

Student Code of Conduct & Discipline Handbook

For Students, Parents, & Staff

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Teacher Reporting Information

A teacher has the authority, consistent with Governing Board policy and applicable law, to manage his or her classroom, discipline students, and refer a student to the Executive Director, Campus Director, 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 a member of administration or designee. The administrator 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 police and ICSAtlanta's attorney.

The Executive Director, Campus Director, and/or designee shall develop procedures and guidelines as necessary for implementation of this policy and law.

Reporting Inappropriate Behaviors

The Governing Board adheres to the requirements found in O.C.G.A. § 20-2-751.7 and the Professional Standards Commission's state mandated process for students to follow reporting instances of alleged inappropriate sexual behavior by a school employee. Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual abuse, sexual misconduct, or other inappropriate behavior 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.

Pursuant to O.C.G.A. § 19-7-5, if a student has allegedly been abused, a report of such allegation will be made immediately.

Any report of behavior contemplated in O.C.G.A. § 20-2-1184 will be made to the Governing Board and Executive Director. The Board, Executive Director, or designee will report the matter to its legal counsel.

Student Discipline and Code of Conduct

A well-disciplined school promotes the ideal of each student working toward self- management and controlling his or her own actions. At the same time, ICSAtlanta recognizes that adult intervention is both desirable and necessary.

Schools have the goal of helping each student to learn appropriate behavior as he or she develops into a mature member of society. Social, emotional and life skills help students develop into mature members of society by providing the following benefits:

- Promotes character development through the exploration of ethical issues
- Develops a positive and moral climate by engaging the participation of students, teachers, and staff, parents and communities.
- Teaches students how to solve conflicts fairly, creating safer schools that are freer of intimidation, fear and violence and are more conducive to learning.

The following character traits are essential for students to be competitive locally, nationally, and internationally. These traits should be modeled and maintained by adults and students. This student code of conduct is developed to meet these purposes.

Respect - Showing high regard for self, others and property.

Responsibility - Being accountable for individual behavior that is positive and contributes to a conducive learning environment

Honesty - Being truthful in word and action.

Caring - Showing concern for the well-being of others.

Fairness - Demonstrating impartial, unbiased and equitable treatment for all.

Citizenship - Being an informed, responsible and caring participant in the community.

Courage - Intentionally/deliberately doing the right thing in the face of difficulty regardless of who is around.

Perseverance - Staying the course and not giving up while maintaining a positive attitude in completing tasks.

Many discipline problems can be minimized through prevention. Problem behavior should be handled quickly and decisively as teachers and administrators intervene and restore a supportive learning atmosphere. To maintain a positive school climate, the Governing Board, the Executive Director, and/or their designees have established this code of conduct governing student behavior and discipline. Compliance with these requirements is mandatory. Parents and students will annually receive a summary of these discipline guidelines outlining standards of conduct, means of reporting misconduct, and possible disciplinary sanctions.

Positive Behavioral Support

A variety of resources are available at ICSAtlanta to help address behavioral problems. The school discipline process should include appropriate consideration of support processes to help students resolve such problems.

ICSAtlanta shall make reasonable efforts to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Positive behavior supports and interventions shall be implemented to improve the learning environment by improving student behavior and discipline. Behavior supports and interventions may include, but are not limited to, working with the Executive Director and/or Campus Director, counseling with school counselor, special education teacher, and other staff, behavior, and attendance and academic contracts or plans.

Parents, guardians, teachers, administrators and other staff are expected to work together to improve and enhance student behavior and academic performance and should freely communicate their concerns about, and actions in response to student behavior that detracts from the learning environment.

Investigation

When an administrator receives information of an alleged disciplinary rule violation, he/she should conduct an investigation to determine whether the charge or complaint has a basis in fact. Such investigation may include, but not necessarily be limited to, an interview with the charged student or students, interviews with witnesses, if any, and an examination of any relevant documents, including written statements from teachers, staff, and student witnesses. Based on the evidence available, the administrator will determine whether a disciplinary rule(s) was violated.

Searches

School officials are authorized to conduct reasonable searches of students, staff, and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search students whom they

believe have either violated a particular law or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

School computers, devices, and school technology resources are not private and are open to school review at any time.

Student lockers, desks and all school and classroom storage areas are school property and remain at all times under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

If a search yields illegal or unauthorized materials, such materials should be turned over in person to the Executive Director, Campus Director, and/or proper legal authorities for ultimate disposition.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the Executive Director, Campus Director, or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story.

The administrator will follow a progressive discipline process. The degree of discipline to be imposed by each school administrator will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student and other relevant factors. Disciplinary consequences may include local interventions, in-school suspension (ISS), short-term suspension, long-term suspension, expulsion and/or referral for a disciplinary hearing. Disciplinary hearings may result in long-term suspension, expulsion, or permanent expulsion from ICSAtlanta.

In addition to discipline, behaviors may also be reported to law enforcement at the Governing Board’s discretion and as required by law, including O.C.G.A. §§ 20-2-1184 and 19-7-5. Major offenses including, but not limited to, drug and weapon offenses, can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

Suspensions/Expulsion

If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension (ISS) must be sent to the parent. The student's parent/guardian should be notified of in-school suspension and out-of-school suspension (OSS) as soon as possible. This notification should be confirmed in writing no later than two school days after the suspension begins. This notification should contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification should be delivered to the student's parent/guardian either in person, by email, or by first class mail to the last known address of the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained.

Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present at ICSAtlanta without permission.

If less than the number of suspended days remains in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period.

Even though there are generally no appeal rights guaranteed by law for students on short- term suspension (10 days OSS or less), the parent/guardian may contact the Executive Director or Campus Director to discuss their child's discipline.

If the school recommends OSS for more than 10 school days, a disciplinary hearing is required and will be offered. Suspension days for any student with an Individual Education Plan (IEP) or Section 504 Plan should conform to applicable legal requirements (including any legal limitations of cumulative suspension days).

Chronic Disciplinary Problem Student

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

Administration shall request that at least one (1) parent or guardian attend a conference with the Executive Director, Campus Director, and/or teacher. The purpose of the conference shall be to devise a disciplinary and behavioral correction plan.

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

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

Teacher Removal of Student (TROS)

O.C.G.A. § 20-2-738 provides that a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities or when the student poses an immediate threat to the safety of the student's classmates or the teacher. The student's behavior must be a violation of the student code of conduct. Also, if the removal is based upon repeated or substantial interference with instruction, the teacher must have previously reported the student to the school administration using the appropriate ICSAtlanta form. 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.

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 ground(s) for the removal. At this point, the administrator has the responsibility to find a temporary alternate placement for the student until the Placement Review Committee (PRC) made up of three (3) ICSAtlanta 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/her educational experience.

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 violation(s) 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: placement in another appropriate classroom, in-school suspension, out-of-school suspension of

not more than ten (10) days, or any combination of these and return the student to the class from which he/she was removed upon completion of any disciplinary or placement action taken.

It should be noted that the Governing Board fully supports the authority of the Executive Director, Campus Directors, and teachers at ICSAtlanta to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738.

Attendance

Regular attendance in school is important for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled at ICSAtlanta should report reasons for absences according to the Parent & Student Handbook. Georgia compulsory attendance law requires that after any student accrues five (5) days of unexcused absences in a given school year, the person, guardian, or other person who has control or charge of said child shall be in violation of O.C.G.A. § 20-2-690.1(b) and the child will be considered truant. The law also places notice requirements on Georgia school systems. The law provides for the penalties and notice as discussed below:

- Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child shall constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in the public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. By September 16 of each school year or within 30 days of the student's enrollment in a school system, the parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are ten (10) years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.
- After two (2) reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child, or children. ICSAtlanta shall retain signed copies of statements through the end of the year.
- As stated in O.C.G.A. § 20-2-690.1(c), the Governing Board is entitled to file proceedings in court to enforce attendance requirements. A truant student may also face disposition as an unruly child pursuant to O.C.G.A. § 15-11-67.
- Schools shall notify parents of students 14 years of age or older when the student has accumulated seven (7) unexcused absences during the school year.

Drivers' Licenses

In addition to the discipline specified in this Code of Conduct for attendance and selected conduct, students fifteen (15) through seventeen (17) years of age may find their eligibility for a Georgia instructional/learner's permit or driver's license impacted by their school enrollment and/or conduct. Students must obtain a Certification of Enrollment from their school stating that the student is enrolled in and not under expulsion to be eligible for a driver's license or learner's permit.

Part I: Disciplinary Rules

The following code provisions apply to student behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, while using school technology resources or, in some cases, off-campus (see Rule 21). The decision to charge a student for violation of this Code of Conduct shall be made by ICSAtlanta administration.

Definitions:

- "Administrator" means the Executive Director, Campus Director, or other designated person to whom authority has been delegated.
- "Board" means the ICSAtlanta Governing Board of Directors.
- “Chair” means the chair of the Governing Board of Directors or another member of the Board who has been designated as acting chairman or president for the purpose of these rules.
- "Expulsion" means suspension or expulsion of a student from school beyond the current school quarter or semester.
- “Disciplinary Hearing Officer or Hearing Officer” means the individual(s) appointed to conduct a Disciplinary Hearing.
- "Long-Term suspension" means the suspension of a student from school for more than ten (10) school days, but not beyond the current school quarter or semester.
- "Parent" means the student's natural parent or court approved legal guardian.
- “Permanent expulsion” means expulsion from ICSAtlanta for the remainder of the student’s eligibility to attend school pursuant to Georgia law.
- “School property” includes, but is not limited to:
    1. The land and improvements which constitute the school;
    2. Any other property or building where any school sponsored/sanctioned function or activity is conducted;
    3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by ICSAtlanta, and privately-owned vehicles used for transportation to and from school activities;
    4. En route to and from school
- “School technology resources” includes, but is not limited to:
    1. Electronic media systems such as computers, electronic networks, messaging, website publishing, Google Classroom, etc. and
    2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.
- “Short-Term suspension” means the suspension of a student from school for ten (10) school days or less.
- “Teacher" means a classroom teacher, counselor, school assistant, substitute teacher, or a student teacher who has been given authority over some part of the school program by the Executive Director, Campus Director, or a supervising teacher.
- “Detention” by a teacher or an administrator requires a student to be at school for a limited period of time other than normal school hours or days. The student's parent or legal guardian should be notified at least on the day prior to the serving of detention.
- “Local school interventions” include the use of student and/or parent conferences, student court, mediation, detention, in-school suspension, out-of-school suspension, and forfeiture of the privilege of participation in extracurricular activities. (See also “Part III: Tiered Offenses and Disciplinary Responses)
- “Timeout” includes the removal of a student from his/her class by the Executive Director, Campus Director, or a designee. The timeout is served in a cool-down location supervised by appropriate school personnel in a room on the school premises other than the student’s classroom for less than one-half day depending upon the nature of the behavior and the age/grade of the student.
- “In-school suspension” is the removal of a student from his/her class for at least half a school day by the Executive Director, Campus Director, or a designee and assignment to a location

supervised by appropriate personnel in another room on the school premises for a period not exceeding ten (10) consecutive school days. A student assigned to in-school suspension will be permitted to work on classroom assignments and will be counted present on the attendance register. If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. A copy of the written notice ("suspension letter") must also be sent to the Director of Special Education if the student has an Individual Education Plan (IEP) and the school social worker should be sent a copy of all suspension letters. The letter should clearly indicate that the suspension is "in-school." The administrator should make every effort to have a conference with the parent(s) and student before, or at the time the student returns to regular classes.

Disciplinary Rules and Related Character Traits

The following behaviors, listed as "rules" below, are violations of this Code of Conduct:

Rule	Description	Related Character Trait(s)
1	Disruption and Interference with School	Responsibility, Respect, Citizenship
2	Damage, Alteration, or Theft of School Property or Private Property	Responsibility, Respect, Citizenship
3	Unauthorized Entry/Trespassing	Citizenship, Respect
4	Assault or Battery to a School Employee	Responsibility, Respect, Caring
5	Assault or Battery by a Student to any Person (Other than a School Employee)	Responsibility, Respect, Caring
6	Harassment, Bullying and other Derogatory Behavior	Respect, Caring, Fairness, Courage
7	Insubordination	Responsibility, Respect, Perseverance
8	Misrepresentation	Honesty
9	Honor Code Violation	Honesty
10	Weapons and Dangerous Instruments/ Hazardous Objects/Unauthorized Items	Responsibility, Caring
11	Alcohol and Other Drugs/Psychoactive Substances	Responsibility, Citizenship
12	Attendance	Responsibility, Citizenship, Perseverance
13	Dress and Grooming	Responsibility, Respect
14	Tobacco Use/Cigarette Products	Responsibility, Citizenship
15	Gambling	Responsibility
16	Sexual Harassment	Respect, Caring
17	Sexual Misconduct/Sexual Offenses	Respect, Caring
18	Technology Offenses	Respect, Honesty, Citizenship
19	Gang Related Activity	Responsibility, Caring, Fairness
20	Off-Campus Misconduct	Responsibility, Citizenship
21	Encouraging Violations of Code of Conduct	Responsibility, Respect, Caring

Rule 1. Disruption and Interference with School

a. Occupying or blocking any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds so as to deprive others of access;
b. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may cause, or attempts to cause the disruption of

any mission or function of the school or poses a threat to the health, safety and/or welfare of students, staff or others;

c. Threatening to plant a bomb or falsely informing others that a bomb or other explosive has been planted on school property or at a school-sponsored event. The local police shall be notified of such incidents;
d. Threatening to harm others by shooting or other means or falsely informing others that harm will occur on school property or at a school-sponsored event. The local police shall be notified of such incidents;
e. Pulling a fire alarm without authorization or without the belief that a true emergency exists. (See Rule 8 for false fire alarm report);
f. Engaging in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact; or
g. Engaging in amorous kissing or similar public or other displays of affection (PDA).

Rule 2. Damage, Alteration, or Theft of School Property or Private Property

a. Causing or attempting to cause damage to or deface school or private property;
b. Altering or attempting to alter school or private property
c. Setting fire to or attempting to set fire to school or private property;
d. Stealing or attempting to steal school or private property;
e. Stealing or attempting to steal anything of value under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear; or
f. Possessing or distributing school or private property without appropriate school authorization.

Severity of consequences may be based upon the value of property at issue. “Private property” includes, but is not limited to, the property of faculty and staff, contractors, students, and visitors that is located on school property, including outside areas.

Rule 3. Unauthorized Entry/Trespassing

a. Unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft); or
b. Entering or remaining on an ICSAtlanta campus or school property without authorization or invitation.

Rule 4. Physical or Verbal Assault or Battery to a School Employee

a. Intentionally making physical contact which causes physical harm to an ICSAtlanta employee unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21. Physical harm (battery) may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with Rule 4b, below.

Elementary School (K-5th grade) Discipline:

- 1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion.
- If expelled, upon recommendation of the hearing officer, an elementary school student may be readmitted to a traditional school for grades 6-8.

Middle School (6th-8th grades) Discipline:

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

b. Intentionally making physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21. (Battery); or
c. Attempting to cause physical injury, threatening bodily harm, or committing an act which places an employee in reasonable apprehension of immediately receiving physical injury (Coded as assault if reasonable apprehension of immediately receiving a violent injury is present, but no contact made).

If a student commits a violation of 4a, 4b, or 4c, a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. The hearing may only be waived by agreement of the employee and the student's parent/guardian/student age 18 or older. If the employee is not available, the Executive Director may waive the hearing on the employee's behalf.

For purposes of this Code of Conduct, "employee" includes all ICSAtlanta faculty and staff who are employed full-time, part-time, or as a contractor.

Rule 5. Physical or Verbal Assault or Battery by a Student to any Person (Other than a School Employee)

School administrators will use discretion in determining acts of intentional physical contact as opposed to other prohibited activities, such as horseplay/rough or boisterous activities (Rule 1e). This rule applies to any ICSAtlanta-sponsored activities, regardless of location.

Offenses are cumulative at the elementary and middle school levels.

a. Intentionally making physical contact of an insulting or provoking nature with another person. Physical contact (battery) which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury;
b. Mutually participating in a physical altercation (Fight);
c. Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury. (Coded as assault if reasonable apprehension of immediately receiving a violent injury is present, but no contact is made); or
d. Participating in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, piercing).

Rule 6. Harassment, Bullying, and other Derogatory Behavior

Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying or "cyberbullying" in the community may contact their local police department for action, as the school may have no jurisdiction to discipline (OSS, ISS, etc.) for events in the community. (See Rule 20)

a. Harassment is strictly prohibited. Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:
    - Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender, or disability;
    - Racial, sexual, or ethnic slurs;
    - Derogatory comments, insults, and jokes;
    - Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures.

- Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.

b. Bullying is strictly prohibited. Bullying includes the following:
   - Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
   - Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or
   - Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
     - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
     - Has the effect of substantially interfering with a student's education or otherwise substantially infringing upon the rights of a student;
     - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
     - Has the effect of substantially disrupting the orderly operation of the school.

Bullying applies to acts which occur on ICSAtlanta property, at school related functions or activities, including extracurricular activities, or through ICSAtlanta technology resources. Bullying includes cyberbullying that originates on ICSAtlanta property or involves the use of ICSAtlanta technology resources, including acts that occur within a school sponsored online activity. Bullying also applies to acts which occur through the use of electronic communication, whether or not that communication originated on ICSAtlanta property or with ICSAtlanta technology resources, if the electronic communication:

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

Cyberbullying means bullying that involves the use of electronic communication, including, but not limited to, communication devices and services such as cellular telephones, cameras, computers, social media platforms, text messages, chat platforms, and internet sites.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a mobile device or wire, radio, electromagnetic, photo electronic, or photo optical system. Electronic communication also includes photographs and video and audio recordings. (See also Rule 18 Technology Offenses)

No student shall bully another student or students. Upon a finding by a school administrator that a student has committed an offense of bullying or is a target or suspected victim of bullying, the student's parent, guardian, or other person who has control or charge of the student will be notified by telephone, email, personal conference, or letter. Such notice will include, as appropriate under the circumstances, referrals to resources for counseling and other appropriate services. Staff members are expected to report instances of these behaviors to the Executive Director, Campus Director, or designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, students, and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who

retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

Upon a finding by a disciplinary hearing officer, panel, or tribunal that a student in grades six (6) through eight (8) has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative education program or alternative school that meets the requirements set forth in O.C.G.A. § 20-2-154.1(d).

c. Use of abusive words, profane or vulgar language (written or oral) or gestures (if directed at or towards a school employee then may result in increased consequences);
d. Possessing, displaying, or distributing profane, vulgar, pornographic, obscene, or ethnically offensive materials; or
e. Forcefully abducting, transporting and/or detaining a person against his/her will.

Rule 7. Insubordination

Failure to comply with school rules, and/or reasonable directions or commands of teachers, student teachers, substitute teachers, school assistants, administrators, contract employees, or other authorized school personnel, including refusing to identify one's self upon request of any school employee/designee; or engaging in verbal altercations with another person (if verbal altercation is disruptive then violation of Rule 1b).

Rule 8. Misrepresentation

Knowingly and willfully making false reports or statements, whether orally or in writing (including electronic communication), including, but not limited to making false calls to emergency services and making false fire alarm or emergency reports which must be reported to the Executive Director; falsely accusing others of wrong actions; falsifying school records; forging signatures, etc.

Rule 9. Honor Code Violation

The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism, and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:

- copying or "borrowing" from another source and submitting it as one's own work;
- seeking or accepting unauthorized assistance on tests, projects or other assignments;
- fabricating data or resources;
- providing or receiving test questions in advance without permission; and/or
- working collaboratively with other students when individual work is expected.

Rule 10. Weapons and Dangerous Instruments/Hazardous Objects/ Unauthorized Items

A student shall **not** possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a firearm, a dangerous weapon or dangerous instrument/hazardous object/unauthorized item, either concealed or open to view, on ICSAtlanta property. All items prohibited under this rule should be confiscated and given to the Executive Director, Campus Director, and/or law enforcement agencies as appropriate.

The disposition of items prohibited under this rule should be determined by the Governing Board or his/her designated school official, in conjunction with law enforcement. The possession of any dangerous weapon, hazardous object, or firearm in violation of O.C.G.A. § 16-5-21; 16-5-24; 16-11-127; 16-11-127.1; or 16-11-132 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. The incidents will be reported to the Executive Director and the Governing Board. The Executive Director and the Board or designee, will notify legal counsel.

There is no exception to this rule.

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

1. **Category I Weapon: Firearm/Dangerous Weapon**
   - Any loaded or unloaded firearm or a dangerous weapon.
   - A firearm includes a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.
   - A dangerous weapon includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle," which fires explosive or non-explosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.

   Discipline for first and additional offenses of Category I Weapon
   The discipline for any student possessing a loaded or unloaded firearm or dangerous weapon on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided in Georgia law and may include permanent expulsion. The Board has the authority to modify these expulsion requirements on a case- by-case basis. The Executive Director, Board, and legal counsel will be notified of such incidents.

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

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

   The Executive Director, Board, and legal counsel must be notified of such incidents.

3. **Category III Weapon: Other Knives**
   - Any knife or instrument having a blade of less than two inches;

- Any "look-alike" firearm or weapon; or
- Plastic disposable razor or sling shot.

The Executive Director must be notified of such incidents.

4. **Dangerous Instruments/Unauthorized Items**
   Students shall not possess ammunition, BBs, paint pellets, CO2 cartridges fireworks (other than "snap its", "poppers", or "pop-its" which may be addressed as a disruptive behavior), matches, lighters, stink bombs, pepper spray, mace or similar instruments/items. These instruments/items are disruptive to the function of the school and may pose a safety risk.

Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item

ICSAtlanta's policy is that no weapon may be brought on ICSAtlanta property. In extremely rare incidences, the Executive Director may allow an individual to bring such items to support curriculum instruction. Any individual wishing to bring a weapon, look-alike weapon or dangerous instrument/unauthorized item to ICSAtlanta or use a Category I or II type weapon for the purposes of a curriculum display or as an educational tool must have prior written permission from the Executive Director.

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

Rule 11. Alcohol and Other Drugs/Psychoactive Substances

Offenses are cumulative at the elementary and middle school levels.

A student shall not:

a. Possess, consume (eaten, digested, injected, inhaled, etc.), transmit, store, or be under any degree of influence of alcoholic beverages, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs (e.g. bath salts), or any other substance listed under the Georgia Controlled Substances Act, or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this rule. First-time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.
b. Possess, transmit, store, buy, sell, or otherwise distribute, or possess with intent to sell, or otherwise distribute, any drug-related paraphernalia, which may include vaporizers (For electronic cigarettes, see Rule 14, Tobacco Use/Cigarette Products).
c. Falsely present or identify a substance to be alcohol or an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs or alcohol.
d. Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs or any other substance listed under the Georgia Controlled Substances Act.
e. Sniff or be under the influence of inhalants and/or other substances.

Over-The-Counter Medication: Possession of all over-the-counter medication by a student on school property is prohibited. All medication must be given to the School Nurse for storage and dispensation according to written parent authorization. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over-the-counter medications specifically include, but are not limited to, stimulants (e.g., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. For electronic cigarettes, see Rule 14, Tobacco Use/Cigarette Products.

Prescription Drugs: Possession of all prescription medication by a student on school property is prohibited. All medication must be given to the School Nurse for storage and dispensation according to written parent authorization. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the appropriate portions of Paragraphs A through E above.

Rule 12. Attendance

a. "Skipping" or missing any class or activity or any portion of a class or activity, or being tardy for a class or activity for which he or she is enrolled without a valid excuse;
b. Leaving school grounds during the course of the regularly scheduled school day without the permission of a parent and Executive Director, Campus Director, or designee. Students must follow the established procedures for checking in or out of school by a guardian.
c. Failure to attend detention or ISS.

It should be noted that O.C.G.A. § 20-2-690.1 states that any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five (5) unexcused absences during one school year will be deemed to have violated Code section 20-2-690.1 and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties. (See also Attendance section, above.)

Rule 13. Dress and Grooming

Students at ICSAtlanta are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall follow the uniform policy as outlined on the ICSAtlanta website so as not to disrupt or interfere with the educational program or the orderly operation of the school.

Rule 14. Tobacco Use/Cigarette Products

Possessing, distributing, or using cigarettes, electronic cigarettes (a.k.a., e-cigarettes, e-cigs), or related tobacco products of any kind, including cigarette wrapping paper or containers for such products.

First offenders may be referred to attend a tobacco use program, in addition to any other disciplinary action deemed appropriate.

Rule 15. Gambling

Gambling or participating in gambling activity, or soliciting others to gamble or participate in gambling activity. Gambling includes, but is not limited to, betting on any game or event, shooting dice, matching, or other games of chance for money and/or things of value.

Participating in a raffle or bingo game sponsored by a school-related support group such as a PTO or booster club will not violate this rule when the student is accompanied by his or her parent or guardian or by another parent who has permission in writing from the student's parent or guardian to supervise that student at the fundraiser.

Rule 16. Sexual Harassment

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of, or encouraging/participating in the display of, sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.

The Title IX Coordinator must be notified of such incidents where the behavior involves a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) including, but not limited to, sexual battery, rape, and molestation. Any alleged victim of such offense may request to have his/her schedule changed, subject to the Executive Director's approval.

Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner.

Conduct meeting the definition of sexual harassment under 34 C.F.R. § 106.30 is addressed through ICSAtlanta's Title IX grievance procedures. Conduct that does not meet that definition is addressed under this Code of Conduct.

Student Reporting of Alleged Sexually Inappropriate Behavior

"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.

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

(b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the Campus Director or Executive Director, and shall submit a written report of the incident to the Campus Director or Executive Director designee within 24 hours. If the Campus Director is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Executive Director.

(c) Any Campus Director or Executive Director receiving a report of sexual abuse 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, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or ICSAtlanta's attorney.

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 Campus Director or Executive Director shall make an immediate written report to the Board Chair and the Professional Standards Commission Ethics Division.

Rule 17. Sexual Misconduct/Sexual Offenses

The Georgia General Assembly requires the Board to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult. Any behavior which is a violation of Chapter 6 of Title 16 of

Georgia law, or parts B through C below, must be immediately reported to the police, the Executive Director and the Board. The Board and Executive Director or designee will then advise the school's legal counsel.

Any alleged victim of a sexual offense may request to have his/her schedule changed, subject to the Executive Director's approval. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.

As used in this Rule, "intimate body parts," as defined in Georgia law, O.C.G.A. § 16-6-22.1 include "the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female."

a. General Misconduct

- Willing participation in any form of sexual activity. (The local police department must be notified of such incidents.)
- Exposing one's intimate body parts or "moon" in public.

b. Sexual Battery

Sexual battery is defined as a student intentionally making physical contact with the intimate body parts of another person without the consent of that person. No student shall commit any act of sexual battery on school property, school transportation, or at school-sponsored events.

The Executive Director must be notified of such incidents. The Board and Executive Director will notify the school's legal counsel. (See O.C.G.A. § 20-2-1184)

c. Sexual Molestation

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

The Executive Director must be notified of such incidents. The Board and Executive Director will notify the school's legal counsel. (See O.C.G.A. § 20-2-1184)

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

Rule 18. Technology Offenses

ICSAtlanta is not responsible for personal electronic devices on school property or at school-sponsored events. Electronic devices may be confiscated by the school administrator or designee. See Rule 20 for specific rules relating to use of electronic equipment, including cellular phones, and other items while on school transportation.

a. Purposely looking for security problems, attempting to disrupt school technology resources, or engaging in any activity that monopolizes or compromises school technology resources (aka "hacking");
b. Copying computer programs, software or other technology provided by the Board for personal use; downloading unauthorized files; or using school technology resources for personal gain or private business enterprises;

c. Attempting to, threaten to, or actually damaging, destroying, vandalizing, or stealing private property or school property while using school technology resources on or off school grounds (The local police must be notified of such incidents.);
d. Using or participating in using personal or school technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes, but is not limited to, the following (See Rule 6b for bullying using technology):
    - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
    - Advocates illegal or dangerous acts;
    - Causes disruption to school, its employees or students;
    - Advocates violence;
    - Contains knowingly false, recklessly false, or defamatory information; or
    - Is otherwise harmful to minors as defined by the Children's Internet Protection Act. (The Executive Director must be notified of such incidents.)
e. Refusing to comply with reasonable directions or commands of school staff regarding responsible use of technology, and/or use audio or visual recording devices without permission of a school administrator.
f. Use of recording devices to record misbehaviors or to violate the privacy of others may also result in a violation of Rule 22.

Rule 19. Gang-Related Activity

A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in "criminal gang activity" as described in O.C.G.A. 16-15-3(1)(A)-(J) (including but not limited to the commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property).

a. A student shall not engage in criminal gang activity.
b. A student shall not hold himself or herself out as a member of a gang, which may include, but is not limited to, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang related graffiti.
c. A student shall not recruit or solicit membership in any gang or gang-related organization.

Any suspicion of gang-related activity should be reported to the Executive Director and/or Board.

Rule 20. Off-Campus Misconduct

Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Any off-campus misconduct should be reported to the Executive Director and/or Board.

Rule 21. Encouraging Violations of Code of Conduct

Inciting, urging, encouraging, advising, or counseling other students to violate any Rule of this Code of Conduct or conspire to violate any Rule of this Code of Conduct. O.C.G.A. § 20-2-751.5(a)(11).

Part II: Disciplinary Hearing Process

Discipline Team Meeting (DTM)

When the Executive Director recommends a long-term out of school suspension/ expulsion, and the disciplinary hearing may potentially be waived, a Discipline Team Meeting (DTM), which consists of the Executive Director/designee, the student behavioral specialist and/or another staff representative, and the parent/guardian, will be offered to the parent/guardian within five (5) school days of the first day of suspension. The student may be invited where practicable.

The Executive Director/designee will notify the Board or designee, as soon as practicable after the investigation of the occurrence. The Executive Director/designee should furnish the following documents to the Board or designee, before or at the time of the DTM: witness/student statements; a current copy of the student's permanent record; a copy of the student's test record card; current status of the student's academic and conduct grades in all classes (progress reports); days present and absent (excused and unexcused absences); number of tardies and class cuts; detention assignments with reasons; anecdotal report citing discipline, attendance and academic records, and interventions offered at the local school including SST referral, counseling sessions and parent/guardian conferences with dates, reasons, and results; copy of police report; special education, Section 504 or SST status (active enrollment or referral for any of these programs); SST reports; copy of the currently approved suspension letter that includes the school administrations' recommendation for consequences, and any other information or evidence relevant to the incident.

The purpose of this meeting is for the team to discuss the investigation completed by the school, the discipline procedures afforded, and any information provided by the student and/or the parent/guardian. As this is a parent conference, the student's or parent's legal counsel may not attend. The student behavioral specialist and/or another representative from the school may set a reasonable time limit for the DTM, and may end the DTM if it is evident that resolution is not imminent. If the parent/guardian and school are able to reach an agreement about the disciplinary outcome and the parent/guardian waives the hearing in writing, then the hearing will be canceled. If the parent/ guardian disagrees with the disciplinary outcome and the end result of the DTM, or the parent/guardian does not attend the DTM, then the hearing will proceed as scheduled.

Discipline Hearing

Hearings will be held as noted in this procedure and/or as required by applicable authority. Any recommendation of long-term suspension or expulsion will result in a hearing being scheduled for a student. The hearing must be held within fifteen (15) school days after the first day of suspension unless the parent or guardian requests a later date and ICSAtlanta agrees.

Any confiscated drugs, weapons, or other criminal evidence should be transferred to local police for use during a disciplinary hearing and/or criminal case.

Group Hearing

When students are charged with violating the same rule(s) and have acted in concert, and the facts are basically the same for all students, a group hearing may be conducted for them if the Executive Director believes that the following conditions exist:

a. A single hearing will not likely result in confusion; and
b. No student will have his/her interests substantially prejudiced by a group hearing.

Any student who objects to participation in a group hearing should notify the Executive Director and Board in writing no less than 48 hours before the hearing.

If during the disciplinary hearing, the hearing officer finds that a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student.

In accordance with 34 C.F.R. §104.8(a), this notice is available in alternative formats (such as large print, Braille, or audio) upon request to ensure accessibility for individuals with impaired vision or hearing.

Written Notice of Hearing
When long-term suspension or expulsion is recommended by the school, a disciplinary hearing is required. The Executive Director or Board shall provide written notice of the relevant procedures to the student's parent/guardian/student age 18 or older. The notification shall include the following:

a. A brief statement of the act(s) the student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
b. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
c. A copy of this document.
d. The date, time, and place of the hearing.
e. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
f. A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.
g. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory processes upon request.
h. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

Delivery of Notification
The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

Continuance
If good and sufficient cause exists, the Executive Director and Board may reschedule a hearing. Upon rescheduling, written notice of the rescheduled date and time of the hearing will be sent to the student's parent/guardian/representative/attorney/ student age 18 or older either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation.

The student's parent/guardian/representative/attorney/student age 18 or older may request a continuance of the hearing from the system office of student discipline. Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented to the system office of student discipline for approval. If a continuance is requested or caused by the parent/guardian/student age 18 or older/student's representative, the student will continue to serve his/her recommended school level discipline (ISS or OSS) during the time of the continuance and until the hearing is conducted and the hearing officer has rendered a decision.

Waiver of Hearing
If the student's parent/guardian/representative/attorney/student age 18 or older waives the hearing, they may do so by requesting a waiver from the Board/school prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived by the student's parent/guardian/ representative/attorney/ student age 18 or older, the hearing will be held as scheduled, whether or not the student/parent/guardian/representative/attorney chooses to participate.

Record of Proceedings
A verbatim record of the hearing shall be made and shall be available to all parties upon request. The cost of recording shall be borne by the Board. Parents/guardians/student's legal counsel may request a copy of the recording.

In accordance with 34 C.F.R. §104.8(a), this notice is available in alternative formats (such as large print, Braille, or audio) upon request to ensure accessibility for individuals with impaired vision or hearing.

A written transcript will be prepared by the Board. If a written transcript is not prepared by the Board, the parent/guardian/student may obtain a written transcript at their own expense.

Burden of Proof
The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.

Legal Representation/Involvement of an Attorney at the Disciplinary Hearing
If the student is represented by an attorney, the Board attorney may be present. The Board attorney shall advise the Hearing Officer as necessary, but may not assist in the presentation of the school's case. The student/parent/guardian must notify the system office of student discipline not less than 48 hours prior to the hearing if the student may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.

Presentation of Evidence
The evidence for ICSAtlanta and student/student representative (if present) shall be presented to the Hearing Officer. The administrator (or an independent prosecutor other than the Board attorney) representing the school, the student's representative (including their attorney), the Hearing Officer, and/or the Hearing Facilitator are entitled to question witnesses about any matters which are relevant to the charges against the student or the appropriate discipline. The Hearing Officer or Hearing Facilitator has the authority to limit unproductively long or irrelevant questioning.

Procedural Objections
Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the system office of student discipline no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

Hearing Officers and Hearing Facilitators
Disciplinary Hearings may be conducted by a Student Discipline Hearing Officer or Hearing Facilitator (which may include the Executive Director or designee responsible for student discipline).

The Hearing Officer will serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing, if no Hearing Facilitator is present. A Hearing Facilitator, if present, may serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing.

The Disciplinary Hearing Officer, after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine what, if any, disciplinary action shall be taken. Such action may include, but is not limited to, short-term suspension, long-term suspension, expulsion or permanent expulsion.

State Board of Education Rule 160-4-8-15 provides that individuals selected by ICSAtlanta (the LEA) to be a disciplinary hearing officer or member of a disciplinary hearing panel must either be: 1) in good standing with the State Bar of Georgia; 2) have experience as a teacher, counselor, or administrator in a public school system; or 3) actively serving as a hearing officer under an existing contact/agreement with a Georgia school system, having completed an approved Georgia Department of Education (GaDOE) tribunal training course.

Appeals
Any party may appeal the hearing decision to the Board by filing a written notice of appeal within twenty (20) calendar days of the date of decision. The appeal should be addressed to the attention of the Board Chair and delivered to school. Appeals via email alone may be accepted but appealing parties must confirm within the 20 calendar day appeal timeline. Appeals by administration must be approved by the

Board Chair. The Board Chair shall have the authority to suspend the decision of the disciplinary hearing officer, during the period of appeal.

Upon the appeal of a decision of the disciplinary hearing officer to the Board, the Board will render its decision within 10 days, excluding weekends and public and legal holidays, from the date the Board receives notice of the appeal, unless all parties agree to a different date. The decision shall be in writing and a copy shall be provided to the student/parent/guardian and the Executive Director.

The Board will discuss the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal. The Board's review will be based solely on the record and written arguments submitted by the student and the Executive Director, if briefs are submitted. The Board shall not hear any oral arguments as part of any appeal nor shall it consider any evidence that was not presented at the disciplinary hearing. The Board may take any action it deems appropriate.

Students with Disabilities

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

Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, and whose acts are determined by the disciplinary hearing officer to have violated any of the rules, regulations or laws as alleged, shall be referred to an IEP or Section 504 committee. The IEP or Section 504 committee is responsible for determining if the student's conduct is a manifestation of his/her disability and whether such conduct warrants a change in placement or amendments to the Individual Education Plan (IEP) or 504 Plan.

If the IEP or Section 504 committee determines that the student’s conduct is a manifestation of the student’s disability, the discipline ordered by the disciplinary hearing officer will not be carried out.

If the IEP or Section 504 committee determines that the student’s conduct is not a manifestation of the student’s disability, it shall determine what services the student shall receive during the student’s discipline as determined by the disciplinary hearing officer. If the Section 504 committee determines that the student’s conduct is not a manifestation of the student’s disability, the student’s 504 Plan will be implemented at the new location of educational services if the Disciplinary Hearing Officer recommends a different school placement. The IEP or Section 504 committee shall also have the authority to consider, recommend and implement any changes in the student’s IEP or 504 Plan or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

Part III: Tiered Offenses and Disciplinary Responses

Tiered Offenses

The responsibility cycle included in the Code of Conduct covers discipline for some more commonly known infractions of the student behavior code. However, parents and school administrators should refer to the remainder of the student code of conduct for more information about specific offenses, and should contact the system office of student discipline with questions or concerns.

This cycle cannot anticipate all possible misbehaviors. Unique, serious or multiple offenses may result in more severe consequences. If a student’s behavior is a violation of more than one rule, the student may face more severe or “stacked” discipline to reflect these multiple offenses.

ICSAtlanta shall implement positive behavioral supports, as discussed in this code of conduct, and local interventions designed to improve the learning environment by improving student behavior and discipline.

In accordance with 34 C.F.R. §104.8(a), this notice is available in alternative formats (such as large print, Braille, or audio) upon request to ensure accessibility for individuals with impaired vision or hearing.

Where appropriate, interventions may include the following:

- Classroom interventions (assigned seats, etc.)
- Teacher/student conference
- Restorative practices
- Timeout for students
- School/parent contact
- School/parent conference
- School Counselor intervention
- Social Worker intervention
- Student Support Team
- Referral to administrator
- Executive Director involvement
- Verbal reprimand
- Withdrawal of privileges
- Behavior, Attendance and Academic Contract
- Before or after school detention (parent responsible for transportation)
- Participation in a school-service project
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)
- Conflict mediation
- Peer mediation
- Confiscation (The school is not responsible for electronic devices on school property or at school sponsored events.)
- Administrative referral to student services or outside agencies
- Referral to Insight Drug Intervention Program for first time drug or alcohol violations (Middle School)
- In-school suspension

Tier I: Minor Acts of Misconduct

Tier I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation. The ICSAtlanta employee involved should intervene in the misconduct. If further action is necessary, the ICSAtlanta employee should refer the student to the Campus Director or Executive Director, or designee, for disciplinary action. After hearing the student's explanation, consulting with staff members as needed, and conducting any other investigation deemed necessary, the administrator will decide on disciplinary action.

Tier II: Intermediate Acts of Misconduct

Tier II infractions are intermediate acts of misconduct. They may include repeated acts; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of intermediate or repeated misconduct. Depending on the severity, the consequence can include a disciplinary hearing referral for long-term suspension/ expulsion.

Tier III: Serious Acts of Misconduct

Tier III acts of misconduct are the most serious. These acts may be grounds for expulsion and will result in a mandatory 10-day suspension with consideration for a recommendation for long-term suspension or expulsion.

Students in Kindergarten through Third Grade

Pursuant to O.C.G.A. 20-2-742: Students in Kindergarten through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention. 'Multi-tiered system of supports' or 'MTSS' also may include a systemic, continuous-improvement framework in which data

based problem-solving and decision making is practiced across all levels of the educational system for supporting students at multiple levels of intervention.

If such student is receiving or has received a multi-tiered system of supports, ICSAtlanta has met these requirements.

This requirement does not apply if:

- the student possessed a weapon/ dangerous instrument (including Rule 10) or illegal drugs (including Rule 11); and/or
- the student's behavior endangers the physical safety of other students or school personnel.

In addition, if student has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning any student in Kindergarten through 3rd grade out-of-school suspension for more than five consecutive or cumulative days during a school year, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such IEP or Section 504 plan.

ICSAtlanta Elementary School Student Responsibility Cycle

TO: Timeout AD: Administrative Detention
SST: Student Support Team ISS: In-School Suspension OSS: Out-of-School Suspension

Tier I: Minor Acts of Misconduct

Rule	Offense and Description	Consequence Range
1e	Horseplay/Rough or Boisterous Activities	Local interventions to 3 days OSS
1f	PDA - Public Display of Affection	Local interventions, TO to 3 days ISS
6a	Teasing/Taunting	Local interventions, TO to 3 days ISS
6c	Profane language or gestures - Use of abusive words, profane or vulgar language (written or oral) or gestures (not directed at or toward an employee)	Local interventions, TO to 2 days ISS
7	• Insubordination - Failure to follow school rules or reasonable directions or commands of school staff • Verbal Confrontation with another person • Failure to Identify self to school employee	Local interventions to 3 days OSS
8	Misrepresentation - Making false reports or statements (i.e. false emergency calls, false name, forgery, falsely accusing others of wrong actions, falsifying school records, alteration or unauthorized possession of school, county, state or federal forms/records, etc.)	Local interventions to 3 days OSS
9	Honor Code Violation - Plagiarism; Cheating on assignments/tests, projects, science fair projects, etc.	Local interventions, TO to 5 days ISS
10	Dangerous Instruments/Unauthorized Items - Possession of matches, lighters, stink bombs, pepper spray, mace, ammunition, BBs, paint pellets, CO2 cartridges, fireworks, or similar instruments/items	Local interventions to 3 days OSS
12a	Skipping/Unexcused Absences/Tardies - Class cuts, Unexcused tardies (Starts over every 9 weeks)	Social Worker/Counselor Referral
12b	Leaving campus without permission from parent and Campus Director/designee	Social Worker/Counselor Referral
12c	Failure to attend detention or TO/ISS	Local interventions, TO to 2 days ISS (Consequences may be in addition to days originally
13	Dress Code Violations	Adjustment of clothing or student reports to TO/ISS until change of clothes is provided and utilized
14	Smoking/Tobacco Products - Possession, distribution or use of tobacco products, tobacco related products	Local interventions, TO to 2 days ISS
15	Gambling	Local interventions, TO to 2 days ISS

ICSAtlanta Elementary School Student Responsibility Cycle

Tier II: Intermediate Acts of Misconduct

Rule	Offense and Description	Consequence Range
1a, b 20	Disruption and Interference with school or school transportation - Conduct that causes the disruption of school; Use of prohibited items which may interfere with bus safety	Local interventions up to 10 days OSS
1c	Bomb threat	1 day ISS up to 10 days OSS (Consequences may be based upon the severity of the disruption)
1d	False fire alarm	
2a	Theft and Vandalism (Criminal Charges may also apply) - Cause or attempt to cause damage to or deface school or private property	Local interventions up to 10 days OSS and restitution (Severity of consequences may be based upon value of property at issue and/or method of taking)
2b	Vandalism/damage/alteration of school or private property	
2c	Arson or attempted arson of school or private property	
2d	Theft or attempted theft of school or private property	
2e	Theft or attempted theft by: force; threat of force , violence or fear	
2f	Possess or distribute school or private property without appropriate authorization	
3a, b	Unauthorized Entry/Trespassing - Unauthorized entry into a school building or vehicle; Trespassing on school property during OSS or on another school's campus	1 day ISS up to 10 days OSS
5a, 5b	Group Fight (Criminal charges may also apply) with no serious injury (3 + participants) (5 days OSS & SAVTE Program for first time only)	3 days OSS up to 10 days OSS (Consequences may be based upon the severity of the injury/disruption)
5a	Battery/Fight involving students (Criminal Charges may also apply) - Intentionally make physical contact which does not cause physical harm to another	1 day ISS up to 10 days OSS (Consequences may be based upon the severity of the injury/disruption)
5a	Battery/Fight involving students (Criminal Charges may also apply) - Intentionally make physical contact which causes physical harm to another person (Battery)	
5b	Mutually participate in a physical altercation (Fight)	
5c	Assault - Attempt to cause physical injury, threaten bodily harm or commit an act which places a person in reasonable apprehension of immediately receiving physical injury	
5d	Consensual hazing, initiation or bodily modifications	
6a	Harassment/Bigotry (Criminal Charges may also apply) - Harassment or acts of bigotry	
6b	Bullying (See Rule for mandatory discipline on third offense)	
6c	Profanity toward an Employee/Verbal abuse of an employee Use of abusive words, profane or vulgar language (written or oral) or gestures (DIRECTED at or toward an employee)	

6d	Offensive Material - Possessing, displaying or distributing profane/vulgar/obscene/ pornographic/offensive	
6e	Forcefully abduct, transport and/or detain a person against his/her will	
7	Insubordination - Blatant defiance of school employee request	
10	• Weapons (Criminal Charges may also apply) - Possession of a Category II weapon without intent to harm or use for protection • Possession of a Category III Weapon (includes any weapon not included in Category I or II)	3 days OSS up to 10 days OSS
11A, B	Alcohol/Drugs/Paraphernalia (Criminal Charges may also apply) - Possession or use of drugs, alcohol or drug paraphernalia; use of inhalant	3 days OSS up to 10 days OSS
11C, E, F, G	Other drug offenses: false identification/inhalants/over the counter medications/prescriptions	
16	Sexual Harassment	1 day OSS up to 10 days OSS
17A (1), (2)	Sexual Misconduct/Sexual Offenses (Criminal Charges may also apply) - Sexual acts/offenses (without use of force)/indecent exposure	
17B	Sexual battery (must also be reported to the Executive Director and the Board)	
18a, b, c, d, e	Technology offenses - Technology/computer misuse (inappropriate internet use, disabling, etc.)/computer/tampering/trespass/ hacking/altering hard drives; Refusal to comply with school rules or reasonable directions or commands of school staff regarding use of technology	Local interventions up to 10 days OSS
19a, b, c	Gang Activities (Criminal Charges may also apply)	3 days OSS up to 10 days OSS
22	Encouraging Misconduct - Provoking a fight /Encouraging violations of the code of conduct	1 day ISS up to 10 days OSS

ICSAtlanta Elementary School Student Responsibility Cycle

Tier III: Serious Acts of Misconduct

Rule	Offense and Description	Consequence Range
4a	Battery of an Employee (Physical and Verbal) (Criminal Charges may also apply) -Intentionally make physical contact which causes physical harm to a school employee, unless such physical harm was in defense of himself or herself	1 day OSS up to 10 days OSS, with a Hearing Referral for long-term suspension and/or expulsion. (If expelled, upon recommendation of the hearing officer, an elementary school student may be readmitted to a traditional school for grades 6-8.
4b	Intentionally make physical contact of an insulting or provoking nature with a school	10 days OSS and Hearing Referral for recommendation for long-term suspension/expulsion is optional
4c	Assault - Attempt to cause physical injury, threaten bodily harm or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury	
5a, b	Group Fight (Criminal charges may also apply) with serious injury (3 + participants)	10 days OSS and Hearing Referral
10	Weapons (Criminal Charges may also apply) - Possession or use of any Category I Weapon	10 days OSS and Hearing recommendation for expulsion for at least one (1) calendar year
10	Weapons (Criminal Charges may also apply) - Possession or use of any Category II weapon with intent to harm or use for protection	10 days OSS and Hearing recommendation for long term suspension/expulsion
11d	Alcohol/Drugs/Paraphernalia (Criminal Charges may also apply) - Sale, attempted sale or distribution of alcohol, controlled substance, prescribed medication, look-a-like drug or paraphernalia	
17c	Sexual Molestation (must also be reported to Executive Director and Board)	
21	Off-Campus Misconduct	

ICSAtlanta Middle School Student Responsibility Cycle

AD: Administrative Detention
SST: Student Support Team
ISS: In-School Suspension
OSS: Out-of-School Suspension

Tier I: Minor Acts of Misconduct

Rule	Offense and Description	Consequence Range
1e	Horseplay/Rough or Boisterous Activities	1 day AD/SS up to 3 days ISS
1f	PDA - Public Display of Affection	Local interventions up to 3 days ISS
6a	Teasing/Taunting	1 day AD/SS up to 3 days ISS
6c	Profane language or gestures - Use of abusive words, profane or vulgar language (written or oral) or gestures (not directed at or toward an employee)	Local interventions up to 5 days OSS
7	• Insubordination - Failure to follow school rules or reasonable directions or commands of school staff • Verbal Confrontation with another person • Failure to Identify self to school employee	Local interventions up to 3 days OSS
8	Misrepresentation - Making false reports or statements (i.e. false emergency calls, false name, forgery, falsely accusing others of wrong actions, falsifying school records, alteration or unauthorized possession of school, county, state or federal forms/records, etc.)	1 day AD/SS up to 3 days OSS
9	Honor Code Violation - Plagiarism; Cheating on assignments/tests, projects, science fair projects, etc.	1 day ISS up to 10 days OSS
10	Dangerous Instruments/Unauthorized Items - Possession of matches, lighters, stink bombs, pepper spray, mace, ammunition, BBs, paint pellets, CO2 cartridges, fireworks, or similar instruments/items	1 day AD/SS up to 10 days OSS
12a	Skipping/Unexcused Absences/Tardies - Class cuts, Unexcused tardies (Starts over every 9 weeks)	Local interventions up to 3 days ISS and Social Worker/Counselor Referral
12b	Leaving campus without permission from parent and Campus Director/designee	
12c	Failure to attend detention or ISS	Local interventions up to 3 days OSS (Consequences may be in addition to original days)
13	Dress Code Violations	Adjustment of clothing or student reports to ISS until change of clothes is provided and utilized
14	Smoking/Tobacco Products - Possession, distribution or use of tobacco products, tobacco related products	1 day AD/SS up to 3 days ISS
15	Gambling	1 day ISS up to 5 days OSS

ICSAtlanta Middle School Student Responsibility Cycle

Tier II: Intermediate Acts of Misconduct

Rule	Offense and Description	Consequence Range
1a, b 20	Disruption and Interference with school or school transportation - Conduct that causes the disruption of school; Use of prohibited items which may interfere with bus safety	Local interventions up to 10 days OSS
1c	Bomb threat	5 days OSS up to 10 days OSS (Consequences may be based upon the severity of the offense)
1d	False fire alarm	
2a	Theft and Vandalism (Criminal Charges may also apply) - Cause or attempt to cause damage to or deface school or private property	Local interventions up to 10 days OSS and restitution (Severity of consequences may be based upon value of property at issue and/or method of taking)
2b	Vandalism/damage/alteration of school or private property	
2c	Arson or attempted arson of school or private property	
2d	Theft or attempted theft of school or private property	
2e	Theft or attempted theft by: force; threat of force , violence or fear	
2f	Possess or distribute school or private property without appropriate authorization	
3a, b	Unauthorized Entry/Trespassing - Unauthorized entry into a school building or vehicle; Trespassing on school property during OSS or on another school's campus	5 days OSS up to 10 days OSS
5a, 5b	Group Fight (Criminal charges may also apply) with no serious injury (3 + participants) (5 days OSS & SAVTE Program for first time only)	8 days OSS up to 10 days OSS (Consequences may be based upon the severity of the injury/disruption)
5a	Battery/Fight involving students (Criminal Charges may also apply) - Intentionally make physical contact which does not cause physical harm to another	3 days ISS up to 5 days OSS
5a	Battery/Fight involving students (Criminal Charges may also apply) - Intentionally make physical contact which causes physical harm to another person (Battery)	5 days OSS up to 10 days OSS (Consequences may be based upon the severity of the injury/disruption)
5b	Mutually participate in a physical altercation (Fight)	
5c	Assault - Attempt to cause physical injury, threaten bodily harm or commit an act which places a person in reasonable apprehension of immediately receiving physical injury	
5d	Consensual hazing, initiation or bodily modifications	Local interventions up to 10 days OSS
6a	Harassment/Bigotry (Criminal Charges may also apply) - Harassment or acts of bigotry	
6b	Bullying (See Rule for mandatory discipline on third offense)	
6c	Profanity toward an Employee/Verbal abuse of an employee	

	Use of abusive words, profane or vulgar language (written or oral) or gestures (DIRECTED at or toward an employee)	5 days OSS up to 10 days OSS
6d	Offensive Material - Possessing, displaying or distributing profane/vulgar/obscene/ pornographic/offensive	
6e	Forcefully abduct, transport and/or detain a person against his/her will	
7	Insubordination - Blatant defiance of school employee request	2 days ISS up to 10 days OSS
10	• Weapons (Criminal Charges may also apply) - Possession of a Category II weapon without intent to harm or use for protection • Possession of a Category III Weapon (includes any weapon not included in Category I or II)	5 days OSS up to 10 days OSS
11A, B	Alcohol/Drugs/Paraphernalia (Criminal Charges may also apply) - Possession or use of drugs, alcohol or drug paraphernalia; use of inhalant	8 days OSS up to 10 days OSS
11C, E, F, G	Other drug offenses: false identification/inhalants/over the counter medications/prescriptions	
16	Sexual Harassment	5 days OSS up to 10 days OSS
17A (1), (2)	Sexual Misconduct/Sexual Offenses (Criminal Charges may also apply) - Sexual acts/offenses (without use of force)/indecent exposure	
17B	Sexual battery (must also be reported to the Executive Director and the Board)	
18a, b, c, d, e	Technology offenses - Technology/computer misuse (inappropriate internet use, disabling, etc.)/computer/tampering/trespass/ hacking/altering hard drives; Refusal to comply with school rules or reasonable directions or commands of school staff regarding use of technology	Local interventions up to 10 days OSS
19a, b, c	Gang Activities (Criminal Charges may also apply)	5 days OSS up to 10 days OSS
22	Encouraging Misconduct - Provoking a fight /Encouraging violations of the code of conduct	2 days ISS up to 10 days OSS

ICSAtlanta Middle School Student Responsibility Cycle

Tier III: Serious Acts of Misconduct

Rule	Offense and Description	Consequence Range
4a	Battery of an Employee (Physical and Verbal) (Criminal Charges may also apply) -Intentionally make physical contact which causes physical harm to a school employee, unless such physical harm was in defense of himself or herself	10 days OSS with a hearing referral and a minimum recommendation for permanent expulsion
4b	Intentionally make physical contact of an insulting or provoking nature with a school	10 days OSS and Hearing Referral for recommendation for long-term suspension/expulsion is optional
4c	Assault - Attempt to cause physical injury, threaten bodily harm or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury	
5a, b	Group Fight (Criminal charges may also apply) with serious injury (3 + participants)	10 days OSS and Hearing Referral
10	Weapons (Criminal Charges may also apply) - Possession or use of any Category I Weapon	10 days OSS and Hearing recommendation for expulsion for at least one (1) calendar year
10	Weapons (Criminal Charges may also apply) - Possession or use of any Category II weapon with intent to harm or use for protection	10 days OSS and Hearing recommendation for long term suspension/expulsion
11d	Alcohol/Drugs/Paraphernalia (Criminal Charges may also apply) - Sale, attempted sale or distribution of alcohol, controlled substance, prescribed medication, look-a-like drug or paraphernalia	
17c	Sexual Molestation (must also be reported to Executive Director and Board)	
21	Off-Campus Misconduct	

Equal Educational Opportunities for Students

Notice of Non-Discrimination Under Title IX

International Charter School of Atlanta does not discriminate on the basis of sex in any education program or activity that it operates, and is required by Title IX of the Education Amendments of 1972 and its implementing regulations at 34 C.F.R. Part 106 not to discriminate in such a manner. This requirement not to discriminate extends to employment.

Inquiries about the application of Title IX and 34 C.F.R. Part 106 to ICSAtlanta may be referred to the ICSAtlanta Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Title IX Coordinator
Christen Ramo
ICSAtlanta
1335 Northmeadow Parkway, Suite 100, Roswell, GA 30076
christen.ramo@icsatlanta.org
470-222-7240

ICSAtlanta's Title IX grievance procedures, including how to report conduct that may constitute sex discrimination and how to file a formal complaint, are available at www.icsatlanta.org and from the Title IX Coordinator. Any person may report sex discrimination or sexual harassment in person, by mail, by telephone, or by email using the contact information above, at any time, including outside of school business hours.

Assistant Secretary for Civil Rights
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-1100

In accordance with the provisions of Title IX of the Educational Amendments of 1972, the Board does not discriminate against students on the basis of sex in the educational programs and activities that it operates. No student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, or other educational program or activity operated by this school.

The Board believes that all students should be able to enjoy an educational environment free from all forms of gender discrimination, including sexual harassment. Sexual harassment undermines the integrity of the educational environment. It is a form of sex discrimination prohibited by Title IX. ICSAtlanta is committed to upholding these laws and takes discriminatory behaviors seriously. Therefore, Board policy prohibits even acts of sexual harassment that may not rise to the level of a violation of federal law.

Definition of Prohibited Conduct

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Such conduct unreasonably interferes with a student's educational performance or creates an intimidating, hostile or offensive educational environment;
- Submission to such conduct is made a term or condition of a student's educational opportunities or development; or
- Submission to or rejection of such conduct by a student is used as a basis for education decisions affecting the student.

Examples of prohibited conduct include, but are not limited to, offensive or unwelcome sexual advances or propositions; unwelcome intentional touching of intimate body areas; dating of a student by an employee; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her physical attributes; the display of sexually suggestive objects, pictures, cards or letters; lewd or suggestive comments or gestures, off-color language or jokes of a sexual nature in the presence of a student.

Sexual harassment may occur in a variety of circumstances, including but not limited to, the following:

1. The victim as well as the harasser may be male or female. The victim does not have to be of the opposite sex.
2. The harasser may be an employee of the school, a non-employee, or another student.
3. Sexual harassment may occur without economic or academic injury to the victim.

Reporting Sexual Harassment

1. Incidents of sexual harassment should be reported as soon as possible so that prompt corrective action may be taken. ICSAtlanta will respond whenever it has actual knowledge of sexual harassment, regardless of when the report is made.
2. The report should be made or forwarded to the Title IX Coordinator or the Executive Director, who shall promptly investigate the matter.
3. If the Executive Director or Title IX Coordinator is the alleged harasser, or if the complainant prefers reporting the incident to someone other than the Executive Director or Title IX Coordinator, the report may be made to the Board.
4. The initial report of the incident may be made in person, by telephone, or in writing (including email).
5. The Executive Director or designee, as the case may be, will discuss the matter with the student complainant and/or the student's parent/guardian at the earliest practical time in order to secure the details and circumstances giving rise to the complaint. At the meeting, the procedure for investigating the situation will be explained and the student or parent/guardian will be provided with a complaint form to complete and sign. A sample complaint form, calling for a detailed description of the incident(s) giving rise to the complaint will be provided by the Executive Director or designee.
6. Filing a complaint under this procedure does not prevent the student from also pursuing other remedies available under the law.

Investigation

1. The Executive Director shall conduct an investigation of the complaint. Such investigation shall include interviews with the accused party or parties, interviews with any witnesses, and an examination of any relevant documents or other evidence. In appropriate circumstances, school officials may request relevant medical records or documentation from the student.
2. As a general guideline, an investigation should be completed within a reasonable time period, but no more than 60 days from the initial report absent good cause. The parties will be notified in writing of any extension and the reason for it.
3. At the conclusion of the investigation, the Executive Director or designee shall prepare a written report that sets forth the findings of the investigation and the evidence in support of the findings. A copy of the report will be provided to the Board or designee and will be available to the student making the complaint or the student's parent/guardian, but will not include information on other students protected by federal or state privacy laws.

Resolution of the Complaint

1. If it is determined that the sexual harassment occurred, the Executive Director shall recommend appropriate corrective and disciplinary action to prevent a recurrence of the harassment.
2. Appropriate corrective action may include, but is not limited to, reprimand, suspension, non-renewal or termination of an employee offender or the suspension or expulsion of a student offender. Appropriate procedures will be followed where required by law.

Request for Review

1. The complainant may ask the Executive Director to reconsider the result of the investigation and any corrective measures taken.
2. If still dissatisfied, the complainant may ask the Board Chair or designee to review the matter. The Board Chair or designee, at his/her option, may agree to review the matter or may decline to do so. The request for review shall be made in writing and shall include the reasons why the complainant believes a different result should have been reached.

Nondisclosure of Proceedings

1. Except as otherwise required by law, complaints and investigations under this procedure shall be disclosed only to those persons who have a need to know for purposes of investigating or resolving the complaint. All disclosures are subject to state and federal privacy laws. Any employee or student who releases information in violation of this procedure shall be subject to disciplinary action.
2. The Executive Director or designee shall maintain the files and records relating to reports and investigations of sexual harassment.

No Retaliation

Retaliating against anyone for filing a complaint or for participating in an investigation of a complaint filed under this procedure is prohibited. Any employee or student who retaliates in violation of this procedure shall be subject to disciplinary action. However, students or employees who knowingly make false charges of harassment may be subject to disciplinary action as well as any civil or criminal legal proceedings.

Publication and Notification

The school's policy and procedure on sexual harassment will be explained to all students and school employees. A summary of the policy and procedure shall be included in student handbooks.

As required by O.C.G.A. 20-2-1184, the Executive Director or designee who receives a report of a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) and has a reasonable cause to believe that the report is valid must immediately report the matter to the Board and the Board's legal counsel. These offenses include, but are not limited to, sexual battery, rape and molestation.

Civil Rights Concerns

The Board requires full compliance with all federal and state non-discrimination laws, including but not limited to: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Equal Pay Act of 1963, Pregnancy Discrimination Act, Age Discrimination Act of 1975 (Age Act), Age Discrimination and Employment Act (ADEA), Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Boy Scouts of America Equal Access Act of 2001, and Public Law 101-476, Individuals with Disabilities Education Act (IDEA).

These laws prohibit, and ICSAtlanta forbids discrimination on the basis of age, race, color, national origin, religion, sex, disability, pregnancy, and veteran status in all

school programs and activities. This includes academic, extracurricular, athletic, and other school programs, as well as during field trips, and in school classes or training programs that take place off school grounds. Sexual harassment is a form of sex discrimination prohibited by Title IX. ICSAtlanta is committed to upholding these laws and takes discriminatory behaviors seriously.

The Executive Director handles inquiries or concerns regarding the school's non-discrimination policies. Alternatively, a parent or student may contact the Board Chair to share concerns. The Board Chair's contact information is:

Board Chair
ICSAtlanta
1335 Northmeadow Parkway, Ste. 100
Roswell, GA 30076
board@icsatlanta.org
470-222-7240

Finally, discrimination complaints may also be filed directly with the Equal Employment Opportunity Commission, Sam Nunn Atlanta Federal Center, 100 Alabama Street, SW, Suite 4R30, Atlanta, GA 30303 or the U.S. Department of Education, Atlanta Office for Civil Rights, 61 Forsyth St. S.W., Suite 19T70, Atlanta, GA 30303-3104.

Parents' Right to Know

In compliance with the requirements of the Every Student Succeeds Act, ICSAtlanta informs parents that you may request information regarding the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher:
    - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's or paraprofessional's qualifications, please contact the Executive Director.

Technology Use

Cell Phone/Smart Phone Use

Please review the cell phone use policy contained in Rule 18 and Rule 20 of the Student Code of Conduct. While cell phones can be an important communication and safety device for families, their use during the school day may be prohibited and can be quite disruptive.

Cell phones/smart phones containing evidence of potential criminal activity, including types of pornography, may be permanently confiscated and provided to law enforcement.
Students who use cell phones or visual recording devices to participate in inappropriate behavior or film inappropriate activity at school or to violate someone's privacy may also be charged with a violation of the Student Code of Conduct. (See, e.g., Rule 1b, 18 and 22) Behaviors that could result in disciplinary action include, but are not limited to, sending or showing an inappropriate picture/video to another (other than a staff member); sending or showing a picture/video of a student's misconduct to another (other than a staff member); or knowingly viewing an inappropriate picture/video on another's device. Students charged with violating the Student Code of Conduct may have the device confiscated by the school administrator or designee. ICSAtlanta is not responsible for electronic devices on school property or at school sponsored events.

Harassment and Inappropriate Technology Use

Parents should have a serious conversation with their students about the harmful effects of sending out inappropriate videos, pictures or information, or using technology to harass or threaten someone. Students should also be told about the serious emotional, educational, and criminal impacts that harassing, bullying, or threatening another, or sending or viewing sexually explicit information, may have. Georgia law and the Student Code of Conduct permit serious penalties for students who engage in these behaviors. For instance, these behaviors can result in criminal charges for terroristic threats or child pornography.

Social Networking Websites

Social networking websites and applications such as Twitter, Instagram, or Facebook, offer a positive opportunity to interact; however, when used inappropriately, these sites can become a hurtful or dangerous place for students.

Students are sharing information or acting upon negative information that they have posted or read. This creates disruptions to student relationships and the learning environment. ***Please talk with your child about the importance of never posting or sharing something mean, hurtful, profane, or obscene online or through other technology.***

Recommendations for Parents about Technology

Open communication and being able to access and review the content of your child's social media accounts, internet use and cell phone use is a step in the right direction for student safety. Remember that students sometimes share personal information that jeopardizes their safety such as suggestive photos, substance use, weapons, personal cell numbers, personal diary or blog, or current location.
Online predators may use this information to search for potential victims. These predators may also pose as teenagers or young adults in order to establish relationships with young people.

ICSAtlanta Device Fines

If your student is assigned (on a temporary or long-term basis) to use a device (tablets, laptops, computers accessories) owned by ICSAtlanta, fines will apply for lost, stolen, damaged, or destroyed items. A student who fails to return a device or any accessories or peripherals will be responsible for the full replacement cost of the item that was not returned.

Responsible Use of ICSAtlanta Network

The ICSAtlanta Responsible Use Policy is designed to prevent unauthorized access and other unlawful activities by staff and students, to prevent unauthorized disclosures of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA) of 2000, and the Family Education Rights and Privacy Act (FERPA) of 1974 while using the ICSAtlanta network.

ICSAtlanta maintains a network that includes all ICSAtlanta electronic devices, software, data, communications services, storage media and access to internal and external networks (Internet). Access to the network is the property of ICSAtlanta, and shall be used solely in support of ICSAtlanta's instructional and administrative programs. Use of this property is a privilege that may be discontinued at any time. The existing network is exclusively intended for employees, students and guests using ICSAtlanta-IT approved network resources.

All use of the network should be consistent with the school's goal to promote educational excellence. The network should be used only in a responsible, ethical and lawful manner in ways that contribute to communication, collaboration, creativity, and critical thinking. Any unauthorized use of the network or any failure to comply with the local and system-wide provisions relating to use of the network will be grounds for disciplinary and/or legal action.

The Executive Director, Campus Directors, and technology personnel shall be responsible for monitoring all use of the network at their facilities. Student access to the network shall be under the supervision of a teacher or other appropriate staff member. There is currently no charge for access to the network when used in accordance with Board policy and procedures.

Internet Safety

The Executive Director (also serving as Superintendent) shall, with respect to any computers, portable, mobile, or other electronic devices belonging to ICSAtlanta and having access to the Internet:

1. Ensure that a qualifying "technology protection measure," as that term is defined in section 1703(b)(1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
2. Institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.
3. Ensure that measures are in place to support order FCC 11-125, which requires that a school's Internet safety policy provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards and in chat rooms and cyber bullying awareness and response.

The Executive Director shall, with respect to access to the Internet by or through computers, portable, mobile, or other electronic devices belonging to ICSAtlanta, institute, maintain and enforce procedures or guidelines which:

1. Provide for monitoring a school's Internet safety policy to ensure it provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards and in chat rooms and cyber bullying awareness and response.
2. Record all users' online activities and to access, review, copy, store or delete any electronic communication or files and disclose this information as deemed necessary. Users should have no expectation of privacy regarding their use of ICSAtlanta property, networks, and/or Internet access or files; including email. Students/staff using unapproved Virtual Private Network (VPN) filters to bypass ICSAtlanta content filters, while using enterprise network, will be subject to disciplinary action.
3. Are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
4. Are designed to prevent unauthorized access, including so-called "hacking," impersonations, service disruptions and/or any other unauthorized activities by minors online;
5. Are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
6. Are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000. While this Act specifically references minors, the protections listed above should apply to all users of the school system network.

All users of ICSAtlanta's networks, computers, portable, mobile, and/or other electronic devices must complete a Responsible Use Agreement and the annual Security Awareness Training, prior to use of electronic networks, computers, portable, mobile, and/or other electronic devices each school year. This includes, but is not limited to teachers, administrators, paraprofessionals, clerical staff, maintenance and facilities staff, technology staff, vendors, students, parents, and volunteers.

Computer, Internet, Email, and Network Operating Guidelines

Responsible Use Agreement

The following document outlines guidelines for the use of computing systems and facilities located at or operated by ICSAtlanta. The definition of ICSAtlanta information and data resources includes any computer, server, network, portable, mobile, cloud resources, or other electronic device provided by ICSAtlanta, or access provided or supported by ICSAtlanta, including the Internet. Use of the computer facilities includes the use of data/programs stored on ICSAtlanta computing systems, data/programs stored on magnetic tape, CD-ROMs, DVD-ROMs, computer peripherals, or other digital storage media that is owned and maintained by ICSAtlanta. The "user" of the system is the person requesting an account (or accounts) in order to perform work in support of ICSAtlanta programs or a project authorized for ICSAtlanta. The purpose of these guidelines is to ensure that all ICSAtlanta technology users share

ICSAtlanta technology resources in an effective, efficient, ethical and lawful manner. Employees who violate the Responsible Use Agreement could be subject to disciplinary action, up to and including termination. Students who violate the Responsible Use Agreement could be subject to any appropriate disciplinary action.

Accessing the Network and Instructional Resources

The Board recognizes that ICSAtlanta's networks provide access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of these resources must be in support of, and consistent with the vision, mission and goals established by the ICSAtlanta Governing Board and for the purpose of instructional support or administrative functions. All users of the ICSAtlanta network and/or other informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

ICSAtlanta encourages the use of the Internet, hardware, and software tools to support teaching and learning. It is the responsibility of each teacher to verify that the resources he/she chooses, besides those chosen by ICSAtlanta administration, are curriculum- related and aligned with the mission and vision of ICSAtlanta.

Harmful and Offensive Material

ICSAtlanta recognizes its inability to control all information available via the Internet. Some of the information that can be accessed via the Internet may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. ICSAtlanta strongly encourages parents to discuss the appropriate access of information and materials with their students. Students who violate the Student Code of Conduct in relation to access and/or distribution of harmful or offensive materials may be subject to disciplinary action.

The Children's Internet Protection Act and Family Education Rights and Privacy Act

In compliance with the Children's Internet Protection Act (CIPA), ICSAtlanta is

required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using email, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

This Responsible Use Agreement, with other ICSAtlanta policies, procedures, and operating guidelines, complies and will continue to comply with CIPA as outlined below.

1. In accordance to Children's Internet Protection Act ("CIPA"), ICSAtlanta blocks or filters content over the Internet that ICSAtlanta considers inappropriate for minors via a technology protection measure. This includes pornography, obscene material, and other material that may be harmful to minors. ICSAtlanta may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. ICSAtlanta may, in its discretion, disable such filtering for certain adult users for bona-fide research or other lawful educational or business purposes.
2. ICSAtlanta educates students and minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
3. Users, including minors, may not access inappropriate material in violation of ICSAtlanta's policies, procedures, or guidelines.
4. ICSAtlanta will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

5. ICSAtlanta will work to prevent unauthorized access, including "hacking" and other unlawful activities by minors online.
6. ICSAtlanta will work to prevent the unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors. The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that protects the privacy of education records. Under FERPA guidelines, parents or eligible employees have the right to inspect and review the students’ education records maintained by the school.

Content Filtering

ICSAtlanta maintains an Internet filtering system that includes filtering categories. The Information Technology Department maintains a published list of Internet filtering settings by category that have been deemed appropriate based on a review by ICSAtlanta Administration.

Teachers are expected to monitor usage of technology in the classroom. All Internet-based activities should be conducted using the ICSAtlanta network to allow for filtered access that is appropriate for student use.

Faculty and staff have the option to request a site be unblocked if it has been determined to be free of visual depictions that are: (i) obscene, (ii) child pornography, or (iii) "harmful to minors, and the site is to be used for instructional purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. Examples include unapproved third-party VPNs and Proxys, used to bypass content filters.

Copyright Considerations

Many written materials are the personal property of the author or other persons. Copyright laws protect these ownership interests. It is not always possible, particularly in the midst of classroom activity, to know whether a particular material is protected by copyright laws and, if so, whether a particular use is permitted as "fair use." Therefore, students and employees should assume that any material they access on the ICSAtlanta Network is the property of another and that use of the material is restricted by copyright laws, unless there is definitive evidence to the contrary.

Material downloaded from the ICSAtlanta Network should not be distributed to others unless such permission is obtained from the owner of the copyright or his/her authorized representative. Users shall not upload computer programs or software of any kind onto the ICSAtlanta Network unless they obtain permission in advance from authorized school personnel. ICSAtlanta accepts no responsibility for violation of copyright laws by employees, students or other users.

Public Posting Areas

Messages can be posted on the Internet from computer systems around the world. ICSAtlanta has no control over the content of messages posted from external systems. ICSAtlanta staff will determine which discussion boards, blogs, wikis and groups are most beneficial to the educational mission of ICSAtlanta. Use of external content not approved by ICSAtlanta staff is prohibited. Messages posted locally may be removed by school personnel if they are in violation of Board policy, procedures, or school rules. Misuse of discussion boards or groups may result in termination of the user's access and/or other disciplinary measures.

Real-time Interactive Communications Areas

Students, employees, and other users are expected to use the real-time conference and communication features of the ICSAtlanta Network for educational or work-related communications only. Users must abide by any restrictions posted on the Network regarding interactive communications.

Use of the Internet and Email

Users will comply with all Federal and State laws, and all ICSAtlanta policies when accessing their account.

This includes, but is not limited to:

1. User accounts may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, cyberbullying, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, unauthorized access to the systems, data, or network of ICSAtlanta or a third party (including "hacking"), and/or service disruptions (e.g. spreading computer viruses and/or denying services).
2. User accounts may not be used in any way that violates ICSAtlanta policies, procedures, or operating guidelines. Users engaging in online behavior that is not consistent with the mission of ICSAtlanta, that misrepresent ICSAtlanta, or that violates any ICSAtlanta policy is prohibited.
3. ICSAtlanta prohibits use of the network for mass unsolicited mailings, access for non- employees to ICSAtlanta resources or network facilities, competitive commercial activity unless pre-approved by ICSAtlanta, and/or the dissemination of chain letters.
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to ICSAtlanta or another individual without authorized permission.
5. In the interest of maintaining network performance, users should refrain from sending unreasonably large email attachments.
6. Accessing wireless “hotspots” with ICSAtlanta technology at public and/or unsecure locations should be avoided to prevent the breach of confidential data and information.

Transmission and Storage of PII & FERPA-Protected Information

It is the responsibility of all ICSAtlanta employees and contractors to protect sensitive data, and personally identifiable information (PII) in a professional manner. ICSAtlanta employees and contractors will not be granted access to sensitive information that is not authorized based upon a job-related need to know or for a job-related legitimate educational purpose. This includes accessing data on ICSAtlanta devices as well as devices containing ICSAtlanta data owned or rented by employees and contractors. Sensitive information includes, but is not limited to:

1. Student or parents name, address, telephone number, and social security number
2. Student ID, grade, attendance, medical, or transcript information
3. Student or parent financial aid or similar financial information
4. Race/Ethnicity, birth date, age
5. Employee name, address, telephone number
6. Employee payroll and benefits information
7. Any information which by itself or if combined with other information would allow a person to be able to discretely identify an individual

Monitoring the Enterprise Network, E-mail, and Internet Usage

Use of the ICSAtlanta Network is limited to the support of ICSAtlanta’s educational mission. Therefore, information transmitted or received over the ICSAtlanta Network (including email) should not be considered "personal" or "private." Messages may be opened and read by ICSAtlanta administration or other appropriate personnel without the consent of the sender or intended recipient. Local, state, and/or federal officials may also obtain access to electronic communications in connection with investigations or other purposes. In addition, messages sent over the ICSAtlanta Network may be subject to disclosure under the Open Records Act. Therefore, use of the ICSAtlanta Network for transmitting confidential student or personnel information should be avoided. In addition, an employee found to have used this medium for purposes contrary to this procedure may have privileges terminated and may be subject to disciplinary action pursuant to Board policies, procedures, and/or operating guidelines.

Cellular Communications, Telephone, Computers, Laptops & Tablets and Other Charges

Use of the ICSAtlanta Network in the manner permitted by ICSAtlanta should not generate any additional costs or charges to ICSAtlanta. Therefore, users will not be charged for such use. However, if the ICSAtlanta Network is used in a manner that is not allowed by ICSAtlanta, the users engaged in such disallowed uses will be required to pay all costs incurred. In addition, misuse of the ICSAtlanta Network in this manner may result in loss of access or other punitive action up to and including termination of employment.

Portable, mobile, hand-held, or other electronic devices and/or associated accessories for these devices should be used solely to support the vision and mission of ICSAtlanta.

Usage of ICSAtlanta-issued electronic devices will comply with all Federal and State laws, and all ICSAtlanta policies, procedures, and operating guidelines. This includes, but is not limited to, the following:

1. Devices may not be used for illegal or unlawful purposes, including, but not limited to, obscenity, libel, slander, fraud, defamation, harassment, intimidation, impersonation, illegal gambling, or soliciting for illegal pyramid schemes.
2. Devices may not be used in any way that violates ICSAtlanta policies, procedures, or operating guidelines. Use of a device in a manner that is not consistent with the mission of ICSAtlanta or that misrepresents ICSAtlanta is prohibited.

Information transmitted or received over ICSAtlanta-issued portable, mobile, hand-held or other electronic devices should not be considered “personal” or “private.” Local, state or federal officials may obtain access to records of calls or texts placed via ICSAtlanta-issued electronic devices in connection with investigations or other purposes. These records may also be subject to disclosure under the Open Records Act.

Use of ICSAtlanta-issued devices in the manner permitted by the ICSAtlanta should not generate additional costs or charges to ICSAtlanta. Therefore, users will not be charged for such use. However, if ICSAtlanta-issued electronic devices are used in a manner that is not permitted, the users engaged in such disallowed uses will be required to pay all costs incurred.

Misuse of ICSAtlanta-issued electronic devices may result in a loss of access privileges and/or other disciplinary measures. Users who are issued a device are expected to exercise reasonable caution in conducting business related communications i.e. when in public, when driving, etc. Hands free devices should be used when driving. Texting while driving is strictly prohibited per OCGA 40-6-241.2.

Electronic devices that are issued to employees are the responsibility of that employee. Electronic devices that are damaged under normal wear and tear by employees will be replaced at no cost. Employee devices that are otherwise damaged will be replaced at the contract rate afforded ICSAtlanta. Employees may be required to cover some or all the expense. In the event that an employee resigns or is terminated, the impacted employee must surrender the equipment immediately upon request. If the employee is unable to present the equipment in good working order, ICSAtlanta shall expect the employee to reimburse ICSAtlanta for the cost of a replacement device.

User Identification Information

ICSAtlanta may occasionally require new or updated information from users. Users must provide all such information as requested. Users also must notify the administration of any changes in user identification information (address, phone, name, etc.).

Passwords provide an important means of protecting network access and preventing unauthorized access to data. Therefore, sharing your passwords, attempting to log on to resources using another

person's password, falsely posing as an ICSAtlanta administrator, or engaging in other security violations will be grounds for termination of privileges and other disciplinary measures. Users should immediately notify an administrator if their password is lost or stolen or if they believe that someone has obtained unauthorized access to their account password.

All users will be prompted to change their passwords periodically.

The following guidelines will help you create and maintain passwords that are not easily compromised.

- Do not use birthdates or any other numeric sequence that can be easily associated with you.
- Do not use names of family members, friends, pets, hobbies, etc.
- Do not use the same password repeatedly by changing the last digit or number of the password.
- Never share passwords with anyone. Do not reply to an email asking for passwords or any other personal information such as bank accounts. Do not provide passwords or personal information to a telephone caller who may claim to be “tech support”.
- Change your password immediately if you suspect it has been compromised or if someone has obtained your password. If you suspect someone has accessed your account, or if you suspect any type of security breach, contact the IT Specialist immediately.
- Be careful about where passwords are saved automatically on devices or websites.
- Some dialog boxes, such as those for remote access or logon, allow you to save or remember a password. Selecting this option poses a potential security threat if someone was to gain unauthorized access to your device.

Vandalism

Computer vandalism is prohibited and may result in disciplinary actions. Prohibited conduct includes creating computer viruses, service disruptions, harming or attempting to harm or destroy ICSAtlanta’s hardware, software or data; harming or attempting to harm the data of another user, the network or any of the agencies or other networks that are connected to the ICSAtlanta Network; and harming or attempting to harm the hardware, software, or data of a third party. Abuse of a computer system may also subject the abuser to criminal penalties.

Reporting Loss/Theft of Equipment or Data

ICSAtlanta employees and contractors who possess ICSAtlanta-owned laptop computers and mobile devices are expected to secure them whenever they are left unattended, and it is the employee or contractor’s responsibility to protect the device and data during domestic and international travel. In the event an ICSAtlanta-owned or managed laptop computer or mobile device is lost or stolen, the theft or loss must be reported immediately to the ICSAtlanta Executive Director, Campus Director, and/or IT Specialist.

Termination of Privileges

An employee's access to, and use of, the ICSAtlanta network will be discontinued when his/her employment is suspended or terminated either voluntarily or involuntarily. An employee who disagrees with a decision to suspend or terminate access to the network may file a complaint under the appropriate employee complaint procedure.

A student's access to, and use of, the ICSAtlanta Network will be discontinued when the student graduates from middle school, withdraws from ICSAtlanta, or is expelled by ICSAtlanta. A student whose access to the ICSAtlanta Network has been suspended or terminated may request, in writing, a review of the decision by the Executive Director or his/her designee. Whenever possible, a final determination shall be sent to the student in writing within ten working days of receipt of the request for a review.

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, and 16-9-93, as well as United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including termination of employment or contract with ICSAtlanta and criminal prosecution. The Federal Educational Rights and Privacy Act (FERPA) applies to all teachers, employees, and school officials that have access to student data.

At no time should student identifying information be broadcast or disclosed in communications sent outside the ICSAtlanta Network without parental permission for such activities. Teachers should closely monitor classroom activities where students are communicating outside of ICSAtlanta.

Regardless of the activity type, student privacy should never be compromised.

ICSAtlanta technology use is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact ICSAtlanta at info@icsatlanta.org or at the following address:

504 Coordinator
Christen Ramo
International Charter School of Atlanta
1335 Northmeadow Pkwy, Suite 100. Roswell, GA 30076
christen.ramo@icsatlanta.org
470-222-7240

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other ICSAtlanta employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

Overview

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

Hearing Request

The Request for the Hearing must include the following:

1. The name of the student.
2. The address of the residence of the student.
3. The name of the school the student is attending.
4. The decision that is the subject of the hearing.
5. The requested reasons for review.
6. The proposed remedy sought by the grievant.
7. 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

ICSAtlanta 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 ICSAtlanta must agree to participate. The grievant may terminate the mediation at any time.

If the mediation is terminated without an agreement, ICSAtlanta will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures

1. 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.
2. Upon a showing of good cause by the grievant or ICSAtlanta, 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.
3. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
4. 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.
5. 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 representatives of ICSAtlanta, 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.
6. 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.
7. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
8. The hearing shall be closed to the public.
9. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
10. 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.
11. 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.
12. Unless otherwise required by law, the impartial review official shall uphold the action of ICSAtlanta unless the grievant can prove that a preponderance of the evidence supports his or her claim.
13. 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.

Restraint of Students

Definitions

"Chemical Restraint" means 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. (**Use of chemical restraint is prohibited at ICSAtlanta.**)

"Mechanical Restraint" means 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. (**Use of mechanical restraint is prohibited at ICSAtlanta.**)

"Physical Restraint" means 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, chemical restraint, or seclusion. 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" means 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. (**Use of prone restraint is prohibited at ICSAtlanta.**)

"Seclusion" – is 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 (defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined), in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. (**Use of seclusion is prohibited at ICSAtlanta.**)

Use of Physical Restraint at ICSAtlanta

1. Physical restraint may be used at ICSAtlanta only in situations in which the student is an immediate danger to himself/herself or others i.e. actively hurting themselves or others, or is in immediate danger of hurting themselves or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.
2. Physical restraint is prohibited at ICSAtlanta as a form of discipline or punishment; when the student cannot be safely restrained; or when the use of intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's education records.
3. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself/herself or others or if the student is observed to be in severe distress.
4. Whenever possible, all physical restraints should be observed and monitored by another adult to ensure student and staff safety.

5. Whenever possible, only faculty and staff trained in the use of physical restraint will physically restrain students. In situations when a trained staff member is not present, but a student must be physically restrained in accordance with this Policy, the student may be restrained. In such situations, individuals present should be directed to summon trained staff and/or seek assistance as quickly as possible.
6. ICSAtlanta may designate a Crisis Response Team to safely manage students in crisis – the team may consist of administrator(s); counselor(s); social workers; staff experienced (or trained) in de-escalation, communication, and/or some form of res

Training on Use of Physical Restraint

1. The Executive Director and/or designee shall make available appropriate training to ICSAtlanta faculty and staff on the appropriate use of physical restraint. This training will be provided as part of a program which addresses a full continuum of positive behavioral intervention strategies, as well as prevention and de-escalation techniques.
2. The Executive Director and/or designee will identify for training those staff members deemed appropriate based on their employment positions.
3. ICSAtlanta will maintain written and/or electronic documentation on training provided and the list of participants in each training. Records of such training will be made available to the State Department of Education or any member of the public upon request.

Documentation of Physical Restraint

1. The use of physical restraint will be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. Staff and faculty should use ICSAtlanta's Incident Report Form (or equivalent) to document the use of physical restraint.
2. ICSAtlanta shall maintain a copy of completed Restraint Incident Report Form (or equivalent), as well as any other summary reports, in accordance with the requirements of the State Department of Education and existing record retention schedules.
3. Staff and faculty should electronically report student restraint in ICSAtlanta's Student Information System.

Parental Notification

1. Parents shall be informed within one (1) school day when a physical restraint is used and shall be provided a copy of the completed Incident Report Form (or equivalent) at that time. Parents and ICSAtlanta may mutually agree that notification may be provided via email.
2. ICSAtlanta will provide information to parents about ICSAtlanta policies governing the use of physical restraint by posting this Policy on its website and by including it in its Student Handbook.

Limitations

1. Nothing in this Policy shall be construed to prohibit ICSAtlanta or an ICSAtlanta employee from taking appropriate actions to diffuse a student fight or altercation.
2. Nothing in this Policy shall be construed to eliminate or restrict the ability of an ICSAtlanta employee to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this Policy shall be construed to impose ministerial duties on any ICSAtlanta employee.
3. Nothing in this Policy limits the ability of ICSAtlanta staff to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this Policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
4. Nothing in this Policy shall be construed to go beyond or as inconsistent with the requirements of State Board of Education Rule 160-5-1-.35.
5. The use of physical restraint ICSAtlanta, as well as this Policy and the Incident Report Form, shall be reviewed by ICSAtlanta at least annually.

Parent Information Guide

Directory Information Statement – FERPA

Rights under the Family Educational Rights and Privacy Act

1. The right to inspect and review the student's education records within 45 days of the day ICSAtlanta receives a request for access.

   Parents or eligible students should submit to the Executive Director a written request that identifies the records they wish to inspect. The campus director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask ICSAtlanta to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write to the Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If ICSAtlanta decides not to amend the record as requested by the parent or eligible student, ICSAtlanta will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA, specifically 34 C.F.R. § 99.31 authorizes disclosure without consent.

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

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, ICSAtlanta discloses educational records, without consent, to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the International Charter School of Atlanta (ICSAtlanta) to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA), in accordance with 34 C.F.R. §§ 99.63 and 99.64. The name and address of the Office that administers FERPA is:
   Student Privacy Policy Office (SPPO)
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5920

5. According to 34 C.F.R. §§ 99.31(a)(11) and 99.37, ICSAtlanta may disclose appropriately designated "directory information," for educational compliance purposes, to governmental

agencies and offices, to non-profit entities for school support purposes, or to educational technology providers as deemed appropriate to access educational services, without written consent, unless you have advised ICSAtlanta to the contrary in accordance with ICSAtlanta procedures. ICSAtlanta may include personally identifiable information in school publications such as a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports event publications, such as a football game program. ICSAtlanta teachers and ICSAtlanta may also display directory information on the ICSAtlanta or classroom websites or blogs for the purposes of recognizing student achievement or informing the community about school or ICSAtlanta events.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes a student's name, address, email addresses, phone number(s), date and place of birth, grade level, dates of attendance and most recent previous school attended, degrees/honors/awards received, photograph/peripheral student images or audio (see information below), participation in school activities and sports, as well as weight and height of members of athletic teams, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems (subject to ICSAtlanta's determination that this information cannot be used to access education records without a PIN, password, etc.--a student's SSN, in whole or in part, cannot be used for this purpose) or similar information.

ICSAtlanta records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, lunchrooms, classrooms, and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school publications, and websites. In many cases, recordings contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class and attending to classroom or school activities.

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

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student's Campus Director, within ten calendar days of the student's enrollment.

Protection of Directory Information for Students Who Have Opted Out

ICSAtlanta maintains a process to ensure that directory information for any student whose parent or eligible student has opted out of disclosure is not released. Once a written opt-out request is received, the school records that designation in its system and communicates it to all relevant departments. Staff are instructed that no directory information about the student may be published or shared—whether in print, electronic, or online form—without written consent from the parent or eligible student. This protection remains in effect until the parent or eligible student rescinds the opt-out in writing. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Compulsory Education OCGA § 20-2-690.1:

Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that

has more than 5 unexcused absences*, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

- Fine – not less than $25.00 and not greater than $100.00
- Imprisonment – not to exceed 30 days
- Community Service – or any combination of such penalties at the discretion of the courts
- Each day absent after 5 unexcused absences will constitute a separate offense

*Additional information on unexcused absences and consequences are outlined in the Student of Code of Conduct.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
    1. Any other protected information survey, regardless of funding,
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise, distribute the information to others.
- Inspect, upon request and before administration or use
    1. Protected information surveys of students,
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional materials used as part of the educational curriculum

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

ICSAtlanta will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ICSAtlanta will also directly notify (such as through U.S. Mail, email, or hand delivery) parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. ICSAtlanta will make this notification to parents at the beginning of the school year if ICSAtlanta has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their

child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

COPPA Notice

ICSAtlanta uses software, applications, and online tools to facilitate learning. Before using these tools, we wanted to make you aware of federal regulations that apply to operators of many of these products.

In order for students to use these tools, certain personal information must be provided to the operator. Under the Children's Online Privacy Protection Act (COPPA), these operators must provide notification and obtain consent before collecting personal information from children under the age of 13. However, schools may act on behalf of the parent and can consent to the collection of students' information on the parent's behalf. For more information on COPPA, please visit http://www.ftc.gov/privacy/coppafaqs.shtm.

ICSAtlanta is providing you with this notice that our staff will provide consent to allow an account to be created for your child, and to allow information about your child to be shared with certain software, application ("app"), or online providers.

If you would like more information about our providers, please visit email info@icsatlanta.org.

If you do not wish for the school to provide consent on your behalf, please contact the Executive Director by email, fax or letter.

International Charter School of Atlanta (ICSAtlanta) Code of Conduct & Discipline Parent and Student Acknowledgement Form

Must be acknowledged during enrollment.

We have received the Student Code of Conduct & Discipline Handbook and all included documents, and understand that we are responsible for reading and understanding this information. Parents are responsible for ensuring their student(s) understand this information.

We also understand that this Student Code of Conduct & Discipline Handbook contains rules that students are expected to follow, including but not limited to, rules that must be followed at school, on school grounds; off school grounds at a school activity, function or event, going to and from school or other transportation provided by ICSAtlanta; while in any vehicle used in connection with a school function or activity, or while using the school technology resources.

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

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

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

We understand that each student will be provided one copy of this Student Code of Conduct. Anyone requiring an additional copy should contact ICSAtlanta or review a copy on the website at www.icsatlanta.org.

If I/We have any questions about the enclosed information, I/We will ask a school administrator to discuss those questions. **Failure to acknowledge this form does not relieve me/us or my/our child(ren) from complying with and understanding the information enclosed in the Student Code of Conduct & Discipline Handbook.**