



Graduation Achievement

CHARTER HIGH SCHOOL

Operational Policies

Amended
June, 2016

TABLE OF CONTENTS

School Legal StatusAppendix	A
School Attendance ZoneAppendix	B
Official School YearAppendix	C
Official School DayAppendix	D
School CalendarAppendix	E
Fiscal YearAppendix	F
School Safety Plan and Emergency School ClosingAppendix	G
Disruption or Interruption of Operations of a Public SchoolAppendix	H
Communicable DiseasesAppendix	I
MedicineAppendix	J
InoculationsAppendix	K
TransportationAppendix	L
Building MaintenanceAppendix	M
Emergency RepairsAppendix	N
ProcurementAppendix	O
Solicitations of Staff and StudentsAppendix	P
Student and Classroom ObservationsAppendix	Q
School AttendanceAppendix	R
Grading and ReportingAppendix	S
School AdmissionsAppendix	T
Admission of Transfer StudentsAppendix	U
Transfers and WithdrawalsAppendix	

		V
Student RecordsAppendix	W
Records CopyingAppendix	X
Club and Extracurricular ProgramAppendix	Y
Field Trips and Enrichment ActivitiesAppendix	Z
Chaperone Duties and ResponsibilitiesAppendix	AA
Parent and Student Complaints and GrievancesAppendix	BB
Technology Acceptable Use PolicyAppendix	CC
Drug Free School ZoneAppendix	DD
Child Abuse and NeglectAppendix	EE
SearchesAppendix	FF
Due Process ProceduresAppendix	GG
DisciplineAppendix	HH
Threats of ViolenceAppendix	II
Weapons at SchoolAppendix	JJ
Seclusion and RestraintAppendix	KK
Student Support Team (SST)Appendix	LL

APPENDIX A

SCHOOL LEGAL STATUS

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Legal Status

SECTION 1.1. The School operates as a Georgia non-profit organization (in accordance with applicable state and federal laws) Executive under the authority of the charter as authorized by the State Board of Education.

SECTION 2. Authority of the Board of Directors

SECTION 2.1. In accordance with the Board's bylaws duly adopted on July 24, 2009, the Board of Directors is charged with the responsibility of the control and management of the School in compliance with state and federal laws, rules, and regulations applicable to public charter schools.

APPENDIX B

SCHOOL ATTENDANCE ZONE

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Official Attendance Zone

SECTION 1.1. The official attendance zone of the School shall be the State of Georgia, which has been duly approved in the charter by state authorizing agencies.

SECTION 2. Eligibility for Enrollment

SECTION 2.1. Any student who resides with a parent/legal guardian within the official attendance zone and provides timely and valid evidence of proof of residency within the official attendance zone is eligible to enroll in the School.

SECTION 2.2. Valid evidence of proof of residency shall be defined as forms of evidence required by other public schools in the State of Georgia and as defined in the School's Parent and Student Handbook.

SECTION 3. Revisions to Official Attendance Zone

SECTION 3.1. The Board of Directors of the School may change the attendance zone by making the appropriate revisions to the charter, subject to approval by state authorizing agencies.

APPENDIX C

OFFICIAL SCHOOL YEAR

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Official School Year

SECTION 1.1. The official school year for students consists of the equivalent of 200 days of attendance.

SECTION 2. Authorization for Departure from Official School Year

SECTION 2.1. When any of the following conditions exist, the Superintendent and Chief Executive Officer, with the authorization of the Governing Board, and if applicable, the school's authorizer, may depart from the 200-day school year:

SECTION 2.1.1. The President of the United States or the Governor of the State of Georgia proclaims a state of emergency;

SECTION 2.1.2. There is an emergency, disaster, act of God, civil disturbance or a shortage of vital and critical materials, supplies, access to facilities, or fuel that make the continued operation of the School according to the definitions of school year, school month, or school day impractical or impossible.

SECTION 2.1.3. In the event that schools are closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material supplies, access to facilities, or fuel, the Superintendent and Chief Executive Officer may elect not to make up missed days for students if, at the end of the last complete week of the school year, four or fewer days remain for completion of the regular 200-day school year. The school year will terminate at the end of the last school day of the last complete week of the school year in accordance with state statute.

SECTION 3. Work Year for Staff

SECTION 3.1. The work year for teachers is a twelve-month year.

SECTION 3.2. The work year for all employees shall be specified on the school calendar or designated by the Superintendent and Chief Executive Officer.

SECTION 3.3. The Superintendent and Chief Executive Officer is authorized to schedule employee makeup days or furlough days based on the needs of the School.

APPENDIX D

OFFICIAL SCHOOL DAY

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Length of Instructional Day

SECTION 1.1. Standardized testing shall be given as part of a full school day and not administered outside of school Executive hours.

SECTION 1.2. High school graduation exercise may be scheduled after the end of the official school year.

SECTION 1.3. Students on authorized school trips may be counted present according to applicable policy.

APPENDIX E

SCHOOL CALENDAR

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Annual Calendar

SECTION 1.1. The Superintendent and Chief Executive Officer shall submit for approval by the Board Directors a calendar for the upcoming school year no later than the last voting session in March of each preceding year. The calendar shall specify the calendar dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable regulations of the State Board of Education and accrediting agencies.

SECTION 1.2. No later than the last regularly scheduled voting schedule in April, the Board of Directors shall officially adopt the upcoming school year calendar.

SECTION 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall take place on the school's website and via other communication channels no later than May 1.

SECTION 2. Authorization to Revise the Annual Calendar

SECTION 2.1. The Board of Directors upon recommendation by the Superintendent and Chief Executive Officer has the authority to make changes to the official school calendar through a duly adopted Board resolution and, when applicable, after receiving the approval of state authorizing agencies.

APPENDIX F

FISCAL YEAR

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The fiscal year for the School shall be July 1-June 30.

APPENDIX G

SCHOOL SAFETY PLAN AND EMERGENCY SCHOOL CLOSING PROCEDURES

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. School Safety Plan. The School will cooperate fully with emergency management preparedness authorities to develop and implement an emergency management preparedness program which address man-made and natural disasters.

SECTION 2. Emergency Suspension of School Operations or Activities

SECTION 2.1. The Graduation Achievement Centers of Georgia shall abide by school closures for school districts where they are located, e.g., Atlanta Public Schools for the MJB-Atlanta location.

SECTION 2.2. The Board Directors further authorizes the Superintendent and Chief Executive Officer to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

SECTION 2.3. The Superintendent and Chief Executive Officer shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions which could potentially or actually cause suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the Parent and Student and Employee handbooks.

SECTION 2.4. School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Superintendent and Chief Executive Officer shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the Superintendent and Chief Executive Officer's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The Superintendent and Chief Executive Officer shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

APPENDIX H

DISRUPTION OR INTERRUPTION OF OPERATION OF PUBLIC SCHOOLS

The Board of Directors of Graduation Achievement Charter High School adopts the following policy effective on the date of adoption by the Board.

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting, or abusing public school employees in the presence of pupils. Disruptive individuals may be immediately removed from the School grounds and restrictions may be placed on their presence on School grounds in the future. The School reserves the right to refer the situation to the appropriate law enforcement authorities and the student may lose priority enrollment for the following school year.

APPENDIX I

COMMUNICABLE DISEASES

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. General Information.

SECTION 1.1. The School is committed to protecting students, staff, and visitors from the spread of communicable diseases which pose a substantial threat to the health or safety of the school community. The School further recognizes that a student infected with a communicable disease cannot be denied an education solely because of the infection.

SECTION 1.2. The Board, the applicable health department, and/or the Georgia Department of Human Resources has the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable disease or health conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of disease and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

SECTION 2. Procedures.

SECTION 2.1. If there is reasonable cause to believe that a student or an employee has become infected with a communicable disease, the determination of a student's or an employee's condition shall be based upon reasonable medical judgment taking into consideration the nature of the risk (how the disease is transmitted); how long the carrier is infectious to others; and the probability that the disease will be transmitted and could cause harm to others.

SECTION 2.2. After consideration of the criteria set forth in Section 2.1, the infected student or employee shall be allowed to remain in the educational or employment setting unless he/she currently presents a significant risk of contagion as determined by an appropriate designated school administrator after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or a physician selected by the School. When deemed medically appropriate, a student or employee may be removed from the school for a period of time not to exceed ten (10) calendar days for the purpose of obtaining a reasonable medical judgment as to whether or not the student or employee's attendance at the School would pose a significant risk to others' health.

SECTION 2.3. After a determination of the student's or employee's medical condition has been made, the Superintendent and Chief Executive Officer after consultation with the student's or employee's physician, a public health official knowledgeable about the disease and/or the physician selected by the School shall determine whether reasonable accommodation will allow the student to perform in the classroom or the employee to meet

the essential functions of the job. An accommodation is reasonable unless it imposes either an undue financial hardship or administrative burden on the School.

SECTION 3. Protections

SECTION 3.1. The School shall not disclose medical information about a student or an employee with human immunodeficiency virus or other communicable disease without the consent of the employee or the student or parent or guardian, whichever is applicable, or only as required by law or court order. Nothing in this paragraph shall prohibit the school from notifying the parents or guardians of its students of the presence in a school of chicken pox or any other communicable disease as required or suggested by the applicable county or state health department.

SECTION 3.2. The School shall not deny an individual employment based solely upon the individual's infection with a communicable disease unless the School, after consultation with the applicant's physician, a public health official knowledgeable about the disease and/or the physician selected by the School , determines that the communicable disease is of such nature or at a stage that the individual should not be in the regular school setting.

SECTION 3.3. The School shall not deny a student infected with a communicable disease an education solely because of the infection.

SECTION 4. Prevention.

SECTION 4.1. The School] shall educate its employees and students about communicable diseases, including transmission, risk reduction, and universal precautions for handling blood and body fluids.

SECTION 4.2. All schools shall adopt routine procedures for handling blood and body fluids consistent with the Centers for Disease Control Universal Precautions for Handling Blood and Body Fluids.

APPENDIX J

MEDICINE

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions.

SECTION 1.1. If the charter school employs a school nurse, the nurse(or another employee designated by the Superintendent and Chief Executive Officer) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

SECTION 1.1.1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.

SECTION 1.1.2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.

SECTION 1.1.3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

SECTION 1.2. The School reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the school Superintendent and Chief Executive Officer) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

APPENDIX K
INOCULATIONS

The Board of Directors of Graduation Achievement Charter High School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

Students attending School must meet the immunization requirements as prescribed by Georgia statute.

APPENDIX L

TRANSPORTATION

The Board of Directors of Graduation Achievement Charter High School is committed to safe transportation of all students to and from school and events and hereby adopts the following policy effective on the date of adoption.

SECTION 1. Busing

SECTION 1.1. When applicable, students may be transported to and from school events in approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students (including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency).

SECTION 1.2. For school events where transportation is provided, School shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 1.3. Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

SECTION 1.4. Students or children under the age of 18 who are not enrolled at School shall not be permitted to ride in vehicles provided by School.

APPENDIX M

BUILDING MAINTENANCE

The Board of Directors of Graduation Achievement Charter High School adopts the following policy, effective on the date of adoption by the Board.

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Board of Directors shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Board's Facilities Committee in collaboration with the Superintendent and Chief Executive Officer shall develop and implement capital improvement projects that ensure proper maintenance of the school facilities in accordance with the approved budget.

The Chief Executive Officer, where applicable, shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

APPENDIX N

EMERGENCY REPAIRS

The Board of Directors of Graduation Achievement Charter High School adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Board of Directors' procurement policy (Appendix O), the authority is granted to the Superintendent and Chief Executive Officer to procure the services necessary for emergency repairs to buildings or grounds which may be required to continue school operations in a safe environment.

APPENDIX O PROCUREMENT

The Board of Directors of Graduation Achievement Charter High School adopts the following policy, effective on the date of adoption by the Board.

Any procurement of goods and services shall be made by _____, and all purchases shall be in the best interest of the School, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

The School shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in paragraph 1 above.

This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

APPENDIX P
SOLICITATIONS OF STAFF AND STUDENTS

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Solicitation.

SECTION 1.1. The Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the Superintendent and Chief Executive Officer. Solicitation within the school must have prior approval of the Superintendent and Chief Executive Officer.

SECTION 1.2. An annual Fundraising Plan shall be approved by the Board of Directors prior to each school year.

SECTION 1.3. No fund raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Superintendent and Chief Executive Officer. Charitable organizations' solicitations must be approved annually.

SECTION 1.4. Door-to-door collection shall be prohibited for all students.

APPENDIX Q STUDENT AND CLASSROOM OBSERVATIONS

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.1. While the School acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the School to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional must be submitted in writing to the Superintendent and Chief Executive Officer for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act (FERPA) and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. The Superintendent and Chief Executive Officer must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the Superintendent and Chief Executive Officer.

SECTION 1.5. Upon request, the Superintendent and Chief Executive Officer may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Superintendent and Chief Executive Officer an appropriate Release of Confidential Information under FERPA, signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

APPENDIX R
SCHOOL ATTENDANCE

The Board of Directors of Graduation Achievement Charter High School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. In order to receive maximum benefit from the instructional activities, students are expected to be logged in for school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 2. Attendance Rules.

SECTION 2.1. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

- a) Personal illness or attendance in school endangers a student's health or the health of others.
- b) A serious illness or death in a student's immediate family necessitating absence from school.
- c) A court order or an order by a governmental agency mandating absence from school.
- d) Observance of religious holidays.
- e) Conditions rendering attendance impossible or hazardous to student health or safety.
- f) A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
- g) Any other reason approved by the Georgia State Board of Education.

SECTION 2.2. Students shall be counted present when they are serving as pages of the Georgia General Assembly or Special Olympics.

SECTION 2.3. Unexcused absences are all failures to attend school other than those specifically listed above.

SECTION 2.4. Absences and tardiness will be recorded on the student permanent record.

SECTION 2.5. If a student is absent from school, the student must provide an excuse the day the student returns.

SECTION 2.6. When the student is absent, the school will attempt to contact the parent to determine the cause of absence. However, the excuse must be provided, whether or not a contact is made by phone. A phone call and email log will be kept by the Advisor.

SECTION 2.7. All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for makeup work.

SECTION 2.8. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 2.9. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etc., or court for the absence(s) to be excused.

SECTION 2.10. Unexcused or questionable absences will be followed up by school personnel including the school social worker in the following order:

- a) Student absentee phone calls are made to parents and documented in the Communications tab.
- b) Any parent, guardian, or other person having control or charge of any child or children between the ages of six and sixteen shall send such child or children to school. On the sixth unexcused absence a violation of this code (O.C.G.A. 20-2-690.1) will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of not less than \$25.00 nor greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties. Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence. If no response is achieved the school shall send a notice by certified mail, return receipt requested. Each day's absence from school after notification on the fifth unexcused absence shall constitute a separate offense.

APPENDIXS GRADING AND REPORTING

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Grading .

SECTION 1.1. The Governing Board shall vest responsibility in the Superintendent and Chief Executive Officer for developing a grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

SECTION 1.2. Teachers shall use a variety of methods to assess student progress.

SECTION 2. Reporting.

SECTION 2.1. Students and parents may log into Edgenuity at any time to see a complete accounting of all grades in the Academic Snapshot.

SECTION 2.2. The Academic Snapshot shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

SECTION 2.3. Cumulative grades shall be transferred to students' individual permanent school record and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4. Teachers are expected to maintain regular communications with parents by providing timely return of graded classwork and convening student conferences as needed.

APPENDIX T SCHOOL ADMISSIONS/ENROLLMENT

The Board of Directors of Graduation Achievement Charter High School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

For the purpose of this regulation, **admissions** is defined as the initial application phase and **enrollment** as the process that takes place once a student has been admitted to the school.

SECTION 1. Eligibility.

SECTION 1.1. All students who are residents of the State of Georgia, and who are matriculating at the high school level, are eligible to apply to Graduation Achievement Charter High School.

SECTION 1.2. The School will not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

SECTION 1.3. Students will not be required to complete any test or measure in order to be admitted to School. Once students are past the admissions phase and formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 2. Registration.

SECTION 2.1. The School's enrollment period for virtual students is open and ongoing through April 1. After April 1, enrollment will be closed to the general public for the current School Year and enrollment applications will be processed for seats available at the beginning of the next School Year.

Section 2.2 Enrollment of students in the Graduation Achievement Centers of Georgia is open and ongoing throughout the school year.

SECTION 2.3. In order to complete the registration process the following must be received by School: completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications which are timely received but are incomplete due to circumstances beyond the control of the applicant may be accepted at the discretion of the Superintendent and Chief Executive Officer with a right of appeal to the Board of Directors.

SECTION 2.4. The School's admissions and enrollment procedures will be published annually.

SECTION 2.5. A register of all complete and timely received applications will be kept in the School's office for review by applicants.

SECTION 2.6. Students who reside outside of the State of Georgia will not be enrolled at School.

SECTION 2.7. Students who are currently enrolled in the school must re-register for the following school year by the end of the current school year.

SECTION 3. Recruitment of Students.

SECTION 3.1. Recruitment of students is the School's responsibility. Public notices will be made regarding the opening of new centers and during seasonal enrollment drives. During the recruitment process, the School will provide parents of potential students with accurate information about the programs, services, and amenities available.

SECTION 4. Lottery Process and Procedures

SECTION 4.1. Should the number of applicants exceed the space available during a given admissions period, a public lottery will be held for open seats received by the application deadline.

SECTION 4.2. Should a lottery be required, waiting lists by grade will be also be created once all grade levels are at capacity. The waiting list will be fully populated during the public lottery. Applications received after the lottery is held will be place on the waiting list in the order that they are received.

APPENDIXU

ADMISSION OF TRANSFER STUDENTS

The Governing Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Applicability.

SECTION 1.1. A transferring student applying for admission shall present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

SECTION 2. Conditions of Admission.

SECTION 2.1. A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration, as well as proof of age and residency.

SECTION 2.1.1. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in O.C.G.A. 15-11-37, and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.

SECTION 2.2. Upon receipt of the records from the school previously attended, the School administration shall notify the parent(s) or guardian of such receipt, and the parents may request a copy of the records within 10 days of being notified.

SECTION 2.3. Within five days of receipt of a copy of the records, the parent(s) or guardian may request, and are entitled to, a hearing before the Superintendent and Chief Executive Officer for the purpose of challenging the content of the records.

SECTION 2.4. If a student so conditionally admitted is found to be ineligible for enrollment under existing Board policies, he or she shall be dismissed from enrollment until such time as he or she become re-eligible.

SECTION 3. Transfer Students Found to be Not in Good Standing

SECTION 3.1. In any case where a student seeks to transfer from another system that has been permanently expelled from such system, such student's admission will be at the sole discretion of the Superintendent and Chief Executive Officer.

SECTION 3.5. If it is determined from any source that a student has committed a felony act, the Superintendent and Chief Executive Officer reserves the discretion to enroll the student but not to permit the student to attend a Graduation Achievement Center.

**APPENDIX V
TRANSFERS AND WITHDRAWALS**

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Enrollment via Transfer.

SECTION 1.1. Students may formally enroll in School pending receipt of their immunization record, for a period not to exceed 30 calendar days from initial entry.

SECTION 1.1.1. The 30-day waiver may be extended from the date of the first admittance, whichever is earlier, for up to 90 calendar days, provided the student is a transfer student from an out-of-state school system to a Georgia school system.

SECTION 1.2. The student must provide documentation to the school from the local health department or a physician specifying that an immunization sequence has been started and that the immunization time schedule can be completed.

SECTION 2. Withdrawals.

SECTION 2.1. Parents or guardians shall provide 48 hours notice of withdrawal to obtain student records and withdrawal forms.

SECTION 2.2. All fees due shall be paid in full prior to release of records to parents and guardians.

APPENDIX W STUDENT RECORDS

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Definition.

SECTION 1.1. Student records shall be defined as all information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

SECTION 2. Custodial Responsibility.

SECTION 2.1.1. The Registrar will be responsible for administering the use of the file in observance of due process and will guarantee that records contain factual, documented information on students. Any information not meeting this requirement shall be removed.

SECTION 3. Records.

SECTION 3.1. Student cumulative records must contain, but are not limited to:

- Identifying data
- Academic achievement
- Attendance data
- Standardized test scores
- Immunization records
- Required health screenings
- Proof of Residency
- Birth Certificate

SECTION 3.2. Academic achievement records of individual students of School shall be maintained for a period of at least 7 years (after the student leaves or transfers) and the attendance data for a period of at least three years.

SECTION 3.2.1. Student records shall be housed in a fire-resistant place.

SECTION 3.3. No person or party, except the parents or legal guardians and students over eighteen (18) years of age, shall be permitted to examine or obtain information from the records of students except, (1) by the written consent of the student's parent or lawful guardian specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents or lawful guardian and the student if desired by the parents, or (2) in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon the condition that parents or lawful guardians of the student are notified of all such orders or subpoenas in advance of the compliance therewith.

(Divorce does not end a parent's right to review the child's records unless the courts specify that such review or contact is prohibited.)

SECTION 3.4. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older). File completed request in student cumulative record.
2. A "Request for Information" request is received by school officials in the form of specific request from the court or a court order. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
3. A "Request for Transcript" is received by school officials from a receiving school including schools operated by the Department of Juvenile Justice. Only information such as grades, attendance records, discipline records, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per Paragraph 1 above. Schools must comply with appropriate requests for transcripts within 10 calendar days.
4. In instances where requests for information might come from an outside agency working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.
5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Health and Human Resources, Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which would not permit the personal identification of such students or their parents shall be released. This does not prevent federal officials, administrative head of an agency or state educational authorities to audit and evaluate provided confidentiality is maintained and information later destroyed. The only exception shall be when the collections of personally identifiable data is specifically authorized by federal law. The School shall not withhold any student record because of nonpayment of fees.

SECTION 3.5.1. The School receiving the transferred record shall notify the parent(s)/guardian(s) of students that the record has been received.

SECTION 3.5.2. Student records shall be available to parents, legal guardians, and students of legal age, upon their written request. This does not include records that have the

names of several students. Individual parents, guardians, or students may also inspect these records upon request.

APPENDIX X

RECORDS COPYING

The Board of Directors of Graduation Achievement Charter High School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.1. In an effort to have student records available in a timely manner, and to offset costs associated with producing documentation, the following procedures apply to the copying of records:

SECTION 1.1.1. The School must have at least 48 hours advance notice of the request for student records

SECTION 1.1.2. The School may charge up to 25 cents per page.

SECTION 1.1.3. The parent/guardian will be notified when the copies are available for pickup

SECTION 1.1.4. The charges associated with copying do not include faxes or copies to school officials for purposes of Release of Information, Request for Information, or Request for Transcripts.

APPENDIXY

CLUB AND EXTRACURRICULAR PROGRAM

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Program Description and Purpose.

The School's Club and Extracurricular Program provides enrichment activities and social and in-person networking interaction with peers in a supervised, structured setting. The Program serves students who are enrolled in the school and is intended to encourage creativity, self-discipline, and curiosity.

SECTION 2. Fees. Reasonable fees for supervision, materials and supplies may be charged for school-sponsored clubs or programs.

SECTION 2.1 Classes, workshops, and lessons sponsored by non-school staff may be charged on a per diem basis per student. Fees charged by non-school staff are non-refundable.

SECTION 3. Operations.

The Program will operate according to a schedule established by the Superintendent and Chief Executive Officer each year and is subject to change throughout the year.

SECTION 3.1. Activities will generally be scheduled before or after regular school hours; however, nothing shall prevent the Coordinator or sponsors from planning presentations during the school day with prior approval from the Superintendent and Chief Executive Officer.

SECTION 3.2. Activities may extend to weekends or holidays for special events (e.g., road races, art shows, presentations, etc.) so long as such events are approved by the Superintendent and Chief Executive Officer in advance and a School administrator is present for events taking place on school property.

SECTION 3.3. Students shall comply with the school's discipline code during club and extracurricular activities.

SECTION 3.4. Adult/student ratios, for safety purposes and to maximize engagement shall not exceed 25:1 during club and extracurricular activities.

APPENDIX Z

FIELDTRIPS AND ENRICHMENT ACTIVITIES

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Field Trips and Enrichment Activities.

SECTION 1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators, and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

SECTION 1.2. Field trip plans for school day instructional trips should be developed by each teacher or advisor and submitted to the Superintendent and Chief Executive Officer for approval.

SECTION 2. Board Notification.

The Superintendent and Chief Executive Officer shall inform the Board of approaching field trips that are overnight or out-of-state.

SECTION 3. Documentation.

Appropriate parental permission forms must be received and kept on file for students to participate in field trips.

SECTION 4. Unauthorized Fieldtrips.

Unless approved by the Superintendent and Chief Executive Officer, trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Board of Directors as approved field trips. The Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips or communicating information related to such trips should not occur on school property, via school email, or using school-owned equipment.

APPENDIX AA

CHAPERONE DUTIES AND RESPONSIBILITIES

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Chaperone Duties and Responsibilities.

SECTION 1.1. School staff shall maintain a list of all non-school employee chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all school students on the field trip.

SECTION 1.2. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to an administrator.

SECTION 1.3. School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a non-school employee chaperone or any other person.

SECTION 1.4. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 1.5. Chaperones should be strategically located on buses, if applicable, and at venues to ensure that students are adequately supervised at all times.

SECTION 2.1. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

SECTION 2.2. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.

SECTION 2.3. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.4. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.5. Students should never be left unattended by an adult.

SECTION 2.6. Students should remain with their specific chaperone unless authorized by a School staff member.

SECTION 2.7. Students who become ill during the course of a field trip should be brought to a School staff member. Parents of the student should be promptly contacted by the School staff member. The School staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.8. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and School staff.

SECTION 2.9. Students will be accompanied by an adult when crossing streets.

SECTION 2.10. Chaperones and School staff should strictly enforce rules or procedures established as part of the School Code of Conduct or those established by the venue.

SECTION 2.11. Chaperones and School staff are expected to provide direct instruction and modeling of appropriate behavior and etiquette in certain venues (e.g., restaurants, museums, etc.)

SECTION 3. Consequences.

SECTION 3.1. Failure to comply with all procedures and expectations may result in loss of chaperone privileges.

SECTION 3.2. Staff members who do not follow the above procedures and expectations may be formally reprimanded, suspended without pay, or terminated.

APPENDIX BB

PARENT AND STUDENT COMPLAINTS AND GRIEVANCES

The Governing Board of _____[School] adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns which will not interfere with regular scheduled classes or school related activities.

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of lowest levels of authority shall be as follows:

1. **Classroom related concerns** – teachers
 2. **School related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.) – [Principal or other title]
 3. **Appeals** – Governing Board Grievance Committee
- Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

APPENDIX CC

Technology Acceptable Use Policy

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Internet Use and Safety.

The School recognizes that computers and the internet have educational purpose when used properly. The School will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the internet that could be of potential harm or inappropriate to the student. While the School will inform students on the appropriate use of email and internet safety and will take all necessary measures to ensure students use computers and the internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the internet, the School cannot guarantee the internet and computer environment for its students. The School uses available filtering software.

SECTION 1.1 The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

SECTION 2. Staff Responsibilities for Use of Technology

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;
- Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy;
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
- Supervise student internet and computer usage.

SECTION 3. Student Responsibilities for Use of Technology

Students are responsible for appropriate behavior on the school's computer systems, just as they are in a brick-and-mortar classroom or at a school event. Communications on the Internet are often public in nature. The use of the school issued computer and computer systems is a privilege, not a right. Students should have no expectation of privacy when using the school's computer systems. The school may suspend Internet subsidy or deny the use of school computer equipment to any student who abuses that privilege.

Students are personally responsible for their actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see. With regard to privacy, computer storage areas may be treated like the "traditional" school lockers.

The School will supply each student with a messaging account that will be stored and maintained on the school's server. School administrators reserve the right to monitor any student email communication that passes through school servers. Administrators may review communications files to maintain system integrity. This will insure that students are using the computer system responsibly.

Students should never download or install any commercial software, shareware, or freeware onto their computers unless they have documented permission from the technical support staff at the School.

Students should not use profane, abusive, or impolite language when communicating online. They should not access any materials that are in violation of school rules and policies. If students encounter such material by accident, they should report it to their parents immediately who should then contact the School with this information.

The School expects students to observe the following rules of online behavior:

- Students will only access the Internet for educational purposes
- Students will restrict their access to material deemed appropriate by staff and parents
- Students will use appropriate conduct toward others
- Students will observe and respect license and copyright agreements
- Students will keep passwords and personal information confidential. (Student names, telephone numbers, and addresses should not be revealed over the Internet.)

The following types of access are considered to be inappropriate uses:

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal or prohibitive acts
- Attempts to access any resources that are restricted, confidential or privileged
- Posting chain letters
- Internet Relay Chat, news groups, or mailing list participation unless directed and supervised by a staff member for a classroom assignment
- Granting Internet or Network access to unauthorized persons intentionally or unintentionally, or failing to notify a teacher or administrator if you suspect someone of using your password
- Posting personal contact information
- Agreeing to meet someone met online without parental approval and under the supervision of a teacher or authorized adult
- Attempts to disrupt access

- Causing damage to or changing function, operation or design of the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Disregarding the rights of copyright owners on the Internet
- Posting Web pages without the consent of a teacher or authorized adult
- Buying or selling any products or services

Parents must monitor their children's compliance with these standards. Students who violate these standards may face a loss of Internet access, the loss of school-owned computer equipment, other disciplinary measures, and/or legal action.

SECTION 4. Network User Responsibilities

- Use of the district's technology resources must be in support of education and research consistent with the educational objectives of the School.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of district technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the Principal or other authorized school leader.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

SECTION 5. Lost or damaged property.

The student/parent must notify the school within five days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

Families/students are generally financially responsible for their equipment as evidenced in their signed contract. In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier.

The School will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's Advisor who will then forward the information to the Superintendent and Chief Executive Officer.

Replacement Equipment

The School will issue replacement equipment only after:

- Copies of all applicable reports and claims have been received in the Superintendent and Chief Executive Officer's office.

- Appropriate arrangements have been made by the student/family to compensate the school for the loss.
- The family/student signs a revised agreement that reflects the issuance of new equipment.
- The damaged equipment is returned, if applicable.

SECTION 6. Acceptable Use.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Please note network email accounts are not private; they remain the property of the School and may be reviewed by the school at any time.

Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher or Advisor.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Students may, if in accord with the policy above:

- Design and post web pages and other material from school resources.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.

- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher, advisor, or Provost Academy Technology Support Center staff.
- Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Every school-issued computer is preinstalled with an Internet content filter pursuant to federal regulations. The filter is not to be removed because it blocks access to sites deemed inappropriate as well as sites that have no educational value. Social networking sites, pornography, gambling, and proxy sites are blocked through the filter. Uses of instant messenger applications are not permitted on the school computers and are also blocked.

Parents must monitor their children's compliance with these standards. Students who violate these standards may face a loss of Internet access, the loss of school-owned computer equipment, other disciplinary measures, and/or legal action.

SECTION 7. Internet Subsidy.

As a prerequisite to attending the School, it is essential that students have reliable Internet connectivity to access the School's curriculum, and any Live Learning Sessions, as well as a means to connect to its staff and services.

To assist parents with the provision of Internet access, the School may provide a household a subsidy to be applied to their Internet costs. If a subsidy is provided, each subsidy payment will be up to \$50.00 per semester. Payments will be prorated based on the enrollment date of the student(s) in the household. Payments will be issued to the Primary Contact listed in the school's student information system at the time of disbursement.

The School will process subsidy payments at the end of each semester (twice per year) in February and July. Student must be actively enrolled at the time of disbursement in order to receive a subsidy payment.

Households that do not have Internet access must contact an Internet provider and order service ensuring Internet access is available before the student begins school. Failure to meet this date may result in your child missing valuable classroom instruction. Parents and guardians who need assistance with this process should notify the Advisor, who will mobilize resources to ensure that Internet access is available for the student.

In order to receive a subsidy payment, students must comply with the follow guidelines:

- Student(s) in the household must be enrolled at the time of disbursement.
- Student(s) in the household must be in good academic standing.

Enrollment Requirement

Student(s) in the household must be enrolled at the time of disbursement. Families should reference the school calendar, found in the Parent & Student Handbook to determine the last day of the semester.

Academic Standing Requirement

If any student in a household triggers the School's definition of truant the household's next internet subsidy will be reduced by 50%. The internet subsidy will be reduced by 50% every time a student in that household triggers the definition of "truant."

A student will be considered truant when they have accrued have four (4) or more unexcused absences in a month or ten (10) or more unexcused absences in a school year. The School defines an "unexcused absence" as completing less than a 9% average among all courses during a 7-day period. Completing an 8.9-7.1% average among all courses during a 7-day period, will result in a student generating one (1) unexcused absence. A student who completes 7.0% or lower average among all courses during a 7-day period, will generate two (2) unexcused absences.

7-day Period Average	Attendance Result
9.0% or greater average	Minimum Attendance
7.1-8.9% average	1 Unexcused Absence
7.0% or below average	2 Unexcused Absences

APPENDIXDD

DRUG FREE SCHOOL ZONE

The Board of Directors of Graduation Achievement Charter High School adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Purpose and Declaration.

The School values the health and well-being of all students and the use or possession of alcohol and other drugs is harmful to their physical, emotional and mental health.

SECTION 2. Application of Policy to Students.

SECTION 2.1. This policy shall apply to all students and compliance with this policy is mandatory as per requirements for the Drug-Free Schools and Communities Act of 1989.

SECTION 2.2. It shall further be the policy of the School to provide age-appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure in the use of illicit drugs or alcohol for all students in the system. These programs shall provide information about the drug and alcohol counseling rehabilitation and re-entry programs available to students.

SECTION 3. Narcotics, Alcoholic Beverages, and Stimulant Drugs.

SECTION 3.1.

A student or staff member shall not possess, sell, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, and amphetamines, barbiturates, cocaine, marijuana, controlled substances, alcoholic beverages, anabolic steroids, look-alike drugs, or intoxicants of any kind:

- On the school grounds during and immediately before or immediately after school hours
- On the school grounds at any other time when the school is being used by any school group
- Off the school grounds at a school activity, function or event
- En route to and from school or school activity on buses acquired for school activities.

SECTION 3.2. Use of a drug authorized by a medical prescription from a registered physician should not be considered a violation of this regulation. All prescription drugs shall be kept in the original container and housed in the office according to administrative procedures.

SECTION 4. Procedures for Handling Abuse.

SECTION 4.1. Procedures for handling incidents in the schools involving the possession, sale, and/or use of drugs, alcoholic beverages or any other behavior affecting substances shall be as follows:

SECTION 4.1.1. The police and the parents of any involved students shall be contacted immediately and an initial investigation will be conducted. During the investigation, the Superintendent and Chief Executive Officer shall have the discretion to temporarily suspend the student during the investigation.

SECTION 4.1.2. If the student was found to have possessed, used or sold drugs, alcoholic beverages or drug paraphernalia, the Superintendent and Chief Executive Officer has the discretion to continue to suspend the student or expel the student. The parents of the student may appeal this decision before a discipline tribunal, whose decision shall be final and binding.

SECTION 4.1.3. The school will make every effort to help students experiencing a problem with alcohol or drugs through counseling, drug abuse education, collaborate with the county health department and individual physicians.

SECTION 4.1.4. A copy of this policy shall be provided to all parents and students.

SECTION 4.1.5. There shall be a biennial review of this program to determine its effectiveness and ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

APPENDIX EE

CHILD ABUSE AND NEGLECT

The Board of Directors of Graduation Achievement Charter High School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.

In accordance with O.C.G.A. 19-7-5, educators in Georgia have the duty to report suspected child abuse and neglect to the appropriate authorities.

SECTION 2. Mandate.

Any person who has reason to believe that a child has had physical injury or injuries upon the child, other than by accidental means, by a parent, or a caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, must report or cause a report to be made with immunity from liability.

SECTION 2.1

An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, 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.

APPENDIX FF

SEARCHES

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION I. Search of Students and School Property

The School respects the civil rights of the students attending its school and will uphold those rights, but will not tolerate violations of law, Board policy, or school rules. Searches are used to ensure the safety of ALL individuals at the School.

SECTION 1.1 Search of Property

Any teacher, principal, school security guard, or administrator in the School may search any building, desk, locker, area, grounds or vehicle parked on school property for evidence that the law, a school rule, or School policy has been violated. The School is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any School property constitutes consent of the owner and/or operator to allow a search of the vehicle.

SECTION 1.2 Personal Searches

The teacher, principal, school security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. If at all possible, searches of students should be conducted outside the presence of other students. Students should be asked to empty all of their pockets before the physical search of a student is conducted.

SECTION 1.2.1 If a “pat down” search of a student is to be conducted, a teacher, principal, school security guard, or administrator of the same gender should conduct that search if at all possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.

SECTION 2. No action taken pursuant to this policy by any teacher, principal, school security guard, or administrator, employed by the School, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SECTION 3. Whenever any search is conducted of the person of any student based on

individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search, the results of the search, and the disposition of any articles or items found and seized. This record shall be filed and maintained in the principal's office and a copy forwarded to the parent of the student involved.

SECTION 4. Specially trained dogs may be used only for searches of lockers, rooms, buildings and parking lots. A dog may not be used for the search of the person of a student.

SECTION 5. Any prohibited item seized or discovered in any search shall be safeguarded by the Superintendent and Chief Executive Officer and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the Principal or designee shall notify the police and turn over any such items to the police while obtaining a receipt for the transfer of the item to the police.

SECTION 6. Refusal to unlock lockers or vehicles parked on school property will be punishable by short-term suspension and in the case of a vehicle; the vehicle will be banned from campus.

SECTION 7. Students who put their belongings in other student's vehicles or lockers may be subject to the same discipline as the owner(s) of the vehicle or locker.

APPENDIX GG

DUE PROCESS PROCEDURES

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and Policy Statement

The School's Code of Conduct contained herein as Appendix HH sets out student expectations for behavior. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. When punishment must be administered, this policy ensures that it is fair and that it serves the best interests of all the children in the School.

SECTION 2. Process

SECTION 2.1. Local Informal Hearing

A local informal hearing is held before a student is given out-of-school suspension. The hearing may be held in-person or via telephone conference call. If the suspension is for 3 school days or less and no further disciplinary action is to be sought or taken, no further hearing will be held.

SECTION 2.1.1 At the local informal hearing, the student is informed verbally of the offense with which he/she is charged, who made the charge(s), who witnessed the offense, and what disciplinary action is proposed to be taken. The student is provided with an opportunity to tell his/her side of the story. The student's parent/guardian is usually not present for the informal hearing, but will be contacted if disciplinary action is taken. Witnesses (when applicable) are asked to submit written accounts of the incident as soon as possible after the incident.

SECTION 2.2 Local Formal Hearing

A Local Formal Hearing is held before a Local Formal Hearing Officer who is appointed by the Superintendent and Chief Executive Officer to hear and decide the case. The Local Formal Hearing Officer is a local administrator or other certified employee who has no prior knowledge of the case. The Local Formal Hearing Officer has the power to impose up to 10 days of out-of-school suspension. Except in unusual circumstances as determined by the principal, the Local Formal Hearing takes place at the Graduation Achievement Center attended by the student.

SECTION 2.2.1 The student and parents or guardian are provided written notice of the charges prior to the hearing. The student's parents/guardians are encouraged to attend the Local Formal Hearing; however, if the right to attend is waived, the hearing will proceed without them. Parents or guardians may consult legal counsel (at their own expense).

SECTION 2.2.2. At the Local Formal Hearing, the student will be given an opportunity to present his/her version of the facts; offer the testimony of witnesses; introduce other relevant information and evidence; question witnesses in a respectful manner; and observe

all evidence offered. Attorneys of the accused student may observe the local formal hearing but shall not participate in any form. Witnesses testifying at the Local Formal Hearing will not be allowed to have an attorney present at the hearing unless that witness is or may be charged in the incident. Friends or relatives of the student and other members of the public who are not witnesses may not attend the Local Formal Hearing. A record of the Local Formal Hearing shall be made.

SECTION 2.2.3. The Local Formal Hearing Officer's determination of guilt or innocence and the discipline to be imposed shall be based solely upon the evidence presented at the hearing. Evidence of the student's previous behavior may be presented to prove a violation of probation and/or repeated violations of the school policies. In addition, evidence of the student's academic and disciplinary record may be considered in connection with determining the appropriate punishment.

SECTION 2.2.4. The Local Formal Hearing Officer's decision shall be made within 24 hours after the hearing. The student and parents or guardian shall be informed of the Local Formal Hearing Officer's decision in writing and shall be informed of their right to appeal an unfavorable decision to the Principal. If the student is found guilty of the charges, the hearing officer may recommend that the charges against the student be heard by the Student Evidentiary Hearing Committee.

SECTION 2.3 Student Evidentiary Hearing Committee

The Student Evidentiary Hearing Committee (SEHC) is a panel composed of School Principals, Assistant Principals, Counselors, psychologists, social workers, and special educators who hear evidence concerning charges of student misconducts, which, if proven, may require punishment greater than a ten school-day suspension. The members of the panel serve on a rotating basis and have no prior knowledge of the charges. Each hearing panel has at least three members.

SECTION 2.3.1. When a Local Formal Hearing Officer refers a student to the Student Evidentiary Hearing Committee, the referral is reviewed by the Superintendent and Chief Executive Officer, who decides whether to hold a hearing before the SEHC. If a hearing is to be held, the student and parents or guardian will be provided written notice of the charges and a list of possible witnesses.

SECTION 2.3.2 Hearings before the SEHC are confidential and not open to the public. The student and his/her parent or guardian and their witnesses may attend the hearing, but other relatives or friends of the student will not be allowed to attend. The proceedings are recorded electronically. The School may summon witnesses to testify on its behalf at the hearing. The student and parent or guardian may also bring witnesses, both material and character, to the hearing. If the student or parent/guardian wants School personnel or other students to testify at the hearing, they should contact the Superintendent and Chief Executive Officer, who will issue summonses for these persons. Witnesses testifying before the Student Evidentiary Hearing Committee will not be allowed to have an attorney present at the hearing unless that witness is or may be charged in the incident.

SECTION 2.3.3. The evidence presented at a SEHC hearing may include physical evidence,

such as drugs or weapons; witness testimony; and relevant documents, such as witness statements, investigation reports, and the student's current discipline and academic record. The School bears the burden of proving the charges against the student by a "preponderance of the evidence." The School is not usually represented by an attorney at SEHC hearings, but in some cases an attorney is used. The student has the right, at his/her own expense, to be represented by counsel at the SEHC hearing.

SECTION 2.3.4. The SEHC hearing is not required to be identical to a courtroom trial, and the Georgia Evidence Code does not apply. Parties may offer such relevant and material evidence as they desire and shall provide such additional evidence as the SEHC members may deem necessary to their determination of guilt or innocence and the punishment to be imposed. The SEHC panel shall be the judge of the relevancy and materiality of the evidence offered. The SEHC is entitled to give the evidence presented to it whatever weight it thinks the evidence deserves. The Committee's determination of guilt or innocence and the discipline to be imposed shall be based solely upon the evidence presented at the hearing. After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument. The hearing then ends, and the Committee meets privately to decide the student's guilt or innocence and an appropriate punishment if the student is found guilty.

SECTION 2.3.5. If the student is found not guilty of the charges, the student shall be allowed to return to school. If the student is found guilty, the hearing panel may impose punishment ranging from sending the accused back to school on probation to expulsion from the school system. Parents/guardians may contact the Superintendent and Chief Executive Officer the next working day to receive the decision. A letter will be sent to the student's parent/guardian within ten days after the hearing is held.

SECTION 2.3.6. The student's parent/guardian may appeal the SEHC decision to the Board of Directors by submitting a written request for review to the Superintendent and Chief Executive Officer and the Board of Directors at Graduation Achievement Charter High School, 100 Edgewood Avenue, NE, Suite 915, Atlanta, Georgia 30303. This request must be made within twenty (20) calendar days of the date of the hearing.

SECTION 2.3.7. Appeal to Board of Directors

A transcript of the SEHC hearing will be made only if there is an appeal. The student's parent/guardian or attorney may review the transcript upon request.

The decision of the Board of Directors will be based solely on the record created during the SEHC hearing. The Board will not consider any new evidence or hear any oral arguments; however, written arguments concerning the merits of the appeal may be submitted. The Board will make its decision in Executive Session within ten (10) working days after receipt of the written notice of appeal. It has the power to affirm, reverse, or modify the SEHC decision. The Board's decision will be final, unless an appeal is made to the State Board of Education within 30 calendar days of the Board's decision.

SECTION 2.3.8. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia are specified in O.C.G.A. § 20-2-1160.

APPENDIX HH

DISCIPLINE

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose

SECTION 1.1. The School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers not to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

SECTION 2. Investigation Process

When a violation of school rules is reported or suspected, the Superintendent and Chief Executive Officer will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

SECTION 3. Definitions of Disciplinary Methods

3.1 Out-of-School Suspension

3.1.1. Short-term suspension means the removal of a student from school for one to ten school days. A local school administrator may impose a suspension of one to three school days. A local formal hearing officer (defined below) may impose an out-of-school suspension of up to ten school days. Schoolwork missed during suspensions may be made up when the student returns to school.

3.1.2. Long-term suspension means the removal of a student from school for more than ten school days but not beyond the current school semester. Only the Student Evidentiary Hearing Committee (defined below) or the Board of Directors may impose long-term suspension.

A student on long-term suspension may not receive homework, make up work, or take exams unless allowed to do so by the Student Evidentiary Hearing Committee or the Board of Directors. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

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

SECTION 4. Code of Conduct

4.1 Philosophy

Provost Academy exists to educate its students. The school will not tolerate any actions from students, parents, staff, or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

School administration will use professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the following factors:

- The student's age and maturity level;
- The nature and seriousness of the infraction and the circumstances which led to the infraction;
- The student's previous disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate;
- The student's attitude; and other relevant factors.

4.2 Offenses and Consequences

Consequence	Description	Can be Assigned By	Level
Warning	The student is formally warned that such behavior is prohibited by the School's Discipline Code.	Advisor, Director of Instruction, Director of Special Education, Superintendent and Chief Executive Officer	1
Informal Talk	A school official will talk to the student regarding the student's behavior.	Director of Instruction, Director of Special Education, Superintendent and Chief Executive Officer	1
Deprivation of Privileges	Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Access to the research center, or chat rooms, field trips and other in-person activities are privileges, not rights. Any or all of these privileges may be revoked.	Advisor, Director of Instruction, Director of Special Education, Superintendent and Chief Executive Officer	2
Student Conference	A formal conference held between the student and one or more school officials. Actions taken and the results of the conference are recorded and placed in the child's file. The parent/guardian will be notified of the conference and encouraged to attend.	Advisor, Director of Instruction, Director of Special Education, Superintendent and Chief Executive Officer	2
Behavior Contract	The administrator, counselor, or teacher, in consultation with the parent and student, will develop a behavioral contract. A behavioral contract identifies a specific behavior, describes how the student should behave, and clearly specifies the consequences of misbehavior. Violation in the terms of the contract may result in long-term suspension.	Director of Instruction, Director of Special Education, Superintendent and Chief Executive Officer	3
Short-Term	A temporary removal of a student	Director of	4

Removal from Live Peer Interactions	from live school interactions with other students (virtual and/or face-to-face, academic and/or social). The length of a suspension may range from 1 day up to 30 days and/or up to three social events depending on the seriousness of the violation. The student will retain access to online courses and recorded virtual sessions. After the removal, parents/guardians must attend a conference to readmit the student to the school.	Instruction, Director of Special Education, Superintendent and Chief Executive Officer	
Short-Term Suspension of Academic Access	A temporary suspension of a student all electronic/online systems. The length of a suspension may range from 1 to 10 days depending on the seriousness of the violation. The student will retain access to online courses and recorded virtual sessions. After a suspension, parents/guardians must attend a conference to readmit the student to the school.	Director of Instruction, Director of Special Education, Superintendent and Chief Executive Officer	5
Long-Term Removal from Live Peer Interactions	A removal of a student from live school interactions with other students (virtual and/or face-to-face, academic and/or social) for more than 30 days up to the remainder of the school year depending on the seriousness of the violation. The student will retain access to online courses and recorded virtual sessions. After the removal, parents/guardians must attend a conference to readmit the student to the school.	Superintendent and Chief Executive Officer	6
Expulsion	Permanent dismissal of a student from the regular school program.	Board	7

4.3. Infractions Leading to Suspension or Expulsion

The following infractions in the Code of Conduct may subject the student to discipline, up to and including suspension or expulsion, if the infraction occurs during the presentation of any learning opportunity or at any school event, activity, or function:

- Assault–A physical attack that attempts to cause or causes personal injury to another student, staff member or other person. Minimum = 2 and Maximum = 7

- Bomb Threat–Making a false report regarding the possession or location of explosive materials. This applies to threats made verbally, physically, in writing, or by any other method including 911 calls and electronic mail. Minimum = 4 and Maximum = 6
- Bullying Behavior–Using physical, verbal, written, electronically transmitted, or emotional abuse or aggression to take advantage of others. Engaging in intimidation, coercion, or extortion or threatening violence, injury or harm to another or others. Minimum = 2 and Maximum = 7
- Cheating–Illicitly sharing or learning of specific questions on an exercise or test before it is given. Illicitly sharing or obtaining information during an exercise or test. Plagiarism, *i.e.*, submitting another’s work or ideas as one’s own. This includes copying from another student’s work, from print sources, or from any electronic source including the Internet. Minimum = 1 and Maximum = 3
- Disorderly Conduct–Includes but is not limited to, running, pushing, shoving, or engaging in horseplay. Excessive verbal or physical interaction that results in disruption is also considered disorderly conduct. Minimum = 1 and Maximum = 4
- Displaying inappropriate symbols of gangs–Clothing, jewelry, electronic communication or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. Symbols must not be protected as religious expression or free speech. The term “gang” means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of the school’s code of conduct. Minimum = 1 and Maximum = 4
- Endangerment of self or others–Engaging in or causing behavior which can be demonstrated to affect negatively the educative process or which presents a danger to the safety or welfare of the school community. If the activity in question occurs outside of the school environment, a link between the act and the school community must be demonstrated. Minimum = 1 and Maximum = 7
- Extortion–Obtaining or attempting to obtain money, property, or services by threats or forcing someone to do something against his/her will by force or threat of force. Minimum = 4 and Maximum = 7
- False alarms–Activating an emergency alarm or response when no emergency exists. Minimum = 4 and Maximum = 7
- Felony Act–Any act that constitutes a felony under applicable law. Minimum = 4 and Maximum = 7
- Fighting–Physical contact or other acts of violence where all parties have physically contributed to conflict. Minimum = 4 and Maximum = 7
- Gambling–The playing of games for money or possessions. Minimum = 1 and Maximum = 4
- Hazing–Any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort. Minimum = 2 and Maximum = 7
- Identify Theft and Impersonation–Determining the login credentials of another student and logging in to the system as that student. Minimum = 3 and Maximum = 7

- Incitement - Encouraging or coercing another to engage in activity that is prohibited under this code. The consequence may not exceed the penalty for the activity. Minimum = 1 and Maximum = 7
- Possessing, posting or distributing prohibited material--Prohibited material is material that is obscene, libelous, defamatory, or that contains a threat of violence, injury, or harm. This includes written and electronic communications. Minimum = 1 and Maximum = 6
- Possession of drug paraphernalia or other proscribed equipment--Student possession of drug paraphernalia such as rolling papers, bong, or roach clips, or other prohibited items. Minimum = 4 and Maximum = 7
- Possession or use of controlled substances, without authorization, or of illegal drugs or alcohol--Use or possession of a prescription drug belonging to another, alcohol or illegal substances including but not limited to, marijuana, cocaine, or heroin. Minimum = 4 and Maximum = 7
- Possession of a weapon--Weapons are defined as items that can cause serious injury or death when used as a weapon. This list includes but is not limited to, knives, bb guns, pepper spray, or other item of no reasonable use to the student at school. Minimum = 6 and Maximum = 7
- Possession of a firearm--Firearms include any item that is capable of firing a projectile and using an explosive as a propellant including rifles and pistols. Minimum = 7 and Maximum = 7
- Possession of a dangerous object--Dangerous objects include but are not limited to, knives, razor blades, explosives, mace, tear gas, or other dangerous object of no reasonable use to the student at school. Minimum = 6 and Maximum = 7
- Possession and Use of Tobacco - Description of and consequences for, tobacco possession and use by students should be developed based on applicable state law Minimum = 2 and Maximum = 4
- Sale or distribution of controlled substances or illegal drugs or alcohol--Sale or distribution, of a prescription drug belonging to another, alcohol, or illegal substances including but not limited to, marijuana, cocaine, or heroin. Minimum = 6 and Maximum = 7
- Sexual Harassment--Sexual harassment is defined as inappropriate or unwelcome sexual advances, requests for sexual favors, or other inappropriate or unwelcome verbal, physical, or electronic-based contact of a sexual nature. Minimum = 2 and Maximum = 7
- Sexual Misconduct--Inappropriate physical contact of a sexual nature such as touching, patting, pinching, etc. Minimum = 2 and Maximum = 7
- Tampering with school records--Altering or destroying any record or document of the school by any method. Minimum = 3 and Maximum = 7
- Theft--Taking of school or personal property, receiving stolen items or being in possession of stolen items or knowingly being in unauthorized possession of property belonging to another. This includes unauthorized copying of computer software. Minimum = 4 and Maximum = 7

- Under the influence of illegal substance--Being under the influence of alcohol or a controlled substance not prescribed by a physician for such student. Minimum = 4 and Maximum = 7
- Using profane or obscene language or gestures - Applies to oral, written or electronic communications. Should not be construed to prohibit protected speech. Minimum = 1 and Maximum = 4
- Vandalism--Malicious destruction of or damage to school or personal property. Minimum = 2 and Maximum = 7
- Verbal Harassment--Using slurs based upon race, ethnicity, national origin, religion, gender, sexual orientation, or disability. Minimum = 2 and Maximum = 7
- Violation of Internet Acceptable Use Policy--Internet Acceptable Use Policy is included in the policy section of this handbook. Minimum = 1 and Maximum = 7

4.4 Drugs, Alcohol, and Tobacco

Provost Academy prohibits the possession and/or use of drugs, alcohol, illicit substances, or tobacco products on school property or at school-sponsored events. Violators face a full range of disciplinary action including suspension or expulsion from school. They also may be prosecuted to the full extent of the law.

4.5. Weapons

Graduation Achievement Charter High School prohibits the possession of any weapon(s) on school property or at school-sponsored events. Violators face a full range of disciplinary action including suspension or expulsion from school. They also may be prosecuted to the fullest extent of the law.

The federal Gun Free Schools Act of 1994 states that any student who is determined to have brought a firearm to school, as defined by 18 USCA sec. 921, shall be expelled from the regular school program for at least one year. This shall be modified on a case-by-case basis as permitted under applicable law. Such modifications may include placement in alternative educational programs. In addition, any student bringing a firearm to school shall be referred to the local law enforcement and/or juvenile justice system as appropriate. The possession of a weapon in violation of O.C.G.A. 16-11-127.1 will trigger the reporting requirements of O.C.G.A. 20-2-1184.

4.6. Harassment

Graduation Achievement Charter High School requires all employees, students, and other individuals in the school environment to conduct themselves in an appropriate manner with respect of all employees, students, and other members of the school community. Harassment in any form or for any reason based on religion, ethnicity, race, gender or sexual orientation is strictly prohibited.

“Harassment includes remarks, gestures, or physical contact, writing placed on school property or the display or circulation of written materials or pictures derogatory to either gender or to an individual’s sexual orientation. What constitutes sexual harassment is based upon reasonable perceptions of the complainant rather than the intent of the alleged harasser. Students who believe they are victims of harassment should report such occurrences to a Graduation Achievement Charter High School school official.

Students engaged in any act of harassment that is in any way connected to anyone associated with Graduation Achievement Charter High School will be subject to one or more of the following disciplinary actions:

- Conference with parent or guardian
- Removal from participation in extra-curricular activities
- Short-term suspension of Live Peer Interactions (less than the remainder of the school year)
- Short-term suspension of Academic Access (up to 10 days)
- Long-term suspension of Live Peer Interactions (the remainder of the school year)
- Referral to an appropriate law enforcement agency
- Permanent expulsion from Graduation Achievement Charter High School

4.6.1. Bullying

Bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted (cyber bullying), or emotional abuse, or through attacks on the property of another. It may include but is not be limited to actions such as verbal taunts, name-calling, and put-downs, including ethnically based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in Graduation Achievement Charter High School and is prohibited.

Cyber bullying takes many forms, which may include:

- Flaming—sending angry, rude, or vulgar messages
- Harassment—repeatedly sending a person an offensive message
- Cyber stalking—harassment, threats of harm, intimidation
- Denigration—sending or posting harmful, untrue, or cruel statements
- Masquerading—hiding one’s identity when sending messages
- Outing—sending or posting private material about a person
- Phishing/Trickery—engaging in tricks to solicit embarrassing information
- Exclusion—intentionally excluding a person from an online group
- Bashing—routinely posting racist remarks or gossip online
- Spamming—flooding the Internet with multiple copies of the same message
- Referral to an appropriate law enforcement agency
- Permanent expulsion from Graduation Achievement Charter High School

Students engaged in any act of bullying that is in any way connected to any activity sponsored or supported by Graduation Achievement Charter High School will be subject to one or more of the following disciplinary actions after initial contact of the parent or guardian by phone (when possible) or by written notice as the next option:

- Conference with parent or guardian
- Removal from participation in extra-curricular activities
- Suspension for up to 10 days
- Short-term suspension of Live Peer Interactions (less than the remainder of the school year)

- Short-term suspension of Academic Access (up to 10 days)
- Long-term suspension of Live Peer Interactions (the remainder of the school year)
- Referral to an appropriate law enforcement agency
- Permanent expulsion from Graduation Achievement Charter High School

4.7. Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing on any school property at any time or in connection with any activity supported or sponsored by Graduation Achievement Charter High School, whether on or off school property is strictly prohibited.

Hazing means any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization or club, or athletic team sponsored by Graduation Achievement Charter High School and whose membership is totally or predominately other students from GACHS

Students engaged in any hazing-type behavior that is in any way connected to any activity sponsored or supported by Graduation Achievement Charter High School will be subject to one or more of the following disciplinary actions after initial contact of the parent or guardian by phone (when possible) or by written notice as the next option:

- Conference with parent or guardian
- Removal from participation in extra-curricular activities
- Short-term suspension of Live Peer Interactions (less than the remainder of the school year)
- Short-term suspension of Academic Access (up to 10 days)
- Long-term suspension of Live Peer Interactions (the remainder of the school year)
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the Graduation Achievement Charter High School

4.7.1. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable and effective corrective action. Examples of corrective action include, but are not limited to disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student, special training, or other interventions, apologies, dissemination of statements that the school does not tolerate harassment, intimidation, or bullying, independent reassessment of student work, and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The school will take all other appropriate steps to correct or rectify the situation.

4.8. Consequences for Retaliation or False Accusations

The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The school also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the Superintendent and Chief Executive Officer or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including expulsion for students and termination for employees.

4.8.1. Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the Advisor or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's Superintendent and Chief Executive Officer or other designated contact person as soon as practical.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely based on an anonymous report.

The school will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

4.9. Procedure for long-term suspension or expulsion

Prior to any contemplated long-term suspension or expulsion of any student, the following procedure shall be followed.

4.9.1 General Notice

The Superintendent and Chief Executive Officer shall provide written notice of such proposed action to be delivered to the student and his/her parent, guardian or legal custodian a reasonable time prior to the date of contemplated action. Such delivery may be in person or by registered United States' mail and shall be deemed to be completed, when handed to the addressee or the notice is deposited in the United States mail addressed to the last known address of the student or his/her parent or guardian.

Contents of Notice

The notice shall contain the following basic information:

- A statement of the allegations leading to the contemplated denial of admission or expulsions;
- The nature of the evidence supporting the charges;
- A statement of the date, time, and place of a hearing on the question of expulsion, supplemental extension of suspension, or denial of admission;
- A statement that the student may be present at the hearing during the presentation of all information, shall have an opportunity to present relevant information, and may

be accompanied and represented by the parent, guardian, legal custodian and/or an attorney; and, a statement that failure to participate in such hearing constitutes waiver of further rights in the matter.

4.9.2 Hearing

The Superintendent and Chief Executive Officer prior to any recommendation to the Board for expulsion shall conduct a hearing for expulsion.

- Hearings shall be closed except to participants and witnesses, or, upon agreement by both parties, may be open to such individuals as the parties may specify.
- Testimony and information shall be presented, the Hearing Official may consider and give appropriate weight to such information or evidence, as he/she deems appropriate. The student or his/her representative may question individuals presenting information.
- The Hearing Official shall render a decision within five (5) days after the hearing. All decisions rendered must be submitted in writing to the appropriate personnel, student, and parent or guardian.
- Every effort shall be made, when appropriate, to administer discipline so that the student will not suffer a substantial loss of the educational program.

4.9.3 Right to Appeal an Expulsion

- An appeal may be taken from the decision of the Superintendent and Chief Executive Officer to the PAGA Board.
- The appeal to the Board may be taken by filing a notice of appeal within two (2) weeks of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later.
- When a student is expelled by PAGA for the remainder of the year, the parent, guardian, or legal custodian is responsible for seeing that the compulsory school attendance statute is complied with during the period of expulsion from school. Expulsion from PAGA does not necessarily constitute expulsion or exclusion from any other schools.

4.9.4. Judicial Charges

If PAGA receives information that a petition or charges have been filed on a student regarding commission of an offense, which would constitute a crime of violence, the student may be suspended for investigation of the circumstances surrounding the matter. The PAGA Board of Directors shall meet in executive session for the purpose of conducting a hearing to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students of PAGA and PAGA personnel and whether educating the student in the Academy may disrupt the learning environment in the Academy, provide a negative example for other students, teachers, and other Academy personnel.

APPENDIX II

Threats of Violence

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Policy.

It is the policy of the Board of Directors to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

SECTION 2. Responsibility for Reporting

SECTION 2.1. Any student who receives information concerning such a threat should immediately report that information to a teacher, advisor, or school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

SECTION 2.2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat which could include taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the administrator(s). If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the administrator(s) so that the Administrator(s) can be responsible for taking such steps.

SECTION 3. Administrative Action.

SECTION 3.1. The Superintendent and Chief Executive Officer should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

SECTION 3.2. Whenever the responsible administrator(s) feels that it is necessary to contact outside officials to respond to a threat appropriately, the Superintendent and Chief Executive Officer should also contact the Board of Directors.

APPENDIX JJ

WEAPONS AT SCHOOL

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions.

SECTION 1.1. The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

SECTION 1.2. Definitions

SECTION 1.2.1. Weapon is defined as any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This section excludes any of these instruments used for classroom work authorized by the teacher." Weapon shall also include any instrumentality or object which if used in an offensive manner could cause bodily injury to a person or property, or places a person in fear for his/her safety. (O.C.G.A. 16-11-127.1). Also prohibited are any explosive, incendiary, or poison gas and any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device described above from which a destructive device may be readily assembled.

SECTION 1.2.2 School Safety Zone - the area in or within 1,000 feet of any real property owned by or leased to School

SECTION 2. No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function.

SECTION 3. Exceptions.

In accordance with Georgia law, the following are exceptions to this prohibition:

SECTION 3.1.1. Competitors while participating in organized sport shooting events, or firearm training courses

SECTION 3.1.2. Persons participating in school-sponsored military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense

SECTION 3.1.3. Persons participating in law enforcement training conducted by the police academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof

SECTION 3.1.4. The following persons, when acting in the performance of their official duties or when en route to or from their official duties;

- 1) A peace officer as defined by Georgia law
- 2) A law enforcement officer of the United States government
- 3) A prosecuting attorney of this state or of the United States
- 4) An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm
- 5) A person employed as a campus police officer or school security officer who is authorized to carry a weapon.

SECTION 3.1.5. A person who has been authorized in writing by a duly authorized official of the school to have in his/her possession or use a weapon to be used as part of a school-sponsored activity

SECTION 3.1.6. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract

SECTION 3.1.7. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon

SECTION 3.1.8. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon

SECTION 3.1.9. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the Director of the Division of Probation Public safety of any municipal corporations

SECTION 3.1.10. Trial judges

SECTION 3.1.11. Medical examiners, coroners and their investigators who are employed by the State or any political subdivision thereof

SECTION 3.1.12. Teachers or other school personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment of a motor vehicle or in a locked container or a locked firearms rack in the vehicle.

SECTION 3.1.13. Persons, other than students, licensed or having permits under O.C.G.A. §16-11-129 or §43-38-10, when:

- such person carries or picks up a student at a school building, school function or school property, on a bus or other transportation furnished by the school;
- such person has any weapon legally kept within the vehicle in transit through a designated school by any person other than a student; and
- such person has a weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property, or on a bus or other transportation furnished by the school; or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school.

SECTION 3.1.14. Persons who reside or work in a business or who are in the ordinary course of transacting lawful business.

SECTION 4. Notice.

SECTION 4.1. The School shall post in a prominent place in each building of the School the following notice:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This section excludes any of these instruments used for classroom work authorized by the teacher. VIOLATION MAY RESULT IN

EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR AND/OR CRIMINAL PROSECUTION.

SECTION 5. Penalties.

SECTION 5.1. Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the Superintendent and Chief Executive Officer.

SECTION 5.2. The Superintendent and Chief Executive Officer after being satisfied that the reported violation is true, shall make an oral and written report to the Board Chair, the appropriate police authority, and the district attorney.

SECTION 5.3. The penalty for violation of this policy by bringing to school a weapon as defined above will be expulsion from school for a period of not less than one calendar year and may result in criminal prosecution, except that the Board of Directors may modify the expulsion requirement on a case by case basis when in its sole discretion determine that circumstances warrant same.

SECTION 6. Students with Disabilities: 45 Day Interim Alternative Placement

SECTION 6.1. Any child with a disability who is determined to have brought a firearm to school may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions under 20 USC 1401(a)(20).

SECTION 6.2. If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise.

SECTION 6.3. Students whose Misbehavior Is Unrelated To the Disability.

Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement for a "firearms" violation as defined above, the same as a student without such a disability, except to the extent that such expulsion is inconsistent with the United States Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended, and that educational services shall not cease.

APPENDIX KK

SECLUSION AND RESTRAINT

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions.

SECTION 1.1. The use of chemical restraint, mechanical restraint, or prone restraint, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited in the School.

SECTION 1.2 The use of seclusion, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited within the School.

SECTION 1.2.1 Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

SECTION 1.2.2. Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

SECTION 2. Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

SECTION 2.1. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

SECTION 2.2. Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.

SECTION 2.3 All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

SECTION 2.4. Before any staff member may implement physical restraint, he or she should have completed an approved training program.

SECTION 2.4.1 Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

SECTION 2.4.2 Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each training. Copies of such documentation will be made available to the Georgia Department of Education or any member of the public upon request.

SECTION 2.5. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

SECTION 2.6. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

SECTION 2.7. Whenever physical restraint is used on a student, the school or program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.

SECTION 3. This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

SECTION 4. This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

SECTION 5. The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

SECTION 6. In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

SECTION 7. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

APPENDIX LL

STUDENT SUPPORT TEAM (SST)

The Board of Directors of Graduation Achievement Charter High School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The Student Support Team is established to support students' academic, social, and emotional development when there is cause for concern.

SECTION 1.2. The School will comply with all state and federal mandates related to due process and reporting and will work closely in conjunction with the School's (or School system's) Special Education Department to ensure that all documentation and processes are compatible with the school system's current documentation and processes.

SECTION 2. Records.

SECTION 2.1. Teachers and other staff members shall maintain updated, accurate, and complete records for students in the SST process. Furthermore, teachers and staff members shall strictly follow all rules, regulations, mandates, and established best practices regarding the Student Support Team.

SECTION 3. Communication.

SECTION 3.1. The administrative staff shall provide timely communication to parents and staff members regarding meetings and decisions. Copies of SST minutes shall be provided to the parents and to other Student Support Team members, upon request. Administration shall strictly adhere to and enforce all rules, regulations, mandates, and established best practices regarding the Student Support Team.

SECTION 4. SST Meetings.

SECTION 4.1. All members of the Student Support Team, including administrators, teachers, and parents, shall provide advanced written notification to the SST Coordinator regarding additional members to be included in SST meetings.

SECTION 4.2. Parents are invited to attend and actively participate in SST proceedings; however, parent participation, upon appropriate notification, is not requisite. The school shall act in the best interest of the student at all times.