school calendar.

### Year-Round Students
- **July 15, 2013**
  - First Day of School
- **September 2, 2013**
  - Labor Day Holiday
- **September 10-20, 2013**
  - Fall Intersession
- **September 23-27, 2013**
  - Fall Holidays
- **October 14, 2013**
  - Teacher Professional Learning Day
- **November 25-29, 2013**
  - Thanksgiving Holiday

#### Year-Round Students' Calendar
- **December 23-31, 2013 — January 6, 2014**
  - Winter Holidays
- **January 20, 2014**
  - Martin L. King, Jr. Holiday
- **February 17, 2014**
  - Presidents Day Holiday
- **March 17, 2014**
  - Teacher Professional Learning Day
- **April 7-11, 2014**
  - Spring Break
- **May 26, 2014**
  - Memorial Day Holiday
- **May 30, 2014**
  - Last Day of School

### Traditional Students
- **August 7, 2013**
  - First Day of School
- **September 2, 2013**
  - Labor Day Holiday
- **October 11, 2013**
  - Columbus Day Holiday
- **November 25-29, 2013**
  - Thanksgiving Holidays
- **December 23-31, 2013 — January 6, 2014**
  - Winter Holidays
- **January 20, 2014**
  - Martin L. King, Jr. Holiday
- **February 14 & 17, 2014**
  - Presidents Day Holiday
- **March 17, 2014**
  - Teacher Professional Learning Day
- **April 7-11, 2014**
  - Spring Break
- **May 23, 2014**
  - Last Day of School

For more information about Atlanta Public Schools:
- Visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us), [www.wabe.org](http://www.wabe.org), [www.wpbab.org](http://www.wpbab.org), [www.apsable.org](http://www.apsable.org) and [www.talkupaps.com](http://www.talkupaps.com)
- Listen to WABE 90.1 FM Radio
- Watch WPBA Channel 30 and APS Cable Channel 22 TV
- Follow @apsupdate on Storify, Tumblr, Twitter and YouTube
- Follow Atlanta Public Schools on Facebook

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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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Student Guidebook & Handbook 2013-14

Information about our district, programs and services, and a guide to APS policies and regulations that explain students’ rights and responsibilities.

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Find out what’s new at APS for the 2013-14 school year

Achieving more through innovative instructional programs