



**INTERNATIONAL ACADEMY OF SMYRNA  
FAMILY HANDBOOK  
2019-2020  
Grades: Kindergarten – 4<sup>th</sup> Grade  
5<sup>th</sup>/6<sup>th</sup> Grade Global Academy**

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This handbook belongs to \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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## **School Background**

### **IAS Mission Statement**

The International Academy of Smyrna is a community partnership which provides an engaging, scholar-centered environment and rigorous, relevant curriculum that promote the development of critical thinking skills. Our graduates will be well-rounded world citizens who are academically prepared to meet the challenges and opportunities of the future.

### **Scholar Mission Statement**

Our goal is to be global thinkers who are caring, open-minded achievers, and life-long learners.

### **International Baccalaureate Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage scholars across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Charter Schools**

Charter schools are public schools of choice that have greater flexibility in implementing different teaching methods and philosophies. A charter school operates according to the terms of a charter, or contract, that have been approved by, in our case, Georgia's State Charter Schools Commission (SCSC). The charter school may request waivers from certain provisions of Georgia state law and any state or local rule, regulation, policy, or procedure relating to schools in the school district. In exchange for this flexibility, the charter school is bound by contract to be held accountable for meeting the performance-based objectives specified in the charter.

Please [visit our website at www.iasmyrna.org](http://www.iasmyrna.org) to view the complete charter agreement.

### **IAS Governing Board**

The Governing Boarding of the International Academy of Smyrna is the Learning Center Foundation of Central Cobb, Inc. (LCFCC). The LCFCC operates as a nonprofit corporation under the laws of Georgia. The governing board will focus on policy issues and entrust the day- to-day management of the school to the Head of School who will in turn be accountable to the Board for the performance of the school and the teachers.

**The Governing Board will be responsible for:**

- Maintaining the mission and vision of International Academy of Smyrna;
- Managing the business, property, and affairs of the corporation;
- Approving of the Head of School, and designated team members, to administer and operate IAS;
- Completing an annual evaluation of the school Head of School (using Leader Keys Evaluation System);
- Setting overall curricular policy, including veto control over all elements of the curriculum; (Other curricular matters will be the responsibility of the Head of School, teachers and other staff members.)
- Measuring accountability goals and objectives;
- Establishing an overall policy for IAS;
- Approving the annual budget of anticipated income and expenditures, and the causing of the preparation of the annual financial audit report;
- Filing an annual report to the School Board, to be made available to all parents of all scholars of IAS
- Reviewing the annual School Climate Survey and assessment data to evaluate the effectiveness of IAS Improvement Plan\*;
- Interacting with the School Advisory Council (see below) to address the concerns of teachers, parents, scholars, and community members with respect to IAS affairs;
- Maintaining written records of attendance and minutes of Board meetings;
- Nominating community replacements when member terms expire;
- Reporting to the chartering authority; and
- Selecting management oversight to assure checks/balances for academics, fiscal matters and board governance.

To contact the Board, please email [iasboard@iasmyrna.org](mailto:iasboard@iasmyrna.org)

**IAS Board Members**

**Cornell Longino, Chairperson**

Email: [cornell.longino@iasmyrna.org](mailto:cornell.longino@iasmyrna.org)

**Grant Coleman, Vice-Chairperson**

Email: [grant.coleman@iasmyrna.org](mailto:grant.coleman@iasmyrna.org)

**Pam Spalla, Board Member**

Email: [pam.spalla@iasmyrna.org](mailto:pam.spalla@iasmyrna.org)

**Zach Berman, Board Member**

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**Nana Adwoa Boone, Board Member**

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**Marie Davis, Board Member**

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*Education is the most powerful weapon which you can use to change the world.”*

*-Nelson Mandela*

## 2018-2019 Academic Calendar

### July 2018

July 25-July 31 Staff Pre-Planning  
July 31 Sneak-a-Peek

### August 2018

August 1 First Day of School  
August 31 ½ Day: Early Release/Professional Learning (No ASP)

### September 2018

September 3 Labor Day (School Closed)  
September 24-28 Fall Break (School Closed)

### October 2018

October 12 Parent Conferences/No School for Scholars  
October 31 ½ Day: Early Release/Professional Learning (No ASP)

### November 2018

November 16 ½ Day: Early Release/Professional Learning (No ASP)  
November 19-23 Thanksgiving Break (School Closed)

### December 2018

December 21 Last Day of 1st Semester  
December 24-31 Winter Break (School Closed)

### January 2019

January 1-3 Winter Break (School Closed)  
January 4 Staff Workday/No School for Scholars  
January 7 First Day of 2nd Semester  
January 21 MLK Day (School Closed)

### February 2019

February 15 ½ Day: Early Release/Professional Learning (No ASP)  
February 18-22 Midwinter Break (School Closed)

### March 2019

March 8 Parent Conferences/No School for Scholars  
March 22 ½ Day: Early Release/Professional Learning (No ASP)

### April 2019

April 1-5 Spring Break (School Closed)

### May 2019

May 24 Last Day of School for Scholars  
May 27 Memorial Day (School Closed)  
May 28-29 Staff Post-Planning 2018/19  
Testing schedule TBD

Board Approved 11/13/17

## **IAS Handbook**

The IAS Handbook provides scholars and parents with valuable information regarding our school, the academic program and operational procedures. It is important for you to know and understand our guidelines and rules so that your experience at IAS is meaningful and successful. This handbook should serve as a reference for you, but do not hesitate to ask related questions to any staff member.

### **School Academic Information**

#### **Academic Honesty**

International Baccalaureate (IB) programmes encourage you to inquire and to think critically and creatively; you are then asked to give shape to your thinking through oral discussion or presentations, through visual representations and displays, and in multiple forms of writing.

Academic honesty is: making knowledge, understanding, and thinking transparent. Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act.

#### **Academic Dishonesty Cheating**

Academic Dishonesty Cheating is defined as using answers from someone else as your own. An example is copying someone’s work. **Plagiarism** is a form of cheating when you present another person’s work without giving them credit such as using quotation marks or using a bibliography. At IAS, we place high value on honesty. You and your parents should review the guidelines for Academic Dishonesty in the Family Handbook. Scholars who are caught being dishonest will receive “no credit” for the assignment. You may be allowed to make up the assignment at the teacher’s discretion. Repeated offenses of academic dishonesty may result in additional disciplinary action.

#### **Grading Scale**

Assignments will be given to support academic mastery. Assessments will be given to monitor scholar achievement and growth.

All assignments may not be graded because some may be for practice. It is very important for you to complete all assignments so that your teacher knows how to help you and how to assign your grades.

Grades for scholars in kindergarten through sixth grade:

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 0-59

## Progress Reports / Report Cards

Final grades are distributed at the end of each semester. You will receive a progress report every 4 1/2 weeks before the end of the semester. Distribution dates are listed on the calendar which can be found on the school website. Progress reports serve as the official notification to your parents of your academic progress in each content area, and may also serve as an indication that you could receive a low or failing final grade in a particular course.

You and your parents are encouraged to monitor your academic performance by going to your Infinite Campus account. Conferences can be set up by your counselor, if needed.

### **Home-To-School Instructional Connection Homework Expectation**

At IAS, we believe in development of scholar mastery. Homework is not given just for the sake of giving scholars something to do, but instead is an opportunity to provide differentiated support to help enhance and develop a scholar's understanding of a concept or skill. Make sure to check the Infinite Campus portal, teacher websites and email your scholar's teacher to inquire about any assignments. Ask your scholar's teacher if you would like any further assistance supporting your scholar.

### **Weekly Newsletter**

Newsletters are posted weekly to Infinite Campus. In the newsletter, you will learn about upcoming important classroom dates, standards being covered, information regarding the current unit of study, and more! The newsletter is a fantastic way to stay informed, so make sure to check Infinite Campus for the weekly posting.

### **What My Child Is Learning**

Each week teachers will post a newsletter and the standards that the grade level is working on each week, along with supplemental resources that will support learning and the goal of mastery. There will be opportunities throughout the school year for parents to receive training and to understand effective instructional strategies. Parent activities and trainings are posted on the school's website, go to the "School Life" tab and click the Title 1 link.

### **IB Primary Years Programme (PYP)**

The PYP is designed for scholars aged 3 to 12. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is a framework guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as transdisciplinary skills, with a powerful emphasis on inquiry. The PYP is flexible enough to accommodate the demands of most national or local curriculums and provides the best preparation for scholars to engage in the IB Middle Years Programme.



### The IB Primary Years Programme

- addresses scholars' academic, social and emotional well-being
- encourages scholars to develop independence and to take responsibility for their own learning
- supports scholars' efforts to gain understanding of the world and to function comfortably within it
- helps scholars establish personal values as a foundation upon which international-mindedness will develop and flourish.

The six subject areas identified within the IB Primary Years Programme:

- language
- mathematics
- science
- social studies
- arts
- personal, social and physical education

The most significant and distinctive feature of the IB Primary Years Programme are the **six transdisciplinary themes**. These themes provide IB World Schools with the opportunity to incorporate local and global issues into the curriculum and effectively allow scholars to “step up” beyond the confines of learning within subject areas.

- **Who we are**

Inquiry into the nature of the self; beliefs and values; person, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human

- **Where we are in place and time**

Inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationship between and the interconnectedness of individuals and civilizations, from local and global perspectives

- **How we express ourselves**

Inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic

- **How the world works**

Inquiry into the natural world and its laws, the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.

- **How we organize ourselves**

Inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment

- **Sharing the planet**

Inquiry into rights and responsibilities in the struggle to share finite resources with other people and other living things; communities and the relationship within and between them; to equal opportunities; peace and conflict resolution.

## **PYP Scholar Responsibilities**

The IB Learner Profile attributes are the basis for the development of academic integrity in our scholars.

- Scholars take responsibility for their own work.
- Scholars recognize the difference between individual work and group work.
- Scholars give credit to other people working in the group.
- Scholars do not copy other people's work.
- Scholars follow age-appropriate expectations and practices regarding references, citations, quotations and paraphrasing.
- Scholars use information technology and media resources responsibly.

## **PYP Exhibition**

In the final year of the PYP (5<sup>th</sup> Grade), scholars carry out an extended, in-depth, collaborative project known as the PYP Exhibition. This involves scholars working collaboratively to conduct an in-depth inquiry into real life issues or problems. Scholars collectively synthesize all of the essential elements of the PYP in ways that can be shared with the whole school community. It also provides teachers with a powerful and authentic process for assessing scholar understanding.

## **Retention**

At the end of the school year, decisions are made to promote or retain scholars. If a scholar is not ready to be promoted to the next grade, a decision will be made by the placement committee which will include Head of School, teacher. Parents are always informed of the decision in the form of a formal conference. In grades 3 and 5, retention consideration will include your performance on the Georgia Milestones assessment for specific subjects.

## **Scholar Assessments**

Teachers and administrators use multiple assessments throughout the year. There is not a single assessment that can be used to define a child's success. Assessments are essential to understanding the development of individual scholars and to assist in making decisions to best meet their needs. Some of the formal assessments used by IAS are as follows:

### Measures of Academic Progress (MAP)

Scholar interval assessment (universal screening) will be tested using a computer based program (MAP) created by Northwest Evaluation Association (NWEA). The NWEA is a not-for-profit organization committed to helping school districts throughout the nation improve learning for all scholars.

What is the MAP Assessment? NWEA's computerized adaptive tests are called Measure of Academic Progress, or MAP. When taking a MAP test, the difficulty of each question is based on how well a scholar answers all the previous questions. As the scholar answers correctly, questions become more difficult. If the scholar answers incorrectly, the questions become easier.

In an optimal test, a scholar answers approximately half the items correctly and half incorrectly. The final score is an estimate of the scholar's achievement level. Tests developed by NWEA use a scale called RIT to measure scholar achievement and growth. RIT stands for Rasch Unit which is a measurement scale developed to simplify the interpretation of test scores.

Scholars in all grade levels participate in MAP testing multiple times during the school year. Periodic benchmark results will be shared and reviewed as an indicator of scholar mastery and predictor of performance on year-end state assessments.

IAS Benchmark Assessments:

Teachers at IAS will administer common subject assessments to note scholars' progress on identified content standards. The purpose of the assessment is to provide teachers with information regarding scholars' mastery of the content. Analysis and review of Benchmark Assessments will allow teachers to consider ways to adjust and personalize instruction for scholars.

Georgia Kindergarten Inventory of Developing Skills (GKIDS):

The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a year-long, performance-based assessment aligned to the state mandated content standards. The goal of the assessment program is to provide teachers with information about the level of instructional support needed by individual scholars entering kindergarten and first grade. GKIDS will allow teachers to assess scholar performance during instruction, record scholar performance in an online database, and generate reports for instructional planning, progress reports, report cards, SST, and/or parent conferences. Throughout the year, teachers may assess scholars and record GKIDS data based on their school's curriculum map or report card schedule. At the end of the year, summary reports and individual scholar reports will be generated based on the data the teacher has entered throughout the year.

Georgia Milestones:

As a public school, IAS is required to participate in the Georgia Milestones End of Grade Assessment in grades 3, 4, 5 and 6. Scholar score reports are distributed to families following their arrival to the school. The score reports are accompanied by a cover letter that further explains the tests and a guide to interpreting the score reports.

## **Scholar Recognition**

Recognizing scholars for their accomplishments is a way to honor scholars and show appreciation for the hard work and dedication that they have exemplified. Scholars may be acknowledged during the school year for special recognitions and formal ceremonies are held at the end of each year. Make it your goal to receive one of these honors:

- *Head of School's Award (grades K-6):* Straight A's for the semester (Both first and second semester performance will be recognized)
- *A/B Honor Roll (grades K-6):* 80% and above in all classes for the semester (Both first and second semester performance will be recognized)
- *Perfect Attendance (grades K-6):* No absences (excused or unexcused) and no more than five tardies (ES/MS)

## **Scholar Support Services**

**Multi-Tiered System of Supports (MTSS):** MTSS will encompass Response to Intervention (RTI). MTSS goes beyond academics and covers social and emotional supports. Academic and behavior intervention plans are a part of the MTSS approach.

### Special Education Services

IAS provides special services to individuals who meet the eligibility criteria for Special Education as outlined by federal and state guidelines through IDEA. Direct and related services are provided to those individuals who meet the eligibility criteria for autism, emotional disturbance, hearing impairment/deafness, mental delay, multiple disabilities, orthopedic impairment, other health impaired, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment/blindness. IAS staff regularly monitors each scholar's progress and provides support. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Programs (IEP's), maintaining scholar records, and reporting progress are managed by the Special Education department. For further information regarding the special education process, contact your child's teacher.

The special education department at IAS works with all eligible scholars and families to meet scholar's individual needs by accommodating and/or modifying curriculum, instruction, and/or assessment. Special education teachers oversee the services provided to scholars with Individualized Education Programs (IEPs) so that scholars make progress towards their goals. As much as is appropriate, scholars with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with special education teachers and/or with scholars working directly with special education teachers. IAS will follow state and federal guidelines to provide a broad spectrum of special education services to support the specific learning needs of all scholars.

### English Language Learners (ELL)

Families are asked to complete a Home Language Survey as part of the registration process. Information from the survey will be used as a first level screening to ascertain if the scholar may require additional assessment to determine if he/she is eligible for ELL services. In addition to providing ELL services, IAS will provide interpreters for parent/teacher conferences and other school related activities as needed.

### Talented & Gifted Program

The International Academy of Smyrna's gifted program serves scholars who have been identified gifted under the requirements outlined by the Georgia State Department of Education Rule 160-4-2-.38.

All gifted assessments at IAS adhere to the rules and regulations established by the Georgia Department of Education. Scholars are evaluated in four areas: mental abilities, achievement, creativity, and motivation. Nationally normed tests, such as: Iowa 7, Naglier Nonverbal Ability Test, Torrance Tests of Creative Thinking, Gifted Evaluation Scale, Children's Academic Intrinsic Motivation Inventory, or The Cognitive Abilities Test, rating scales, and other approved measures are used as assessment instruments. In the event that a scholar qualifies for evaluation, a letter seeking parental consent to test will be sent home.

Scholars who have been identified as gifted in other counties in the state of Georgia will be eligible to receive gifted services at the International Academy of Smyrna upon verification of gifted eligibility. However, there is currently no mandatory reciprocity with states and scholars who have been identified gifted out of state are not automatically eligible to receive gifted services at the International Academy of Smyrna. Scores received from assessments administered out of state can be considered for identification if they are less than two years old.

## **General Information**

### **Admissions**

**Attendance Zone:** Cobb County, Georgia (within Cobb County School District)

**Admissions and Enrollment:** In accordance with O.C.G.A. 20•2•2066 (1)(A), IAS will admit scholars of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. IAS shall enroll an eligible scholar, as defined by GADOE, who resides within the attendance zone and submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random lottery process.

IAS may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including requests for letters of recommendation, essays, resumes, or information regarding a scholar's school or community activities, grades, test scores, attendance record, or disciplinary history. IAS may use applications for the purpose of verifying the scholar's residence within the school's attendance zone. IAS may gather relevant information from scholars after enrollment is determined. For a detailed list of information that is needed to complete enrollment, refer to the Registration Checklist on the school's website.

If the number of timely applicants received by IAS exceeds the capacity of a program, class, grade level or building, IAS shall ensure that such applicants have an equal chance of being admitted through a random lottery.

Current IAS scholars are provided the opportunity to re-enroll for the upcoming school year prior to new enrollment. During the re-enrollment period, siblings of current scholars will register at that time. For new scholars interested in attending IAS for the following school year, the registration period is from January 15<sup>th</sup> – February 15<sup>th</sup>. Scholars enrolling at IAS are subject to the following priority:

- Siblings of scholars who currently attend IAS;
- Scholars of teachers and staff at IAS; and
- Scholars of the Governing Board.

When there are more registrants than spaces available, IAS will hold a lottery of the scholars who register during the enrollment period. After the lottery is held, scholars are either "accepted" or placed on the waitlist. Scholars who are on the waitlist are given priority over scholars who register after the enrollment period. Once accepted, parents are given a timeframe as to when the enrollment paperwork must be turned in to complete the process. If parents do not bring in their enrollment documentation during the specified timeframe, then the school will deem the acceptance as a rejection and shall fill the vacant spot from the waitlist.

Scholars who apply after the enrollment period are considered as "late registration" and are accepted on a first come, first serve basis once the waitlist has been completed. IAS shall maintain a written waiting list of registered scholars for the current school year only. Parents, therefore, must register every year, even if they are on the waitlist for the current school year. IAS will continue to accept new applications for the waiting list outside of the enrollment period.

## **Attendance Related Procedures**

### **School Hours**

Before School Program	6:30 - 7:10
Morning Carpool	7:10 – 7:45
Instructional Day	7:45 – 2:45
Afternoon Carpool	2:45 – 3:20
After School Program	3:30 – 6:30

**Instructional hours are 7:45 a.m. to 2:45 p.m.** Please schedule all of your child's out-of-school appointments after school hours. Scholars reporting to class after 7:45 a.m. will be considered tardy. If a scholar is not present at least 4 consecutive hours, it will be counted as a full day absence. We encourage parents to schedule appointments after school hours in order to minimize disruption to scholar learning and the classroom. If your appointment must be scheduled during school hours, please ensure that your child is present at least 4 consecutive hours during that school day. If a scholar does not arrive before 11:00 a.m. he/she will be considered absent for the day. Additionally, because seat time is essential to increasing scholars' knowledge and proficiency, scholars who are repeatedly picked up early may experience a decline in scholar achievement. Excessive tardies and/or absences may warrant a referral to IAS administration.

### **Absences**

It is imperative that your child arrive to school on time every day!

Pursuant to the **Georgia Compulsory Attendance Statute, 0.C.G.A. 5 20-2-690, et seq.**, a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Any absence, after the child's school system notifies the parent, guardian, or other person who has charge of a child of five unexcused days of absence, shall be considered a separate offense as related to the penalty.

### **Excused Absences**

A letter written by a parent/guardian and/or licensed physician explaining the reason for absences must be presented to your scholar's teacher on the date of return to school. Failure to submit a note within three school days after a scholar's return from an absence will result in the absence being marked as unexcused. If a scholar has been absent from school 10 or more days during the school year, school Administration and/or a school Counselor may require a doctor's statement verifying illness. Under certain

circumstances, the record for previous year's absences may be reviewed and a doctor's note may be requested before 10 days expire.

Scholars must be in school unless the absence has been permitted or excused for one of the following reasons:

- Illness of scholar
- Illness of immediate family member
- Death in the family
- Religious holidays of the scholar's own faith
- Required court appearance or subpoena by a law enforcement agency
- Scheduled medical or dental appointments
- Utilizing the Georgia Military Family Act

### **Excessive Absences**

The following provisions apply to absences during a school year. School administrators may require and/or initiate contact with parents/guardians if deemed necessary to address the attendance issues of their respective school communities. Likewise, local school administrators may make a referral to the school counselor at any time it is deemed appropriate.

- 1. After Five Absences:** The teacher will contact the parent/guardian by telephone or personal conference regarding attendance when possible. If contact is unsuccessful, then a letter or postcard will be sent. Unexcused Absences: After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. The letter is to include a copy of the Compulsory Attendance Rule.
- 2. After Ten Absences:** A letter will be sent from a school counselor to the parent or guardian regarding attendance. This letter should not be sent for a child with documented excused absences as defined above, unless school administration and/or a school counselor determines it necessary. In addition, a school official shall confer with a school counselor to determine whether a referral is warranted. If the scholar has ten or more unexcused absences within the current academic year or ten or more days of unexcused absences in the previous academic year and is between 14 and 18 years of age, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.
- 3. After Fifteen Absences:** A school counselor shall confer with a school administrator to determine whether a referral is warranted. A referral shall be made to the school counselor using the social work form. If a referral is made to the school counselor, an administrator must sign the form and all relevant correspondence and documentation must be attached. The counselor will work with the scholar and family in order to



address the attendance problem. The counselor shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, scholar and parent groups, truancy panel, and Department of Family And Children Services. If the school counselor interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.

- 4. Absences due to out-of-school suspensions or expulsions:** Absences due to out-of-school suspensions or expulsions are considered excused absences. Parents of scholars who are suspended or expelled will be notified in writing pursuant to the IAS Discipline Policy and Code of Conduct.

#### **Late Arrival and Early Checkout**

Any scholar that is not in attendance at least 4 consecutive hours of the school day will be marked absent.

- All scholars arriving after 7:50 must be escorted to the front desk and checked in by a parent/guardian.
- Early checkout must occur by 2:00 p.m. To expedite the process, send written notice to the scholar's teacher on the day that early checkout is planned. Call ahead to the front desk for emergencies.

#### **Make-Up Work When Absent**

It is the scholar's responsibility to check with the teacher regarding missed assignments. When scholars are out **three or more days**, parents may call the counselor to make arrangements to get books and assignments. When the scholar returns to school, he/she will have the same number of days absent, plus one day, to complete the make-up work.

#### **Before School/After School Program**

The Before School Program operates from 6:30 am to 7:10 am. Teachers and assistants on staff will be supervising the program. Parents are expected to escort and sign their child into BSP at the front desk. To enroll your child in this program, please complete the Before/After School Program form available on the school website and in the school office.

Scholars who will be staying on campus after dismissal will be participating in the After School Program. The program operates from 3:30 pm to 6:30 pm A healthy snack will be provided each day. Parents are to pick their child up from the front desk no later than 6:30 p.m. To enroll your child in this program, please complete the Before/After School Program form available on the school website and in the school office.

## **Fees**

- There is a one-time registration fee of \$25.00 for a single child and \$40.00 for a family that must be paid prior to use of the program.
- ASP cost \$8.00 per day.
- BSP cost \$6.00 per day.
- There will be a \$1 per minute fee imposed for scholars picked up after 6:30 p.m. and starting at 6:41 pm.
- Payments may be made online through Infinite Campus (scholar information system) or placed in the BSP/ASP payment box located in the front lobby.

## **Guidelines**

- BSP/ASP is a prepaid service. Your payments must be made the Friday prior to use of the program. If your child's account becomes delinquent, you will need to make other child care arrangements until the balance is paid in full.
- Anyone picking up a child from the program is required to show identification **AT ALL TIMES**, and required to be listed on the authorization for pickup form (Photo IDs required).
- Scholars wishing to leave ASP with another scholar must have a signed note from a parent granting permission to do so. Those notes can be turned into the ASP coordinators or Front Office on the day of the change, however, persons must be listed on the scholar's authorized pick-up list.
- Scholars must be picked up by to 6:30 p.m. If there is an emergency affecting your ability to be on time, you must call the ASP desk at 678-370-0980. See the late fee assessment in the Fee section above.
- Use of the program is a privilege and a convenience for parents. Inappropriate behavior from scholars or parents will not be tolerated. Parents are expected to be good role models by following the rules of the programs. Scholars will receive three documented disciplinary infractions before losing the opportunity to continue in the program.
- Snack and activities are provided with the cost of the program. Scholars may bring extra snacks if desired.
- Scholars will be given time each day to complete homework. If your child has a weekly homework folder, make sure it is sent to ASP daily. **ALL** scholars must bring a book to ASP every day.

Any questions, concerns or comments can be directed to the B/ASP office or the front desk.

## **Enrichment Programs**

Enrichment programs are also offered after school through various vendors. Such programs include, but are not limited to:

- Chess
- Karate
- Dance
- Art
- Music

At the beginning of each school year, authorized vendors will be onsite to provide information about their programs during Open House.

Scholars participating in Enrichment Programs and not in the ASP program who are not picked up at the end of the program will be sent to ASP and your account will be charged.

Payments for enrichment programs must be made directly to the provider of the program and not to IAS.

### **Carpool**

Getting to school and leaving school safely is a high priority at IAS. Bus transportation is not provided so parents/guardians are responsible for transportation. Because our school is located in a busy, public area, please be sure to adhere to the carpool expectations to ensure the safety of all scholars, staff, and volunteers. Families must use the most current carpool tag for the school year. Cars in line without a current carpool tag will be asked to get out of line and wait until carpool ends to pick up their child(ren) in the lobby. Each afternoon, if you are not in the carpool line by 3:20, you will be asked to park and come inside to pick up your child(ren) at 3:30. Carpool ends daily at 3:30 pm. Scholars not picked up by 3:30 will be checked in for ASP and charged a daily drop-in fee.

Morning carpool      7:10-7:50  
Afternoon carpool    2:45 – 3:30

While carpool remains open until 7:50 to expedite scholar arrival, scholars who are not in class by 7:45 will be counted as tardy. **At no time should scholars be dropped off at the curb without adult supervision.** Please park and walk your child into the building starting at 7:50. The parking lot directly in front of the school should be used for morning or afternoon carpool. The red curb in front of the school is a fire lane. **At no time should a vehicle be parked in a fire lane or against the red curb.**

Morning and Afternoon Carpool times are extensions of the instructional day. This time must be used as personalized learning time to read or study quietly until scholars arrive each morning or are called for dismissal. Scholars may participate in the Before/After School Programs for a fee. Appropriate behavior is expected during these programs. Refer to detailed information regarding Carpool procedures at <http://www.iasmyrna.org/admissions/carpool-procedures-map/>.

### **Change of Address and/or Phone Number**

Parent/Guardian must complete a change of address form immediately if an address or telephone number change occurs during the school year. Parent/Guardian will also have to show valid proof of their new residence.

### **Classroom Parties**

IAS homeroom classes may plan three celebrations during the school year (school-wide dates for each will be designated):

- Winter Holiday
- Valentine's Day
- End of the Year

The time for all parties will be from **1:00-2:00**. All visitors/volunteers assisting with the classroom party must be checked out by **2:10**.

Birthday celebrations must be communicated in advance to the classroom teacher.

Birthday celebrations can **ONLY** be scheduled during the designated lunchtime for that class. Please note the following rules:

- Parents are responsible for setup and cleanup.
- Food items are limited to cake, cupcakes, or cookies for the entire class. **No other food items are permitted.**
- Parents are responsible for bringing all relevant paper products.
- Parents may not bring additional children and are limited to two adult visitors.
- Treats should only be distributed to scholars who are in the birthday child's lunch class.

### **Communication**

IAS is committed to promoting communication between the school and those we serve (parents/ guardians, families, scholars, and the community). Parents are encouraged to ask questions and communicate concerns directly with school staff so that information provided is accurate. Listed below are some of the formal ways the IAS will inform parents/guardians, families, scholars, and the community regarding important announcements.

Infinite Campus

Announcements

Fliers/Handouts

Mailings

Newsletters (grade level & schoolwide)

Web Page: [www.iasmyrna.org](http://www.iasmyrna.org)

Various Communication Tools Used by Teachers

Email List

Social Media (Facebook, Twitter, and/or Instagram)

### **Counseling Program**

The mission of the International Academy of Smyrna's Counseling Program is to provide a safe, nurturing, non-threatening environment for all scholars to reach their full potential. Our goal is to address the academic, personal/social, and career development needs of scholars to help them overcome barriers to learning.

Counseling and guidance are a major part of school life at IAS. Scholars may speak with the counselor individually as needed. The counselor will work with scholars in one of three settings:

- The counselor may work with a small group of scholars.
- The counselor will work with scholars in the classroom on different topics.
- The counselor may arrange parent/teacher conferences.

### **Deliveries/Item Drop-off**

Scholars must bring all needed materials to school. The front office staff cannot deliver any items to the classroom after 8:00 a.m. These are items such as balloons, flowers, flash drives, projects, homework, other school assignments, etc. Instruction is very important and should not be disrupted. Exceptions to this rule include lunch, lunch money, medicine or eye glasses. These items must be delivered no later than 9:00 a.m.

No outside food may be brought to school for scholars unless designated as a special school event. Birthdays are the exception. (see details under Classroom Parties)

### **Dress Code and Uniform Policy**

The objective of a dress code is to help establish an environment of learning, self-confidence, discipline, and responsibility. A school dress code policy can contribute toward improving and promoting a positive school climate. Dress and appearance play a significant role in doing so. School climate can also play a significant role in reducing security threats and improving school safety. The intent is to keep scholars safe and focused on academics. Scholars should exemplify proper dress and grooming in a manner that projects an appropriate and positive image for the scholar and the school.

The Uniform Vendor and other information related to the IAS Dress Code can be found at <http://www.iasmyrna.org/admissions/dress-code-uniform-policy/>. Please be aware of consequences for non-compliance with the Uniform Policy.

If you are experiencing a financial hardship and require uniform assistance please contact a school counselor ([aliceia.lyles@iasmyrna.org](mailto:aliceia.lyles@iasmyrna.org))

### **Uniform Requirements & Approved Vendor**

The school has partnered with Uniform Source for all uniform items with the exception of shoes, socks/tights and belts. All uniform shirts, physical education uniforms and outer garments must be purchased at Uniform Source. Khaki uniform pants, jumpers, skirts, and skorts may be purchased from any vendor that sells uniform wear.

### **Uniform Source Contact Information**

2141 North Cobb  
Parkway Kennesaw,  
Georgia 30152  
770.919.9967  
www.uniform-source.com

As a convenience for parents, Uniform Source will provide in-school uniform fittings throughout the year and items ordered will be shipped to the school for pick-up at no charge. 10% discount is offered on each school scheduled fitting for in-house and online orders.

**Uniform Compliance:** All scholars **must** be in full uniform each day as mandated by the Uniform Policy. Violations will be enforced in the following manner:

**1st-3rd infraction:** Parents will be notified of the uniform violation. This will serve as the only formal warning regarding uniform compliance.

**4th:** Parent will be notified and required to bring appropriate uniform to school; scholar will receive grade-level appropriate consequence

### **Electronic Devices**

IAS is not a Bring Your Own Device (BYOD) school. During school hours, cell phones and electronic devices must be put away and turned off unless being utilized for instructional purposes as directed by your teacher.

Violation of this policy will result in the following disciplinary action:

1<sup>st</sup> Offense – Device is confiscated and given to the parent.

All Other Offenses – Device is confiscated and scholar will receive a consequence.

### **Emergency Drills**

IAS views scholar safety as a top priority. Evacuation drills will be conducted on a regular basis.

Scholars will be notified of the evacuation route for Fire Drills. Scholars will leave the area quickly and quietly and report to the designated location. Scholars will remain outside until the all clear signal has been given. Your teacher will direct you to return to the classroom when it is appropriate to do so.

Tornado/Inclement Weather Drills are also practiced. A storm warning will be given verbally over the PA system. You are expected to be quiet and follow the directions of your teacher. Depending on your location, you will remain in the classroom or go into the halls that are considered safe zones.

If school is closed for inclement weather or other emergencies, families will be notified by local TV and radio stations. The IAS administration will confirm when school should be closed.

Teachers will provide online assignments when school is closed for consecutive days. Check Infinite Campus for assignments.

### **Immunization**

Please make sure that all of your child's immunizations are kept up-to-date. Scholars not in compliance may not be allowed to start school.

#### Immunization and Health Screening Requirements

Georgia law requires that each scholar present the following forms prior to being enrolled:

- A. Georgia Department of Human Resources Form 3231 "Certificate of Immunization" showing that the child has adequate protection against varicella (chicken pox), Hepatitis A, Hepatitis B, diphtheria-pertussis (whooping-cough), tetanus-(lockjaw), polio, measles, rubella (German measles) and mumps.

Further guidelines:

- i. The Certificate of Immunization (Form 3231) must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.
  - ii. A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be notarized.
  - iii. Immunization Requirements for scholars entering sixth grade: Scholars entering the sixth grade must have a certificate showing proof of two measles, mumps and rubella vaccinations administered since the first birthday.
- B. Georgia Department of Human Resources Form 3300 "Certificate of Ear, Eye and Dental Examinations." This Form 3300 Certificate must be dated within 12 months of the first day of school.
  - C. For **scholars transferring from another state or country**. Scholars transferring to IAS from another state or country must obtain a certificate from a Georgia licensed physician or Cobb County Public Health. A parent may present a written, dated immunization record attested to by a licensed physician or an authorized representative of a health agency of another state or country that adequate immunizations have been received by the scholar. Cobb County Public Health will place the record on file and issue a Certificate of Immunization, and the scholar can be admitted to school.

**If You Have More Questions About Immunization:** contact a Georgia family physician, Cobb County Public Health at (770) 514-2300, or the Georgia Immunization Program at (404) 657-3158.

### **Infinite Campus**

Infinite Campus is the Scholar Information System (SIS) that will be used by IAS. Infinite campus is a comprehensive scholar data management tool that allows parents, teachers, and scholars to communicate with one another. Scholars and parents will have direct access to schedules, grades, assignments, and messages.

### **Lockers**

Lockers will be distributed to scholars in the Fifth/ Sixth Grade Global Academy. Scholars will receive a combination for their lockers. The combination should not be shared with anyone. Teachers will inform scholars of the times for locker breaks. Scholars must be organized because you will only go to your locker during the designated time periods. Any misuse of lockers may result in locker privileges being denied for a period of time or revoked altogether. Lockers are school property and can be subject to searches at any time, with or without your permission or presence. An organized locker will save you time. Also, keep the area around your locker clean.

### **Lost Items**

Scholars should work hard to keep up with their personal belongings. **Clearly print your first & last name inside**, or lost items may be difficult to recover. If an item is lost, the parent/guardian will need to report to Front Desk. Parents will then be taken to Lost & Found which will be open daily from 7:10 a.m. to 7:45 a.m.

### **Recess**

IAS believes that an unstructured break time is vital to children's development and academic success. Scholars in grade K-4 will have an opportunity for recess. IAS staff is provided directions concerning the responsibility for supervision of scholars and the safety of our scholars is a priority at all times.

### **Transfer or Withdrawal of Scholars**

When scholars transfer or withdraw from school, parents/guardians of the enrolled scholars are required to complete a withdrawal form. Withdrawal forms may be found at the Front Desk. The withdrawal date is the last day of the scholars' attendance at IAS. Withdrawal papers will be processed within two business days of receipt.

### **School Calendar of Events**

There are many important events scheduled during the school year. To keep up with the various activities, see the calendar on the IAS website, Infinite Campus and the PTA newsletter. Each week, stakeholders will receive an IAS Events Calendar. This is published in Spanish and English.



## **School Nurse, Health and Medicine**

### Medication at School

IAS is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school nurse per written physician's orders and written parent/guardian authorization. The school does not supply medication and all individual scholar medications must be stored and administered through the clinic. If you must take medication during school hours, the following procedures must be followed:

- Parents/guardians must provide a complete/updated Medical Authorization Form.
- The form will be kept in the clinic.
- Prescriptions must be current and match the information on the containers.

### Hearing and Vision

IAS will provide hearing and vision screenings for scholars in 1<sup>st</sup> and 4<sup>th</sup> grade during the fall semester. Parents will receive notification when screenings will occur, and if there is a need for further medical treatment.

### Medical records

Scholar health records will be maintained and secured confidentially. All health records will be managed by the school nurse and any appropriate, designated staff and will only be released to service providers as allowed and dictated by state regulations.

## **School Nutrition and Snacks**

IAS is proud to partner with SLA Management to provide our scholars with delicious and nutritious meal options. Breakfast is served Monday through Friday from 7:10 AM to 7:30 AM. Lunch is served Monday through Friday as scheduled by class. Scholars may bring in lunch from home or purchase the school lunch. Due to food allergies, scholars are prohibited from sharing food or snacks.

Payment for the meal program may be made at IAS by cash, money order or check. Payment may be made online through SLA by visiting <http://www.slalunch.com>.

### Free and Reduced Meal Program

A Free/Reduced Eligibility application must be completed each year. Applications will be available in late July and may be submitted any time during the school year.

IAS participates in the federal free and reduced price meal program. Scholars from households with incomes at or below certain eligibility levels can qualify for free or reduced-price meals. Also, scholars from households receiving food stamps or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.

### Lunches from Home

When packing a lunch, water, milk or 100% fruit juices are recommended. Soda is not permitted. Drinks should not be placed in glass containers. There is no option for a scholar to reheat meal contents. Scholars may purchase milk or juice for \$0.50 when packing a lunch from home.

Parents are welcome to have lunch with their child(ren).

Visit <http://www.iasmyrna.org/school-life/lunch-program/> to access the link to the SLA site (see the lunch menu) and for other information related to the school food program.

### **School Supplies**

Scholars are required to buy their own school supplies as determined by their teachers. Please refer to the general supply list that is posted on the website. Depending on the assignment or project, other supplies may be requested by teachers during the school year.

### **School Telephone Usage**

Scholars may use classroom or front office telephones for emergency purposes only with approval from their teacher or administration.

### **School Visitors**

All scholars, parents, and visitors, must enter through the front lobby, sign in at the front desk, and wear an identification visitor tag at all times. School staff will provide additional visitor assistance. We welcome family involvement at IAS and want families to feel welcome here. With that being said, we also protect our scholar's instructional time intensely. If you would like to visit your child in his/her classroom, please communicate with their teacher(s) ahead of time and make arrangements to do so. Families are always welcome to eat lunch with their scholars.

### **Security**

Both the front and back entrances/exits to the school will be locked at all times. Visitors must press a "doorbell" and will be admitted by a school representative. Visitors will be granted access only through the front entrance, and will proceed to the front desk to check in. Visitors should not be in other areas of the building without authorization.

### **Sick Children**

Sick children belong at home so they can recuperate and not spread their illness to others. Children who become ill or injured will be escorted to the clinic. Children are allowed to lie down in the clinic for fifteen (15) minutes. If a longer rest period is necessary, the parents will be called to pick up the child. Depending on the nature of the illness your child may require a doctor's note upon returning to school.

### **Scholar Accidents**

If you are injured at school, notify your teacher immediately. Your parents will be contacted by a staff member and a Scholar Accident Report will be completed.

## **Scholar Records**

School permanent records include all educational and disciplinary materials directly related to a scholar. IAS will maintain scholar records in a confidential manner and comply with all state and federal laws regarding the privacy of these records, including the Family Educational Rights and Privacy Act (FERPA).

## **Technology Acceptable Use Policy**

IAS is excited to offer our scholars the use of the school's computer systems which includes, but is not limited to, computers in the computer lab and tablets. This access includes appropriate websites for instructional use. Where applicable, scholars will be assigned unique log-in's specific to them in order for IAS to closely monitor all internet usage. To gain access to the internet using this technology, we are requesting parent permission. By signing and returning this form to IAS, you are stating that you have read and reviewed this entire document with your child and fully understand the terms and expectations of acceptable use stated within this document.

### **Purpose**

IAS recognizes the important role technology plays in mastery of content and standards as mandated by the Georgia Department of Education. In order to gain mastery of these standards, scholars and teachers will use technology to directly promote innovation and communication, as well foster an environment of successful learners.

### **Privilege**

The administration and staff at IAS believe that the use of technology resources at IAS is a privilege, not a right. Any activity with technology that is deemed as inappropriate by teachers and administration may result in disciplinary action and/or referral to legal authorities. Administration may revoke access to technology resources at any time. Filtering and Monitoring IAS internet usage can and will be monitored to ensure acceptable use of materials. IAS utilizes a web filtering system to restrict unacceptable access. However, no filtering system is 100% safe. By scholars being assigned unique login and password information, IAS can monitor and hold scholars accountable.

Scholars at IAS must adhere to the following rules that pertain to appropriate technology and internet usage:

- I will only use (personal and school-owned) technology as instructed by my teacher and with my teacher's permission.
- I will be polite and show respect to others and never cyberbully. I will not post or send messages or pictures to anyone that could hurt, threaten, or embarrass other people. If someone cyberbullies me or sends me inappropriate pictures or messages, I will tell my teacher or parents right away.
- I will not share information such as name, address, phone number, photos or any other information about myself to others while using the internet. If anyone on the internet tries to reach out to me, I will immediately tell my teacher or parent.
- If I notice anyone opening an inappropriate website or breaking any other rules

- listed, I will immediately notify my teacher.
- I will protect and maintain the functionality of all school equipment and adhere to the school-wide expectations for technology use.

## **Family Engagement**

### **Parent Contact Information**

Accurate parent contact information is crucial to scholar safety. Please always update the school with new contact information, including email addresses, phone numbers, home address, work numbers, and emergency contacts which will facilitate better communication between the school and family.

### **Classroom Visits**

Parents are welcome to observe classrooms. If observations are requested, the following guidelines apply:

- 24 hour notice with administrator or counselor approval is required.
- Observations/visits will last no longer than an hour.
- Interactions with the teacher, other scholars, or your scholar is prohibited.

Observations should not result in any distractions or interruptions of learning. Observing classrooms should give parents an idea of instructional strategies or practices taking place in the classroom. Observations are limited due to confidentiality reasons.

### **Contacting Your Child's Teacher**

If a parent/guardian would like to discuss a matter with any staff member, the following procedures should be followed:

- The parent/guardian should schedule an appointment with the faculty member prior to the meeting date. It is possible that the concern may be resolved by a telephone discussion during the teacher's planning time. Please contact the teacher directly to schedule an appointment.
- The parent/guardian must report to the office at the time of the agreed appointment to sign in and receive a visitor's pass. The main office staff will notify the faculty member of your arrival.
- Under no circumstances should a parent go to a classroom or interrupt a teacher's class without prior consent from the main office.

### **Procedure for Parent/Guardian Concern or Grievance**

If a parent/guardian has a concern or disagreement, he/she should schedule an appointment to discuss the matter with the teacher and attempt to resolve the disagreement through a discussion. Parents/guardians will not be allowed to address concerns with teachers during instructional time. If there is no resolution to the problem after meeting with the teacher, or if the dispute does not involve a specific teacher, then the parent/guardian should contact the appropriate Assistant

Head of School, who will mediate and attempt to resolve the problem with all parties involved. If the issue is not successfully resolved after the Assistant Head of School's intervention, then the parent/guardian may contact the School Head of School who will facilitate mediation/issue resolution.

If a parent/guardian is unsatisfied with a decision of the Head of School, or if the Head of School fails to respond either via email or letter in a timely manner (typically 3 business days), the parent/guardian may escalate the concern or grievance through a formal appeal letter to the Governing Board (with a copy sent to the Head of School).

Once all efforts to resolve a grievance have been exhausted with the school's staff, leadership, and the Head of School, a parent may bring a grievance to the attention of the IAS Board as follows:

- All grievances must be made in writing. This allows all parties involved to work from a consistent body of information.
- Generally, the IAS Board will not address a grievance that is made anonymously, based on hearsay, or made on behalf of another family.
- Generally, the IAS Board will not address a grievance where efforts for resolution have not been exhausted through working with the teacher, Assistant Head of School, Head of School and Education Planners.
- The IAS Board may, at its discretion, notify individual school employees about grievances brought against them.
- For any grievance presented to the IAS Board, discussion will take place in a closed session. A response via written letter will be sent no later than (30) thirty days of receipt of the grievance.

### **Parent Behavior Expectations**

To maintain a collaborative and positive school environment, adults are expected to interact respectfully. Parents should dress appropriately; keeping in mind that school is a place of business. Parents will address all employees, other parents, and all scholars in a polite and professional manner. Situations arising in reference to IAS policy/ teacher decisions/ administrative decisions should be discussed in a civil conference format. Raised voices, threats, interference with instruction, or school activities will warrant removal from the property by civil authorities. Severe and/or problematic behavior incidents will result in restrictions from the property and possible expulsion of entire family.

### **Contacting Scholars**

If a parent needs to reach a scholar during the school day in the case of an emergency, the scholar will be pulled out of class and given the message. However, classrooms will not be disrupted for non-emergency messages.

### **Parent Teacher Organization (PTO)**

The mission of this organization shall be to promote the welfare of the scholars of IAS, to see that the scholars receive quality education, and to support the program of education as outlined

by the IAS Charter. The PTA will serve as a conduit of information and communication between

school and home. Opportunities will be available for parents to volunteer and become involved in the school community.

PTA meetings are held once a month and IAS strongly encourages all parents to join. Research shows that when parents are involved with their scholar's education, those scholars usually have higher grades, better attendance, and fewer behavioral problems. Getting involved in your child's early years of education sets the standard for their entire educational future!

The PTA consists of the parents and staff of the International Academy of Smyrna. The PTA works to support the school, enhance the learning experience for all children, and strengthen the community bond. The PTA will sponsor many fun events throughout the year. Some are fundraisers, but others are just social functions that bring the community together.

The PTA has fundraisers to help the school provide additional resources to scholars and teachers. All money raised goes directly to the school.

PTA programs and events will be organized, funded and run by the members. Parents are invited to participate through membership dues and volunteering. A great variety of volunteer opportunities are available. PTA has everything from leadership roles to set up/clean up at events. Hours also count toward the required school volunteer hours and will be tracked during the semester. The more volunteers, the easier the task!

There will be an agenda for each meeting that will include an update from the Head of School, a treasurer's report, and updates on upcoming events and fundraisers. It is also a forum to discuss new issues and propose ideas. All parents and staff are welcome and encouraged to attend. It is a chance to have your voice heard.

## **Parent Volunteers**

### **Visitors/Volunteers**

We have a tradition of strong parent volunteerism and welcome all visitors to IAS. In order to maintain a safe environment, all visitors/volunteers are required to sign in using the Visitor/Volunteer kiosk located in the front lobby and wear the visitor/volunteer name tag for identification. Visitors are not allowed in a classroom or building without a visitor's pass from the office. Please remind parents that they must schedule a conference with you during your planning, before or after school. Prior approval from the teacher is required in order for a parent to volunteer during classroom instructional time. In the event a parent arrives unexpectedly, notify the front desk and/or administration.

### **Volunteer Hours**

1. At least 10 hours for parents and guardians of scholars enrolled in IAS are expected
2. A two-tiered level system will be used.
  - Tier I
    - No direct interaction with scholars. Volunteer when school is not in session such as Community Clean Up Day, making photocopies, bulletin board design, etc.

- Requirements: Volunteer Release Form and copy of government ID
- Interaction with scholars shall be under the supervision of an IAS employee. Most volunteer activities would include classroom volunteer, field trip chaperones, cafeteria support and car pool duty.
  - Requirements: School Gate Guardian clearance (red box located in the school), Volunteer Release Form, copy of government ID and completed Mandated Reporter Training (Please print and submit certification of completion which is displayed at the end of the 60-minute course.). Child Abuse and Neglect Policy training is required.
    - Tier II  
([https://www.prosolutionstraining.com/store/product/product.cfm?tProductVersion\\_id=1096](https://www.prosolutionstraining.com/store/product/product.cfm?tProductVersion_id=1096))

3. Volunteer hours are doubled for cafeteria duty, car pool and overnight field trips.

### **Volunteer Procedures**

- Volunteer Release Forms will be available as a download on the school website or they can be picked up at the front desk, the link to Pro-Solutions (Volunteer Mandated Reporting Training) will be on the website as well.
- Parents will be cleared through School Gate Guardian (badge will be printed) when they arrive for their first Volunteer opportunity,
- Volunteers will have to sign in every time they enter the building.
- Volunteer hours will be tracked through Checkmate monthly by Parent Facilitator/Front Desk.
- Parents will sign understanding agreement upon completion of Child Abuse & Neglect Policy.
- Teachers will also keep a track of volunteers in the classroom and create opportunities for parents to assist outside of the classroom: create take home packets, cut out materials for projects, design bulletin boards, make copies, and assist with other curriculum related activities.

### **Scholar Discipline and IAS Code of Conduct**

#### **Rationale:**

The International Academy of Smyrna (IAS) strives to establish an environment where scholars excel academically, socially and emotionally. Our goal is to ensure a school setting that is safe, encouraging and conducive of learning. Maintaining a safe and orderly environment is a primary objective of our school and, therefore, requires a policy that advises scholars, parents and staff of the IAS expectations, infractions and actions to be taken. We believe that scholars should exhibit honorable conduct and good behavior.

**Respectful, Responsible and Ready to Learn**



### **Scholar Conduct and Discipline:**

The IAS Scholar Code of Conduct was designed to notify scholars and parents about the types and range of behaviors that are prohibited. Every specific variation of conduct may not have been included in our Code of Conduct. Consequently, scholars should expect to be disciplined for misconduct that is obviously inappropriate and contrary to the mission and core beliefs of the International Academy of Smyrna. The IAS Scholar Code of Conduct is applicable to the Before and After School programs. IAS scholars are expected to behave appropriately whenever they are on campus.

Violations of the IAS Code of Conduct will become a part of the scholar's disciplinary record and may be used as a part of our progressive discipline process. "Progressive discipline processes, shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the scholar being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed." (O.C.G.A. § 20-2-735) Because behavior is situational, professional judgment must be utilized. Every effort to make fair and impartial decisions will be made. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected.

### **Teacher/Staff Responsibilities**

Teachers/staff are expected to model behaviors that are consistent with IAS's policies and school performance standards. Teachers/Staff are responsible to support the learning environment by exemplifying the following standards of conduct:

- Teachers and staff shall promote mutual respect between scholars and adults.
- Teachers and staff shall be prepared to meet professional responsibilities associated with their respective positions.
- Teachers and staff shall develop and use effective management strategies and a consistent school wide procedure to address conflicts and problem •solve with scholars.
- Teachers and staff shall promote a sense of pride and community as evidenced by a friendly and inviting atmosphere, encouraging actions, and service in the school and community.
- Teachers/administrators shall contact a scholar's parents/guardians in cases of serious infractions of the IAS Code of Conduct.

### **Parent/Guardian Responsibilities**

Parents and guardians of scholars are expected to participate in their child's education in the following ways:

- Communicate often and routinely with their child's teacher.
- Participate in their child's development by attending scheduled conferences.
- Keep informed about school policies and requirements of their child's academic program, including homework and projects.
- Ensure the child attends school regularly and is appropriately prepared.
- Participate in school events for home reinforcement of study skills and specific

instructional objectives.

- Communicate concerns to school staff concerning specific problems or difficulties that may impede the child's learning or well-being.
- Provide positive support to your scholar(s) as well as the school and its faculty and staff.

### **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 scholar or scholars, interviews with witnesses, if any, and an examination of any relevant documents, including written statements from teachers, staff and scholar witnesses. Based on the evidence available, the administrator will determine whether a disciplinary rule(s) was violated.

### **Due Process**

Under the 14<sup>th</sup> Amendment, scholars have the right to due process and cannot be unfairly disciplined. Every scholar has a right to a fair procedure which includes an opportunity to explain their actions and to have the accusation of an infraction investigated. If a scholar is referred to an administrator for committing a violation of the IAS Scholar Code of Conduct, the administrator will explain the charge or the violation. The scholar will have an opportunity to explain his or her actions and the matter will be investigated. After an investigation, the administrator will determine the appropriate action. Parents will be notified per school policy.

### **Searches**

School officials are authorized to conduct reasonable searches of scholars, staff and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search scholars 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 scholar and the nature of the suspected infraction.

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

Scholar 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 scholar consent.

If a search yields illegal or unauthorized materials, such materials should be turned over in person to the Smyrna Police Department or proper legal authorities for ultimate disposition.

### **Disciplinary Consequences, Suspensions, and Disciplinary Hearings**

If a scholar 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. The scholar's parent/guardian should be notified of in-school suspension and out-of-school suspension (OSS)

as soon as possible. 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 may be delivered to the scholar's parent/guardian through email, in person or by first class mail to the last known address of the parent/guardian. It is also reasonable to conclude that scholars can give communications to parents. Scholars under suspension or expulsion shall not participate in or attend school activities on or off campus or be present at IAS 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 scholars on short-term suspension (10 days OSS or less), the parent/guardian may call the Head of School to discuss their child's discipline.

If the scholar is recommended for OSS for more than 10 school days, a disciplinary hearing is required and will be offered. A hearing will be convened and the Hearing Officer, who is either 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) is actively serving as a hearing officer under an existing contract/agreement with a Georgia school system and has completed an approved Georgia Department of Education (GaDOE) tribunal training course, will determine the disciplinary outcome for scholars. Parents will be notified of the disciplinary hearing by phone and in writing. The letter will notify the parents and scholar of the right to participate in the proceedings, including testifying, calling witnesses, presenting evidence, and having a lawyer present.

Scholars or parents may appeal the decision of the Hearing Officer to the IAS Governing Board within five days of receiving disciplinary hearing results. At the appeal hearing, the transcript of the original hearing will be played. No evidence will be presented by either party at the hearing unless it has significant bearing on the case. The Board Chair will determine if the evidence may be admitted. The Governing Board's decision of all appeals will be final.

A parent or guardian may sign a waiver for a disciplinary hearing if he/she agrees with the consequence given to the scholar by the administration. Once a waiver is signed, a parent forfeits their scholar's right to a disciplinary hearing.

Suspension days for any scholar 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 Scholar**

A "chronic disciplinary problem scholar" is defined by law as a scholar who exhibits a pattern of behavioral characteristics which interfere with the learning process of scholars around him or her and which are likely to recur. Any time a teacher or Head of School identifies a scholar as a

chronic disciplinary problem scholar, the Head of School shall inform the parent or guardian of the scholar's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The Head of School should invite the parent or guardian to observe the scholar in a classroom situation. The Head of School should also request that at least one (1) parent or guardian attend a conference with the Head of School and/or teacher. The purpose of the conference would be to devise a disciplinary plan which includes a Behavior Contract. Failure of the parent or guardian to attend shall not preclude the scholar from being readmitted to the school. The administration will continue to use progressive discipline which may result in a recommendation for long term suspension/expulsion.

### **Teacher Removal of Scholar**

O.C.G.A. § 20-2-738 provides that a teacher may remove from class a scholar who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities or when the scholar poses an immediate threat to the safety of the scholar's classmates or the teacher. The scholar's behavior must be a violation of the IAS Scholar Code of Conduct. Also, if the removal is based upon repeated or substantial interference with instruction, the teacher must have previously reported the scholar to the school administration. For a scholar 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 scholar the grounds for his/her removal from class and give the scholar 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 scholar until the Placement Review Committee (PRC) made up of three (3) certificated personnel convenes to determine whether to return the scholar to the referring teacher's classroom or not return the scholar to the referring teacher's classroom and refer the scholar to the school administrator for appropriate permanent alternate placement for his/her educational experience.

If the decision of the PRC is to return the scholar to the referring teacher's classroom, the administrator will facilitate this return and may assign the scholar discipline or support services for any Code of Conduct violation(s) which occurred. If the decision is not to return the scholar to the referring teacher's classroom, the administrator shall determine and implement appropriate placement for the scholar and may assign discipline and support services. Alternate placement for the scholar 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 scholar to the class from which he/she was removed upon completion of any disciplinary or placement action taken.

### **Truancy**

When a child is absent, parents, guardians, or other persons who have control of a child enrolled

in the school should comply with school guidelines to report reasons for absences. Georgia law requires that after any scholar accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-690.1 (b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

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

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

### **Reporting to Law Enforcement**

In addition to discipline of scholars by IAS, scholar conduct may be reported to the appropriate law enforcement authorities. School officials encourage 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.

### **Discipline Levels**

#### **Level 1 Discipline:**

Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school. Following appropriate teacher intervention, scholars may be referred to the administrator. Consequences may range from administrative conference to three (3) days of In School Suspension (ISS) and/or restitution.

#### **Level 2 Discipline:**

Level 2 discipline offenses are intermediate acts of misconduct. Scholars should be referred to the administrator. Consequences may range from In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution. Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long-term suspension/expulsion.

#### **Level 3 Discipline:**

Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated

misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. Scholars must be referred to an administrator. Administrators will investigate and take the appropriate action. This may include notifying the Smyrna Police Department, as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school suspension to permanent expulsion.

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

IAS will implement positive behavioral supports and local interventions designed to improve the learning environment by improving scholar behavior and discipline.

Where appropriate, classroom interventions may include the following:

- Classroom interventions (assigned seats, etc.)
- Teacher/scholar conference
- Restorative Practices
- Timeout for scholars
- School/parent contact
- School/parent conference
- Guidance Counselor intervention
- Response-to-Intervention (RTI) referral
- Referral to administrator
- Head of School involvement
- Verbal reprimand
- Withdrawal of privileges
- Behavior, Attendance and Academic Contract/Plan
- Before or after school detention
- 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 scholar services or outside agencies

### **Scholar Offenses**

The following infractions are a violation of the IAS Scholar Code of Conduct:

#### **Part I: Disciplinary Rules**

The following code provisions apply to scholar 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 20). The decision to charge a scholar for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct they are to contact the system office of scholar discipline.

Definitions:

"Administrator" means the Head of School or other designated person to whom authority has been delegated.

"Board" means the IAS Governing Board.

"Board Chair" means the chairperson of the IAS Governing Board

"Expulsion" means suspension or expulsion of a scholar from school beyond the current school quarter or semester.

"Detention", including Saturday school, by a teacher or an administrator requires a scholar to be at school for a limited period of time other than normal school hours or days. The scholar's parent or legal guardian should be notified at least on the day prior to the serving of detention or Saturday school.

"In-school suspension" is the removal of a scholar from his/her class for at least half a school day by the Head of School 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 scholar assigned to in-school suspension will be permitted to work on classroom assignments and will be counted present on the attendance register. Scholars assigned to In-school suspension are not permitted to attend the After School program on the day or days of their assignment.

"Local school interventions" include the use of scholar and/or parent conferences, scholar court, mediation, detention, in-school suspension, out-of-school suspension, and forfeiture of the privilege of participation in extracurricular activities.

"Long-Term suspension" means the suspension of a scholar from school for more than ten (10) school days, but not beyond the current school quarter or semester.

"Parent" means the scholar's natural parent or court approved legal guardian.

"Permanent expulsion" means expulsion from IAS for the remainder of the scholar's eligibility to attend school pursuant to Georgia law.

"School property" includes, but is not limited to, the school building and parking lot; and locations where school activities are taking place.

"School technology resources" includes, but is not limited to:

Electronic media systems such as computers, electronic networks, messaging, and Web site

publishing, and

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 scholar from school for ten (10) school days or less.

“Timeout” includes the removal of a scholar from his/her class by the Head of School 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 scholar’s classroom for less than one-half day depending upon the nature of the behavior and the age/grade of the scholar.

“Waiver of Right to Attend Scholar Disciplinary Panel” – Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or scholar does not attend the hearing, it will proceed as scheduled.

### **Disciplinary Rules**

The following behaviors are a violation of this Code of Conduct:

#### **Rule 1. Disruption and Interference with School**

- a. Occupy or block 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 scholars, staff or others;
- c. Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted on school property or at a school-sponsored event. The local school police officer must be notified of such incidents;
- d. Pull a fire alarm without authorization or without the belief that a true emergency exists. (See Rule 8 for false fire alarm report);
- e. Engage 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
- f. Engage 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. Cause or attempt to cause damage to or deface school or private property;

- b. Alter or attempt to alter school or private property
- c. Set fire to or attempt to set fire to school or private property;
- d. Steal or attempt to steal school or private property;
- e. Steal or attempt 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. Possess or distribute school or private property without appropriate school/school system authorization.

(Severity of consequences may be based upon value of property at issue.)

**Rule 3. Unauthorized Entry/Trespassing**

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

**Rule 4. (Physical or Verbal) Assault or Battery or Abusive Language to a School Employee**

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

Elementary School 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 scholar may be readmitted to a traditional school for grades 9-12. If there is not an alternative education program for scholars in elementary school, then the scholar may be permitted to reenroll in the elementary school as permitted by the hearing officer. (O.C.G.A. § 20-2-751.6).

Middle School Discipline:

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

- b. Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-

21. (Battery);

- c. Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury (Coded as assault if reasonable apprehension of immediately receiving a violent injury is present, but no contact made); or

If a scholar 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. If the employee is not available, the school Head of School may waive the hearing on the employee's behalf.

**Rule 5. (Physical or Verbal) Assault or Battery by a Scholar 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 1g).

Offenses are cumulative at the elementary and middle school level:

- a. Intentionally make physical contact of an insulting or provoking nature with another person. (Battery)  
Physical contact which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury;
- b. Mutually participate in a physical altercation (Fight); or
- c. Attempt 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).
- d. Participate in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, and piercing).

**Rule 6. Harassment, Bullying, and other Derogatory Behavior**

Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the Head of School'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. At the conclusion of the investigation, any written report required by the Equal Education Opportunities for Scholars policy, will be housed with the Head of School.

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: 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 the victim scholar's education;

Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or

Has the effect of substantially disrupting the orderly operation of the school.

Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication (1) is directed specifically at scholars or school 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

scholars' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. (See also Rule 18 Technology Offenses)

No scholar shall bully another scholar or scholars. Parents/guardians/persons that have control of charge of scholars who are victims of bullying or are found to have committed bullying will be notified via telephone/personal conference or letter/referral. Staff members are expected to report instances of these behaviors to the school Head of School or designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, scholars and parents/guardians/other persons that have control of scholars 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. Scholars who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Scholars who knowingly file a false report of bullying will also be disciplined.

Upon a finding by a Hearing Officer that a scholar in grades six (6) has committed the offense of bullying for the third time in a school year, such scholar shall be assigned to an alternative education program. If a scholar is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the scholar and appropriate school district officials to form a school bus behavior contract for the scholar. Such contract shall provide for progressive age-appropriate discipline and restrictions for scholar misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the scholar's behavior.

- 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 abduct, transport and/or detain a person against his/her will.

### **Rule 7. Insubordination**

Failure to comply with local school rules, and/or reasonable directions or commands of teachers, scholar teachers, substitute teachers, school assistants, administrators, school bus drivers 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 it is a violation of Rule 1d).

### **Rule 8. False Information**

Knowingly and willfully make false reports or statements, whether orally or in writing (e.g., making false calls to emergency services and making false fire alarm or emergency reports which must be reported to the local school police officer, falsely accusing others of wrong actions, falsifying school records, forging signatures, etc.).

### **Rule 9. Academic Dishonesty**

The expectation is that each scholar 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
- working collaboratively with other scholars when individual work is expected

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

Prohibition: A scholar 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 school property. All items prohibited under this rule should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The disposition of items prohibited under this rule should be determined by the Superintendent 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 Smyrna Police Department or the appropriate local authorities.

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

#### 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 nonexplosive 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:

Loaded or Unloaded Firearm or Dangerous Weapon: The discipline for any scholar 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 of Education has the authority to modify these expulsion requirements on a case-by-case basis. The local school police officer must be notified of such incidents.

#### Category II Weapon: Hazardous Object

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

Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot. The local school police officer must be notified of such incidents. Dangerous Instruments/Unauthorized Items:

Scholars 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.

**Rule 11. Alcohol and Other Drugs/Psychoactive Substances**

Offenses are cumulative at the elementary and middle school levels.

A scholar 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 scholar 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.
- F. **Over-The-Counter Medication:**  
Possession of all over-the-counter medication on school property must be in keeping with the School Medication Policy. A scholar 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.
- G. **Prescription Drugs:**  
Possess prescription medication not prescribed for the scholar. All prescription medication prescribed for a scholar must be in compliance with written parent authorization and adherence

to Medication at School policy. In addition, a scholar 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 scholar 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. Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school Head of School or designee. Scholars must follow the established procedures for checking in or out of school.
- 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**

Scholars in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All scholars shall comply with the School Uniform dress code.

**Rule 14. Tobacco Use/Cigarette Products**

Possess, distribute, or use, 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**

Gamble or participate in gambling activity, or solicit 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 PTA will not violate this rule when the scholar is accompanied by his or her parent or guardian or by another parent who has permission in writing from the scholar's parent or guardian to supervise that scholar at the fundraiser.

## **Rule 16. Sexual Harassment**

A scholar 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 local school police officer 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 Head of School'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. (See the Equal Educational Opportunities for Scholars for more information regarding harassment.) At the conclusion of the investigation, any written report that is required will be filed with the Head of School.

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

## **Rule 17. Sexual Misconduct/Sexual Offenses**

The Georgia General Assembly requires the District to encourage parents to inform scholars of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the scholar 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 appropriate police authorities. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. At the conclusion of the investigation, any written report required will be filed with the Head of School.

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:

1. Willing participation in any form of sexual activity. (The local school police officer must be notified of such incidents.)
2. Expose one's intimate body parts or "moon" in public.

B. Sexual Battery:

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

The local school police officer must be notified of such incidents. The Head of School will notify the district attorney. (See O.C.G.A. § 20-2-1184)

C. Sexual Molestation:

Sexual molestation is defined as a scholar 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 scholar or the other person. This includes a scholar forcing another person to make physical contact with the scholar's intimate body parts.

No scholar shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events. The local school police officer must be notified of such incidents. The Police Chief, or designee, will notify the district attorney. (See O.C.G.A. § 20-2-1184)

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

**Rule 18. Technology Offenses**

The school 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.

- (a) Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources;
- (b) Copy computer programs, software or other technology provided by the District for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises;
- (c) Attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (The local school police officer must be notified of such incidents.);
- (d) Use or participate 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 the International Academy of Smyrna, its employees or scholars; 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 local school police officer 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 (including but not limited to Technology Acceptable Use Policy).

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 scholar shall not engage in criminal gang activity.
- (b) A scholar 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 scholar shall not recruit or solicit membership in any gang or gang-related organization.

### **Rule 20. Off-Campus Misconduct**

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

## **Rule 21. Encouraging Violations of Code of Conduct**

Incite, urge, encourage, advise, or counsel other scholars 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).

### **Scholars with Disabilities**

Nothing in this Code of Conduct shall be construed to infringe on any right provided to scholars 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 scholar who is receiving special education services or has been identified as a scholar 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 scholar'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 scholar's conduct is a manifestation of the scholar'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 scholar's conduct is not a manifestation of the scholar's disability, it shall determine what services the scholar shall receive during the scholar's discipline as determined by the disciplinary hearing officer. If the Section 504 committee determines that the scholar's conduct is not a manifestation of the scholar's disability, the scholar's 504 Plan will be implemented at the new location of educational services if the Disciplinary Hearing Officer recommends alternative school placement. The IEP or Section 504 committee shall also have the authority to consider, recommend and implement any changes in the scholar's IEP or 504 Plan or educational placement. Nothing in this rule shall alter or adversely affect the rights of scholars with disabilities under applicable federal and state laws.

### **IAS Discipline Matrix**

Legend:

AC – Administrative Conference

CR – Counselor Referral

DET – Detention

ISI – In School Isolation

ISS – In School Suspension

PC- Parent Conference

Suspension

Teachers will utilize appropriate strategies and/or interventions to manage scholar behavior and to help scholars meet the daily classroom expectations. An administrative referral may be the

first action step for staff if the infraction is severe or if inappropriate behavior continues despite interventions.

<b>Level 1 – Minor Acts of Misconduct</b>		
<b>Infraction</b>	<b>Consequence Range</b>	<b>Rule</b>
<b>Horseplay/ Rough and Boisterous Behavior</b>	AC to 3 days ISS	1e
<b>PDA – Public Display of Affection</b>	PC to 3 days ISS	1f
<b>Teasing/Taunting</b>	AC to 3 days ISS	5a
<b>Profane Language not directed to an employee</b>	AC to 3 days ISS	6c
<b>Insubordination</b> – Failure to follow school rules or reasonable directions or commands of the school staff	AC to 3 days ISS	7
<b>False Information or false reports</b>	PC to 3 days ISS	8
<b>Academic Dishonesty</b>	PC to 3 days ISS	9
<b>Skipping Class/ Unexcused Absences/Tardies to School</b>	PC to 3 days ISS	12a
<b>Leaving Campus Without Permission</b>	AC to 3 days ISS	12b
<b>Failure to Attend Detention/ISS</b>	AC to 3 days ISS	12c
<b>Dress Code Violation</b>	Follow Uniform Policy	13
<b>Level 2 – Intermediate Acts of Misconduct</b>		
<b>Infraction</b>	<b>Consequence Range</b>	<b>Rule</b>
<b>School Disruption</b> – conduct that causes a disruption to school	DET to 5 days OSS	1a 1b
<b>Bomb Threat</b>	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	1c
<b>False Fire Alarm`</b>	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	1d
<b>Theft and Vandalism</b> – Cause or attempt to cause damage to or deface school or private property	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	2a
<b>Vandalism/damage/alteration of school or private property</b>	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	2b
<b>Arson or attempted arson of school or private property</b>	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	2c
<b>Theft or attempted theft of school or private property</b>	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	2d
<b>Theft or attempted theft by force; threat of force,</b>	1 day ISS to 5 days OSS;	2e

violence or fear	Consequences based on severity of the disruption	
<b>Possess or distribute school or private property without appropriate authorization</b>	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	2f
<b>Unauthorized entry/Trespassing</b> – Unauthorized entry into the school building; Trespassing on school property during OSS	1 day ISS to 5 days OSS; Consequences based on severity of the disruption	3a 3b
<b>Ganging Up</b> (3 or more participants)	1 day OSS to 5 days OSS	5a 5b
<b>Battery/Fight involving scholars</b> – intentionally making physical contact which does not cause physical harm to another person (Battery)	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	5a
<b>Battery/Fight involving scholars</b> – intentionally making physical contact which causes physical harm to another person (Battery)	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	5a
<b>Fight</b> , Mutually participate in a physical altercation, Hitting another person or hitting back	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	5b
<b>Assault</b> ; Attempt to cause physical injury, threaten bodily harm or commit an act which places a person in reasonable apprehension of immediately receiving physical injury	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	5c
<b>Harassment or acts of bigotry</b> (Criminal charges may apply)	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	6a
<b>Consensual hazing, initiation or bodily modifications</b>	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	5d
<b>Bullying</b> ; Mandatory discipline on the third offence	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	6b
<b>Profanity towards an Employee/Verbal abuse of an employee.</b> Use of abusive words, profane or vulgar language (written or oral) or gestures (directed at or toward an employee)	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	6c



<b>Offensive Material</b> – Possessing, displaying or distributing profane/vulgar/obscene/pornographic/offensive materials, etc.	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	6d
<b>Forcefully abduct, transport and/or detain a person against his/her will.</b>	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	6e
<b>Insubordination;</b> blatant defiance of school employee request, refusal to follow a reasonable request	1 day ISS up to 5 days OSS, Consequences may be based upon the severity of the injury/disruption	7
<b>Weapons</b> (Criminal charges may apply) Possession of a Category II weapon without intent to harm or use for protection	3 days ISS up to 5 days OSS	10
<b>Weapons</b> (Criminal charges may apply) Possession of a Category III weapon (includes any weapon not included in Category I or II)	3 days ISS up to 5 days OSS	10
<b>Alcohol/Drugs/Paraphernalia</b> (Criminal charges may apply) Possession or use of drugs, alcohol or drug paraphernalia; use of inhalant	3 days ISS up to 5 days OSS	11a 11b
<b>Alcohol/Drugs/Paraphernalia</b> (Criminal charges may apply) Other drug offenses; false identification/inhalants over the counter medication/prescriptions	3 days ISS up to 5 days OSS	11 c 11 e 11 f 11 g
<b>Sexual Harassment</b>	1 day ISS up to 5 days OSS	16
<b>Sexual Misconduct/Sexual Offenses</b> (Criminal charges may also apply) Sexual acts/offenses (without use of force/indecent exposure)	1 day ISS up to 5 days OSS	17 a
Sexual Battery (must also be reported to School Police, IAS Board)		17 b
<b>Technology Offenses</b> Technology/computer misuse (inappropriate Internet use, disabling, etc.)/computer/trespassing/tampering/hacking/altering hard drive; Refusal to comply with school rules or reasonable directions or commands of school staff regarding use of technology and/or visual recording devices without permission	DET up to 5 days OSS	18 a 18 b 18 c 18 d 18 e
<b>Gang Activity</b> (Criminal charges may apply) Involvement in criminal gang activity; holding oneself	3 days OSS up to 5 days OSS	19 a 19 b

out to be a gang member; recruiting or soliciting membership into a gang		19 c
<b>Encouraging Misconduct</b> Provoking a fight/Encouraging violation of the Code of Conduct	1 day ISS up to 5 days OSS	22
<b>Level 3 – Serious Acts of Misconduct</b>		
<b>Infraction</b>	<b>Consequence Range</b>	<b>Rule</b>
<b>Battery of an Employee (Physical and Verbal)</b> (Criminal charges may 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 a long-term suspension and/or expulsion. If expelled, upon recommendation of the Head of School and/or Board, an elementary scholar may be readmitted to elementary school as permitted by the Board.	4 a
<b>Battery of an Employee (Physical and Verbal)</b> (Criminal charges may apply) Intentionally make physical contact of an insulting or provoking nature with a school employee	10 days OSS, with a Hearing Referral for a long-term suspension and/or expulsion. If expelled, upon recommendation of the Head of School and/or Board, an elementary scholar may be readmitted to elementary school as permitted by the Board.	4 b
<b>Assault</b> Attempt to cause physical injury, threaten bodily harm or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury	10 days OSS, with a Hearing Referral for a long-term suspension and/or expulsion. If expelled, upon recommendation of the Head of School and/or Board, an elementary scholar may be readmitted to elementary school as permitted by the Board.	4 c

<b>Group Fight with serious injury</b> (Criminal charges may apply) 3 or more participants engaged in fighting	10 days OSS, with a Hearing Referral for a long-term suspension and/or expulsion. If expelled, upon recommendation of the Head of School and/or Board, an elementary scholar may be readmitted to elementary school as permitted by the Board.	5 a 5 b
<b>Weapons</b> (Criminal Charges may also apply) Possession or use of any <b>Category I Weapon</b>	10 days OSS and Hearing recommendation for expulsion for at least one (1) calendar year	10
<b>Weapons</b> (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/alternative education program	10
<b>Alcohol/Drugs/Paraphernalia</b> (Criminal Charges may also apply) Sale, attempted sale or distribution of alcohol, controlled substance, prescribed medication, look-a-like drug or paraphernalia	10 days OSS and Hearing recommendation for long term suspension/expulsion/alternative education program	11 d
<b>Sexual Molestation</b> (must also be reported to Smyrna Police Department and IAS Board)	10 days OSS and Hearing recommendation for long term suspension/expulsion/alternative education program	17 c
Off Campus Misconduct	10 days OSS and Hearing recommendation for long term suspension/expulsion/alternative education program	21

## **Scholar Conduct in Common Areas**

### **Cafeteria**

Due to the large numbers of scholars who must eat lunch in a limited amount of time, the following expectations should be met:

- Scholars should be in alphabetical order and enter the lunch line area quietly and orderly.
- Purchase all food items and get napkins and eating utensils **before** sitting at the lunch table.
- Remain seated. If needed, raise your hand and a staff member will assist you.
- Speak in a quiet tone of voice because of the number of scholars in the lunch area at one time.
- Clean your area, including any food you may have dropped on the floor, before leaving.
- Finish all food and drink while in the cafeteria. No food items are to be taken from the cafeteria.

### **Hallways**

- To ensure smooth transitions during the school day, scholars should always be quiet and orderly in the halls. Walk on the right side of the hall to give others space to walk in the opposite direction.
- Playing in the halls is not appropriate. Keep your hands, feet, and objects to yourself and be considerate of others.

### **Restrooms**

- No playing or socializing in restroom area; keep your visit to the restroom time appropriate and respect the privacy of others.
- Keep the restrooms clean and free of vandalism. School is your home during the day. Don't forget to flush the toilets and wash hands before leaving the restroom. Please report any problems immediately to your teacher.

## **Notifications**

### **International Academy of Smyrna**

**In compliance with state and federal regulations, the following notification guidelines and contact information are provided for the benefit of scholar and family protection.**

**In compliance with the requirements of the Elementary and Secondary Education Act the International Academy of Smyrna would like to inform you that you may request information about the professional qualifications of your scholar's teacher(s). The following information may be requested:**

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

If you wish to request information concerning your child's teacher's qualification, please contact the Head of School at **(678) 370-0980**.

#### **General Public Complaints Policy**

IAS Scholar, Parent/Guardian, or General Public Complaints Policy Purpose:

The purpose of this policy is to provide guidelines to scholars, parents/guardians, or members of the general public for filing complaints against the school or employee of the school on any and all matters including complaints concerning Federal Programs: Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney•Vento Act; School Improvement 1003(a) and 1003(g) (SIG).

#### **Dispute Resolution**

1. The complaints process may be initiated directly to the assistant Head of School.
2. Parents, guardians, or unaccompanied youth who initiate a complaint, must do so in writing.
3. Written notice should be complete, as brief as possible, and simply stated.
4. The assistant Head of School will provide a written response to the dispute within 5 school days.
  - a. The response will include a notice of the right to appeal, to an ad hoc Appeals Committee, the decision of the Dean.
5. If the parent, guardian, or unaccompanied youth does not agree with the decision of the Dean, an appeal may be filed with the Appeals Committee.
6. The Appeals Committee will provide a written response to the appeal within 5 school days. The response will include a notice of the right to appeal his/her decision to the Governing Board.
7. If the staff member does not agree with the decision of the Appeals Committee, an appeal may be filed with the Governing Board.
8. Within thirty working days of receipt of the appeal of the Appeals Committee's decision, the Appeals Committee will present the matter to the Governing Board at its regular meeting or at a

special meeting called for that purpose. The Board will review the original complaint, the response of the Dean, the response of the Appeals Committee, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

9. The Governing Board will either uphold the recommendation of the Appeals Committee or require the school to take some other action in response to the complaint.
  - a. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Governing Board or as a separate written statement that will include the right to appeal to the Georgia Department of Education.
  - b. The Board will be the final reviewing authority within the school.
10. If the Parent, Guardian, or Unaccompanied youth is dissatisfied with the decision of the Governing Board, an appeal may be filed with the Deputy Appeals Committee of Teacher and Scholar Support at the Georgia Department of Education, 1854 Twin Towers East, Atlanta, GA 30334.

### **Notice of Non-Discrimination**

IAS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. IAS also provides equal access or a fair opportunity to meet to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within the open or limited public forum offered by the school.

The following person has been designated to handle inquiries regarding these non-discrimination policies:  
Katrina Brinker, Head of School  
(678) 370-0980

For further information on notice of non-discrimination, please contact the Office for Civil Rights:

U.S. Department of Education Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
1 (800) 421-3481

### **Individuals with Disabilities Education Act (IDEA)**

IAS, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

IAS needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the IAS and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of Cobb County.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call IAS at (678) 370-0980.

## **Reporting Acts of Sexual Abuse or Sexual Misconduct**

The following is the reporting process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. This process shall not prohibit the ability of a student to report the incident to law enforcement authorities.

1. 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 District employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
2. Any teacher, counselor, volunteer or administrator receiving a report of sexual abuse or sexual misconduct of student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the schools Head of School, Director of Operations or designee, and shall submit a written report of the incident to the schools Head of School, Director of Operations or designee within 24 hours. If the Head of School or Director of Operations is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the other.
3. The Head of School, Director of Operations or designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school counselor, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The school counselor's shall report the accusation of sexual abuse or sexual misconduct to a child welfare agency providing protective services as designated by the Department of Human Services in the manner determined by such agency. Child Protection Report may be submitted via telephone, fax, or in written form (preferred method for the school district is written report) to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district 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 shall be investigated immediately by school or system personnel. To protect the integrity of the process and to limit repeated interviews with the student, the designated system personnel is required to take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the Head of School, Director of Operations or designee shall make an immediate report to local police authorities. The SCSC and the Professional Standards Commission Ethics Division must also be notified of any validated acts of sexual misconduct.

## **Public Information**

IAS has the following documents available for review by parents of children with disabilities and to the general public:

Comprehensive Plan for Special Education IDEA

Federal Applications for Funds

Special Education Accountability/Monitoring Final Report

Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

For more information regarding IDEA, or if you have questions or need additional assistance, please contact the school administration.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute enacted to prohibit discrimination and to assure that disabled scholars have educational opportunities and benefits equal to those provided to non-disabled scholars.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact IAS's Section 504 Coordinator:

Section 504 Coordinator, Aliceia Lyles [Aliceia.Lyles@iasmyrna.org](mailto:Aliceia.Lyles@iasmyrna.org)

### **Family Educational Rights and Privacy Act (FERPA)**

Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's education records. These rights are:

The right to inspect and review the scholar's education records within 45 days after the day IAS receives a request for access.

Parents or eligible scholars should submit to the school Head of School a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents or eligible scholars who wish to ask IAS to amend a record should write the school Head of School, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable



information (PII) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer 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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by IAS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from scholars' education records, without consent of the parent or eligible scholar, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible scholar, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible scholars have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible scholar –

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))  
To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible scholar's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal• or State•-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized

representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the scholar whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)) FERPA

### Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that IAS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, IAS may disclose appropriately designated "directory information" without written consent, unless you have advised IAS to the contrary in accordance with IAS procedures. The primary purpose of directory information is to allow IAS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your scholar's role in a production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation program

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you don't want IAS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify IAS in writing by September 30, 2018. IAS has designated the following information as directory information:

- Scholar's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

A scholar ID number or other unique personal identifier that is displayed on a scholar ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA applies to the programs and activities of a State Education Agency (SEA), Local Education Agency (LEA), such as IAS, or other recipient of funds under any program funded by the U.S. Department of Education.[1] It governs the administration to scholars of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the scholar or the scholar's parent;
- mental or psychological problems of the scholar or the scholar's family; sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the scholar or scholar's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of scholar privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a scholar who is 18 years old or an emancipated minor under State law.

There are three types of notification an LEA must provide parents and scholars. The first one is a general notification of their rights under PPRA.

The second notice is a notification of specific events. The following activities require notification:

Activities involving the collection, disclosure, or use of personal information collected from scholars for marketing purposes or for selling that information, or otherwise providing it to others for that purpose;

The administration of any survey containing one or more of the eight protected areas listed above; and  
Any nonemergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the scholar, or of other scholars.

The third notice is a notification of the policies LEAs are required to develop, in consultation with parents, under PPRA. The LEA shall provide the notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in the policies.

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

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

Collection, disclosure, or use of personal information collected from scholars for marketing, sales, or other distribution.

Administration of any protected information survey not funded in whole or in part by the US Department of Education.

Any non-emergency, invasive physical examination or screening as described above.

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

### **Information for Homeless Scholars**

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

Children and youth who are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

Children and youth who have a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings;

Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or, migratory children are considered homeless when they are living in circumstances set forth in items 1, 2 and 3. Unaccompanied youth are scholars who are not in the physical custody of a parent/guardian and are living in a homeless situation.

Homeless scholars have certain educational rights and can:

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

If you believe your child may qualify for assistance under this policy, please contact your child's counselor.

## **Title IX Grievance Policy**

Scholars, parents, and applicants for admission have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 as follows:

### Level 1: Assistant Head of School

A scholar or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

### Level 2: Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX and Section 504 Coordinator • Aliceia Lyles, [Aliceia.Lyles@iasmyrna.org](mailto:Aliceia.Lyles@iasmyrna.org). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor scholar may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### Level 3: Head of School

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Head of School within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Dean or his/her designee. The Dean or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Head of School or his/her designee within ten (10) working days after receiving the written appeal.

### Level 4: Governing Board

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the Chair of the IAS Governing Board within ten (10) working days after the grievant receives the report from the Dean. The grievant may request a meeting with the Board. The Board has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board's action. The procedure in no way denies the right of the grievant to file a formal complaint with the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

# IAS Handbook Acknowledgement

2018-2019

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR  
OLDEST SCHOLAR'S HOMEROOM TEACHER**

We/I have read and understand all policies and procedures outlined in this handbook.

Specifically, I have reviewed and understand the following policies and information and agree to comply with the guidelines and requirements outlined in each.

Please initial each section indicating you have specifically reviewed and sign the acknowledgement at the bottom:

- \_\_\_\_\_ IAS Attendance Policy
- \_\_\_\_\_ IAS Code of Conduct
- \_\_\_\_\_ IAS Dress Code
- \_\_\_\_\_ Communication Chain of Command
- \_\_\_\_\_ Promotion & Retention Policy
- \_\_\_\_\_ School Academic Information
- \_\_\_\_\_ Notification of Scholar Rights

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## PLEASE LIST ALL SCHOLARS IN YOUR HOUSEHOLD

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_