



**INTERNATIONAL ACADEMY OF SMYRNA
FAMILY HANDBOOK
2020-2021
Grades: Kindergarten – 4th Grade
5th Grade Global Academy**

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The 2020-2021 handbook was written based on standard school operations. If a State of Emergency exists, the IAS Governing Board and school administration will follow the guidance of federal and state agencies. A State of Emergency is declared by a government when conditions exist where policies are imposed that are not normally permitted. A State of Emergency could be declared during a natural disaster, civil unrest, armed conflict, medical pandemic or epidemic or other biosecurity risks.

During a State of Emergency, IAS will adjust operating procedures to align with executive orders and guidance from the federal and state government. The revision of procedures will be provided for staff, parents and students. It is important to understand that adjustments to operations will be addressed as conditions change during the State of Emergency and these changes may be frequent. When the State of Emergency is lifted, IAS will resume standard operating procedures and adhere to federal and state laws and regulations.

Scholar Discipline and IAS Code of Conduct Rationale

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

Scholar Conduct and Discipline

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

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

Teacher/Staff Responsibilities

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

- Teachers and staff shall promote mutual respect between Scholars and adults.
- Teachers and staff shall be prepared to meet professional responsibilities associated with their respective positions.
- Teachers and staff shall develop and use effective management strategies and a consistent school wide procedure to address conflicts and problem solve with Scholars.
- Teachers and staff shall promote a sense of pride and community as evidenced by a friendly and inviting atmosphere, encouraging actions, and service in the school and community.

Teachers/administrators shall contact a scholar's parents/guardians in cases of serious infractions of the IAS Code of Conduct.

Parent/Guardian Responsibilities

Parents and guardians of Scholars are expected to participate in their child's education in the

following ways:

- Communicate often and routinely with their child's teacher.
- Participate in their child's development by attending scheduled conferences.
- Keep informed about school policies and requirements of their child's academic program, including homework and projects.
- Ensure the child attends school regularly and is appropriately prepared.
- Participate in school events for home reinforcement of study skills and specific instructional objectives.
- Communicate concerns to school staff concerning specific problems or difficulties that may impede the child's learning or well-being.
- Provide positive support to your scholar(s) as well as the school and its faculty and staff.

Investigation

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

Due Process

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

Searches

School officials are authorized to conduct reasonable searches of Scholars, staff and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search Scholars whom they believe have either violated a particular law or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive in light of the age and gender of the scholar and the nature of the suspected infraction.

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

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

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

Disciplinary Consequences, Suspensions, and Disciplinary Hearings

If a scholar is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. The scholar's parent/guardian should be notified of in-school suspension and out-of-school suspension (OSS) as soon as possible. This notification should contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification may be delivered to the scholar's parent/guardian through email, in person or by first class mail to the last known address of the parent/guardian. It is also reasonable to conclude that Scholars can give communications to parents. Scholars under suspension or expulsion shall not participate in or attend school activities on or off campus or be present at IAS without permission.

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

Even though there are generally no appeal rights guaranteed by law for Scholars on short-term suspension (10 days OSS or less), the parent/guardian may call the Head of School to discuss their child's discipline.

If the scholar is recommended for OSS for more than 10 school days, a disciplinary hearing is required and will be offered. A hearing will be convened and the Hearing Officer, who is either 1) in good standing with the State Bar of Georgia; 2) has experience as a teacher, counselor, or administrator in a public school system; or 3) is actively serving as a hearing officer under an existing contact/agreement with a Georgia school system and has completed an approved Georgia Department of Education (GaDOE) tribunal training course, will determine the disciplinary outcome for Scholars. Parents will be notified of the disciplinary hearing by phone and in writing. The letter will notify the parents and scholar of the right to participate in the proceedings, including testifying, calling witnesses, presenting evidence, and having a lawyer present.

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

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

Suspension days for any scholar with an Individual Education Plan (IEP) or Section 504 Plan should conform to applicable legal requirements (including any legal limitations of cumulative suspension days).

Chronic Disciplinary Problem Scholar

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

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

Teacher Removal of Scholar

O.C.G.A. § 20-2-738 provides that a teacher may remove from class a scholar who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities or when the scholar poses an immediate threat to the safety of the scholar's classmates or the teacher. The scholar's behavior must be a violation of the IAS Scholar Code of Conduct. Also, if the removal is based upon repeated or substantial interference with instruction, the teacher must have previously reported the scholar to the school administration. For a scholar with an active Individual Education Plan (IEP), or Section 504 plan, the removal from class must be consistent with state and federal regulations.

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

If the decision of the PRC is to return the scholar to the referring teacher's classroom, the administrator will facilitate this return and may assign the scholar discipline or support services for any Code of Conduct violation(s) which occurred. If the decision is not to return the scholar to the referring teacher's classroom, the administrator shall determine and implement appropriate placement for the scholar and may assign discipline and support services. Alternate placement for the scholar may include, but is not limited to, the following: placement in another appropriate classroom, in-school suspension, out-of-school suspension of not more than ten (10) days, or any combination of these and return the scholar to the class from which he/she was removed upon completion of any disciplinary or placement action taken.

Truancy

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

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

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

Reporting to Law Enforcement

In addition to discipline of Scholars by IAS, scholar conduct may be reported to the appropriate law enforcement authorities. School officials encourage parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Discipline Levels

Level 1 Discipline

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

Level 2 Discipline

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

Level 3 Discipline

Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health,

safety, or property and other acts of serious misconduct. Scholars must be referred to an administrator. Administrators will investigate and take the appropriate action. This may include notifying the Smyrna Police Department, as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school suspension to permanent expulsion. NOTE: Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the scholar from the school and/or school sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.

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

Where appropriate, classroom interventions may include the following:

- Classroom interventions (assigned seats, etc.)
- Teacher/scholar conference
- Restorative Practices
- Timeout for Scholars
- School/parent contact
- School/parent conference
- Guidance Counselor intervention
- Multi-tiered Systems of Support (MTSS)
- Referral to administrator
- Head of School involvement
- Verbal reprimand
- Withdrawal of privileges
- Behavior, Attendance and Academic Contract/Plan
- Before or after school detention
- Participation in a school-service project
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)
- Conflict mediation
- Peer mediation
- Confiscation (The school is not responsible for electronic devices on school property or at school sponsored events)
- Administrative referral to scholar services or outside agencies

Scholar Offenses

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

Part I: Disciplinary Rules

The following code provisions apply to scholar behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, while using school technology resources or, in some cases, off-campus (see Rule 20). The decision to charge a scholar for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct they are

to contact the system office of scholar discipline.

Definitions:

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

"Board" means the IAS Governing Board.

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

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

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

"In-school suspension" is the removal of a scholar from his/her class for at least half a school day by the Head of School or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises for a period not exceeding ten (10) consecutive school days. A scholar assigned to in-school suspension will be permitted to work on classroom assignments and will be counted present on the attendance register. Scholars assigned to In-school suspension are not permitted to attend the After School program on the day or days of their assignment.

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

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

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

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

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

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

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

The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and

administrative information.

“Short-Term suspension” means the suspension of a scholar from school for ten (10) school days or less.

“Timeout” includes the removal of a scholar from his/her class by the Head of School or a designee. The timeout is served in a cool-down location supervised by appropriate school personnel in a room on the school premises other than the scholar’s classroom for less than one-half day depending upon the nature of the behavior and the age/grade of the scholar.

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

Disciplinary Rules

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

Rule 1. Disruption and Interference with School

Occupy or block any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds so as to deprive others of access;

Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may cause, or attempts to cause the disruption of any mission or function of the school or poses a threat to the health, safety and/or welfare of Scholars, staff or others;

Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted on school property or at a school-sponsored event. The local school police officer must be notified of such incidents;

Pull a fire alarm without authorization or without the belief that a true emergency exists. (See Rule 8 for false fire alarm report);

Engage in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact; or

Engage in amorous kissing or similar public or other displays of affection (PDA).

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

Cause or attempt to cause damage to or deface school or private property;

Alter or attempt to alter school or private property

Set fire to or attempt to set fire to school or private property;

Steal or attempt to steal school or private property;

Steal or attempt to steal anything of value under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear; or

Possess or distribute school or private property without appropriate school/school system authorization.

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

Rule 3. Unauthorized Entry/Trespassing

Unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft);

Entering or remaining on a public-school campus or school property without authorization or invitation;

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

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

Elementary School Discipline:

1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion.

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

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

If a scholar commits a violation of 4a, 4b, or 4c, a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. The hearing may only be waived by agreement of the employee. If the employee is not available, the school Head of School may waive the hearing on the employee's behalf.

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

School administrators will use discretion in determining acts of intentional physical contact as opposed to other prohibited activities, such as horseplay/rough or boisterous activities (Rule 1g).

Offenses are cumulative at the elementary and middle school level:

Intentionally make physical contact of an insulting or provoking nature with another person. (Battery) Physical contact which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury;

Mutually participate in a physical altercation (Fight); or

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

Participate in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, and piercing).

Rule 6. Harassment, Bullying, and other Derogatory Behavior

Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the Head of School's approval. Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. At the conclusion of the investigation, any written report required by the Equal Education Opportunities for Scholars policy, will be housed with the Head of School.

It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying or "cyberbullying" in the community may contact their local police department for action, as the school may have no jurisdiction to discipline (OSS, ISS, etc.) for events in the community. (See Rule 20) Harassment is strictly prohibited. Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:

Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability;

Racial, sexual, or ethnic slurs; Derogatory comments, insults, and jokes;
Physical harassment, such as offensive touching, and visual harassment, such as racially,

sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures.

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

Bullying: Bullying is strictly prohibited. Bullying includes the following:

Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or

Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:

Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;

Has the effect of substantially interfering with the victim scholar's education;

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

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

Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication (1) is directed specifically at Scholars or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the Scholars' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. (See also Rule 18 Technology Offenses)

No scholar shall bully another scholar or Scholars. Parents/guardians/persons that have control of charge of Scholars who are victims of bullying or are found to have committed bullying will be notified via telephone/personal conference or letter/referral. Staff members are expected to report instances of these behaviors to the school Head of School or designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, Scholars and parents/guardians/other persons that have control of Scholars may

report or otherwise provide information on bullying activity to a school administrator anonymously if they choose.

No person who reports bullying behaviors will be retaliated against by any school employee. Scholars who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Scholars who knowingly file a false report of bullying will also be disciplined.

Use of abusive words, profane or vulgar language (written or oral) or gestures (if directed at or towards a school employee then may result in increased consequences);

Possessing, displaying, or distributing profane, vulgar, pornographic, obscene, or ethnically offensive materials; or

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

Rule 7. Insubordination

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

Rule 8. False Information

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

Rule 9. Academic Dishonesty

The expectation is that each scholar will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:
copying or "borrowing" from another source and submitting it as one's own work

seeking or accepting unauthorized assistance on tests, projects or other assignments

fabricating data or resources

Providing or receiving test questions in advance without permission

Working collaboratively with other Scholars when individual work is expected

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

Prohibition: A scholar shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a firearm, a dangerous weapon or dangerous instrument/hazardous object/unauthorized item, either concealed or open to view, on school property. All items prohibited under this rule should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The disposition of items prohibited under this rule should be determined by the Superintendent or his/her designated school official, in conjunction with law enforcement. The possession of any dangerous weapon, hazardous object, or firearm in violation of O.C.G.A. § 16-5-21; 16-5-24; 16-11-127; 16-11-127.1; or 16-11-132 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. the incidents will be reported to the Smyrna Police Department or the appropriate local authorities.

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

Category I Weapon: Firearm/Dangerous Weapon

Any loaded or unloaded firearm or a dangerous weapon.

A firearm includes a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

A dangerous weapon includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.

Discipline for First and Additional Offenses:

Loaded or Unloaded Firearm or Dangerous Weapon: The discipline for any scholar possessing a loaded or unloaded firearm or dangerous weapon on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided in Georgia law and may include permanent expulsion.

The Board of Education has the authority to modify these expulsion requirements on a case-by-case basis. The local school police officer must be notified of such incidents.

Category II Weapon: Hazardous Object

Any pellet gun, paint pellet gun, or BB gun, antique firearm, nonlethal air gun, stun gun, Taser, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any bludgeon (e.g.

Billy club, PR-24, night stick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nun chuck, nunchaku, shuriken, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the scholar to be used as a weapon and thus a violation of the intent of this Code of Conduct.

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

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

Dangerous Instruments/Unauthorized Items:

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

Rule 11. Alcohol and Other Drugs/Psychoactive Substances

Offenses are cumulative at the elementary and middle school levels.

A scholar shall not:

Possess, consume (eaten, digested, injected, inhaled, etc.), transmit, store, or be under any degree of influence of alcoholic beverages and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs (e.g. bath salts) or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the scholar to be alcohol or an illegal drug. Legal intoxication is not required for violation of this rule. First-time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.

Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell, or otherwise distribute any drug-related paraphernalia, which may include vaporizers (For electronic cigarettes, see Rule 14, Tobacco Use/Cigarette Products).

Falsely present or identify a substance to be alcohol or an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs or alcohol.

Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs,

narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs or any other substance listed under the Georgia Controlled Substances Act.

Sniff or be under the influence of inhalants and/or other substances.

Over-The-Counter Medication:

Possession of all over-the-counter medication on school property must be in keeping with the School Medication Policy. A scholar is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, stimulants (e.g., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. For electronic cigarettes, see Rule 14, Tobacco Use/Cigarette Products.

Prescription Drugs:

Possess prescription medication not prescribed for the scholar. All prescription medication prescribed for a scholar must be in compliance with written parent authorization and adherence to Medication at School policy. In addition, a scholar shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the scholar shall be found to have violated the appropriate portions of Paragraphs A through E above.

Rule 12. Attendance

"Skipping" or missing any class or activity or any portion of a class or activity, or being tardy for a class or activity for which he or she is enrolled without a valid excuse;

Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school Head of School or designee. Scholars must follow the established procedures for checking in or out of school.

Failure to attend detention or ISS

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

Rule 13. Dress and Grooming

Scholars in the school system are expected to dress and groom themselves in such a way as to

reflect neatness, cleanliness and safety. All Scholars shall comply with the School Uniform dress code.

Rule 14. Tobacco Use/Cigarette Products

Possession, distribution, or use, of cigarettes, electronic cigarettes (a.k.a., e-cigarettes, e-cigs), or related tobacco products of any kind, including cigarette wrapping paper or containers for such products are strictly prohibited. First offenders may be referred to attend a tobacco use program, in addition to any other disciplinary action deemed appropriate.

Rule 15. Gambling

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

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

Rule 16. Sexual Harassment

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

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

Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. (See the Equal Educational Opportunities for Scholars for more information regarding harassment.) At the conclusion of the investigation, any written report that is required will be filed with the Head of School.

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

Rule 17. Sexual Misconduct/Sexual Offenses

The Georgia General Assembly requires the District to encourage parents to inform Scholars of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the scholar being tried as an adult. Any behavior which is a violation of Chapter 6 of Title 16 of Georgia law, or parts B through C below, must be immediately reported to the appropriate police authorities. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. At the conclusion of the investigation, any written report required will be filed with the Head of School.

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

General Misconduct:

Willing participation in any form of sexual activity. (The local school police officer must be notified of such incidents.)

Expose one's intimate body parts or "moon" in public.

Sexual Battery:

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

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

Sexual Molestation:

Sexual molestation is defined as a scholar doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the scholar or the other person. This includes a scholar forcing another person to make physical contact with the scholar's intimate body parts.

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

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

Rule 18. Technology Offenses

The school is not responsible for personal electronic devices on school property or at school sponsored events. Electronic devices may be confiscated by the school administrator or designee.

Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources;

Copy computer programs, software or other technology provided by the District for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises;

Attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (The local school police officer must be notified of such incidents.);

Use or participate in using personal or school technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following (See Rule 6b for bullying using technology):

Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;

Advocates illegal or dangerous acts;

Causes disruption to the International Academy of Smyrna, its employees or Scholars;
Advocates violence;

Contains knowingly false, recklessly false, or defamatory information; or
Is otherwise harmful to minors as defined by the Children’s Internet Protection Act. (The local school police officer must be notified of such incidents.)

Refusing to comply with reasonable directions or commands of school staff regarding responsible use of technology, and/or use audio or visual recording devices without permission of a school administrator (including but not limited to Technology Acceptable Use Policy).

Use of recording devices to record misbehaviors or to violate the privacy of others may also result in a violation of Rule 22.

Rule 19. Gang Related Activity

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

A scholar shall not engage in criminal gang activity.

A scholar shall not hold himself or herself out as a member of a gang, which may include, but is not limited to, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang related graffiti.

A scholar shall not recruit or solicit membership in any gang or gang-related organization.

Rule 20. Off-Campus Misconduct

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

Rule 21. Encouraging Violations of Code of Conduct

Incite, urge, encourage, advise, or counsel other Scholars to violate any Rule of this Code of Conduct or conspire to violate any Rule of this Code of Conduct. O.C.G.A. § 20-2-751.5(a) (11).

Scholars with Disabilities

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

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

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

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