



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**
helping students learn to use their minds well

Atlanta Neighborhood Charter School

Governance Committee Meeting

Date and Time

Wednesday May 11, 2022 at 6:30 PM EDT

In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Rhonda Collins	3 m
Approve minutes for Governance Committee Meeting on April 13, 2022			
II. Board Governance			6:34 PM
A. Discuss Attendance and Code of Conduct Policies	Discuss	Rhonda Collins	30 m
B. Review/Reflection of 2021-2022 Committee Goals			10 m
Operational Goals:			
1. Conduct Executive Director Evaluations (Midyear and Annual) – midyear complete/annual pending completion in June 2022			
2. Recruit and Appoint New Board Members – recruiting complete			
3. Review Executive Director Contract – complete/final details pending vote in May 2022			
Aspirational Goals:			
1. Create Board Committee Job Descriptions - complete			
2. Complete Comprehensive Policy Review (Sections 3, 4, and 5) – sections 3 and 5 complete			
3. Assist the Leadership Team with the Strategic Plan - pending			

	Purpose	Presenter	Time
4. Refine Process for Onboarding of New Members - pending			
III. Other Business			7:14 PM
A. 2022-2023 Planning	Discuss	Rhonda Collins	10 m
<ul style="list-style-type: none"> - No June 2022 meeting - Onboarding documents feedback via email - Committee member interest for 2022-2023 			
IV. Closing Items			7:24 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on April 13, 2022

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

Governance Committee Meeting

Date and Time

Wednesday April 13, 2022 at 6:30 PM

In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

Committee Members Present

Ben Sutton (remote), Kristi Malloy (remote), Lee Kynes (remote), Rhonda Collins (remote), Sterling Thomas (remote)

Committee Members Absent

Kristen Frenzel

Guests Present

Chuck Meadows (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Rhonda Collins called a meeting of the Governance Committee of Atlanta Neighborhood Charter School to order on Wednesday Apr 13, 2022 at 6:33 PM.

C. Approve Minutes

Ben Sutton made a motion to approve the minutes from Governance Committee Meeting on 03-09-22.

Lee Kynes seconded the motion.

The committee **VOTED** to approve the motion.

II. Board Governance

A. Georgia General Assembly Updates

The Committee discussed the some of the key bills that passed the Georgia General Assembly during this session. The Committee noted that we will likely need to ask our legal counsel about new policies the school must draft for the upcoming school year.

B. Discuss Section 4 Policies

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:51 PM.

Respectfully Submitted,
Rhonda Collins

Coversheet

Discuss Attendance and Code of Conduct Policies

Section: II. Board Governance
Item: A. Discuss Attendance and Code of Conduct Policies
Purpose: Discuss
Submitted by:
Related Material: Attendance Policy Revisions Redline - 5.11.22.docx
4.3.3 Student Discipline - ANCS.pdf

4.5.7 Student Attendance

Purpose

In view of the deleterious effects of excessive tardiness and absenteeism, the implementation of the ANCS Student Attendance Policy shall be in accordance with the provisions herein and shall be read in conjunction with the provisions and requirements of Board policies and administrative regulations.

Duration

This policy is permanent, but it is subject to changes based on updates to state law.

Policy

This policy is written pursuant to [Reg. § 160-5-1-.10](#).

SECTION 1. Definitions for Student Attendance Protocol

- a. **Tardy:** A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.
 - i. **Excused:** Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control, such as inclement weather, documented transportation delays (MARTA delays, etc.), immediate family health-related emergencies, documented power outage, compliance with a court order, etc.
 - ii. **Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian as a result of events within one's control, such as oversleeping, parent errands, etc., unless it is an excused tardy.
- b. **Early Checkouts:** Being removed from classes and leaving the school prior to the official end of the school day by a parent or legal guardian.
 - i. To be considered "in attendance" for a school day (as it applies to early checkouts), a student must be present for at least one-half of the school day, excluding the lunch period. A student who leaves school before meeting that requirement will be considered absent for the day.
 - ii. Whenever a student is released from school prior to the end of the regular school day, ~~the student shall bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. The~~ student shall be released only to his/her parent/legal guardian or to a

person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification or confirmation by telephone or fax.

- c. **Truant:** Any child who is subject to the Georgia School Compulsory Attendance Law who has more than 10 days of unexcused absences during a calendar school year.

Excused absences include the following:

- a. Personal illness of the student or when attendance in school would endanger the health of the student or the health of others. Upon the student's return to school following three (3) or more consecutive days of absence due to illness or other health-related reasons, appropriate documentation from a medical provider is required within three (3) days of the absence.
- b. Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, the student is required to present medical documentation to validate the absence as an excused absence within three (3) days of the student's return to school.
- c. Court order by a governmental agency mandating the student's absence from school.
- d. Special or recognized religious holidays observed by the faith of the student.
- e. Weather or environmental condition rendering attendance impossible or hazardous to the student's health or safety.
- f. An absence not to exceed one (1) day for registering to vote.
- g. 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 for 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 parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purpose (O.C.G.A. 20-2-692.1).
- h. Students serving as pages of the Georgia General Assembly as set forth in O.C.G.A. 20-2-692 shall be counted as present.
- i. Other absences to be determined by and at the discretion of the Principal.

Unexcused absences include the following:

- a. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.
- b. School days missed as a result of an out-of-school suspension shall not be counted as unexcused for the purpose of determining truancy.

Attendance during Remote/Hybrid learning:

During remote/hybrid learning, a student is considered to be in attendance for each day he/she participates in live virtual instruction via video conferencing and/or submits assignments on designated asynchronous learning days (e.g., Wellness Wednesdays). Students are expected to participate in each learning period, and attendance may be taken in each learning period. Parents and students are expected to follow the expectations for online learning as published by the school. The provisions in this policy regarding excused and unexcused absences remain in effect during remote/hybrid learning.

SECTION 2. Parental/Student Notification

- a. ~~ANCS will provide each student and his/her parent, guardian, or other person who has control or charge of the student with the Georgia School Compulsory Attendance Law and a written summary of the possible consequences and penalties for non-compliance at the beginning of each school year. Possible consequences and penalties for excessive absences or penalties are outlined in Section 4 below. When a student reaches five (5) or more unexcused absences or equal to 10% of school days to date, the campus counselor will notify the parent, guardian or other person who has control or charge of the student.~~
- b. ~~By September 1 of each school year or within 30 days of a student's enrollment at ANCS, the parent, guardian, or other person having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.~~
- e.b. When a student reaches ten (10) or more unexcused absences, tardies, and/or early checkouts greater than or equal to 15% of school days to date, an administrator the school will notify the parent, guardian, or other person who has control or charge of the student. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
- e.c. After two reasonable attempts (including but not limited to phone calls to the parent/guardian, emails or letters to the parent/guardian either through U.S. mail or sent home with the child or both, home visits, etc.) to notify the parent/guardian or other person who has charge or control of the student, ANCS shall send written notice via certified mail with the return receipt requested.

SECTION 3. Student Attendance Procedures

Accurate student attendance recordkeeping is the responsibility of all staff members at the school. All Elementary Campus classroom teachers and Middle Campus advisors are responsible for taking daily attendance of students in their classes. All staff members are responsible for checking the daily attendance report and reporting any errors to the Main Office.

Daily:

- a. ~~At the Each~~ Elementary Campus, classroom teachers take attendance which is submitted to the front desk receptionist who inputs this information into IC. ~~and~~ At the m Middle Campus, advisors and teachers completes attendance in Infinite Campus each class period. ~~immediately following start of school. Any student arriving after the start time of each campus should be marked tardy.~~
- b. Registrar (MC) and Front Desk Receptionist (EC) alerts advisor/teacher if attendance has not been completed. ~~Office Assistant alerts advisor if attendance has not been completed.~~
- c. Staff contacts registrar if they receive notification of absence from caregiver or a medical excuse. ~~Office Assistant calls/emails parents/guardians of students listed as absent to confirm absence and reason for absence.~~
- d. ~~By 9:15 a.m., Office Assistant generates attendance report that gets emailed out to all staff (hard copies to substitutes) with any notes about late arrivals or early dismissals that are already known from notes, voicemails, etc.~~
- e. ~~All staff check attendance report and alert Office Assistant to any possible errors or omissions.~~
- f. ~~Office Assistant follows up with staff regarding any possible errors or omissions and alerts all staff if necessary.~~
- g-d. Students who arrive to school after the start time must sign in. The ~~Office Assistant writes late passes for students arriving after morning meeting or after advisory has ended. Late notices/passes are given starting at 8:31 a.m. Office Assistant~~ Registrar records absences and tardies as excused/unexcused.
- h.e. If a teacher or advisor is absent, Office Assistant provides substitute with attendance sheet to be turned in to the Main Office.

SECTION 4. Interventions and Consequences for Truancy

The school will identify separate, formal, written interventions and consequences for truancy for the Elementary Campus and the Middle Campus.

Prior to Court Involvement

Before any court referral is considered, school officials must detail efforts made by the school to intervene with students and their families, including a minimum of three (3) calls, letters, and/or home visits to the parent/legal guardian.

After Five (5) or 10%~~Ten (10)~~ Unexcused Absences:

~~a. A letter will be sent from a school administrator to the parent/guardian regarding attendance. For a student aged 14–18 whose ten (10) unexcused absences are within one semester or two quarters, the letter shall state that the student's eligibility to obtain or retain a driver's permit or license may be impacted.~~

b.a. A referral shall be made to the school counselor, along with all relevant correspondence and documentation. The school counselor will work with the student and family in order to address the attendance problems. The school counselor will take any of the following actions that he/she deems appropriate:

- i. Function as a child advocate to promote good school attendance for all students.
- ii. Consult with all school personnel to encourage early identification of students with a pattern of irregular or poor school attendance.
- iii. Conference with students at school to identify factors that may cause or contribute to poor school attendance.
- iv. Inform students and parents/guardians of their individual and collective responsibility in regards to the Georgia School Compulsory Attendance Law.
- v. If necessary, provide direct social services to students and families during home visitations.
- vi. Collaborate with parents/guardians to identify problems at the home and school levels that may contribute to poor school attendance.
- vii. When appropriate, provide parents/guardians with a list of community resources that provide a variety of services to families (physical and mental health, financial, etc.).
- viii. Identify personnel and programs within the school that can provide additional support for students (psychological services, guidance and counseling, etc.).
- ix. Monitor the student's attendance on a weekly basis.

x. Provide ongoing written correspondence to

parents/guardians regarding the student's school attendance (Pre-legal, First, and Final legal notices).

After Ten (10) or 15% Unexcused Absences:

- a. A letter will be sent from a school administrator to the parent/guardian regarding attendance. For a student aged 14–18 whose ten (10) unexcused absences are within one semester or two quarters, the letter shall state that the student's eligibility to obtain or retain a driver's permit or license may be impacted.
- ~~x.b. If attendance does not improve after the 10 day/15% notification, a family meeting will be held with caregiver, administrator, counselor and student and an attendance contract will be developed and signed by all parties involved~~
- ~~c. Consistent with these policies and existing law, consequences for excessive unexcused absences, tardiness, and missed learning periods may include, but are not limited to, a compulsory parent conference with the appropriate school administrators, submission of student's status to Atlanta Public Schools Truancy Center for investigative purposes, and/or expulsion.~~

When administrative actions taken to correct truancy have proven ineffective, the school may file proceedings with the Georgia Department of Family and Children Services and/or juvenile court and furnish evidence for the conviction of parents/guardians and/or child for non-compliance with compulsory attendance laws.

Approval

Policy approval date:	Policy effective date:	Policy review date:
12/14/20	12/14/20	08/1/2024



4.3.3 Student Discipline

Purpose

At ANCS, we believe that a meaningful and positive learning environment is best nurtured with a fair and explicit Code of Conduct. We also understand that learning often involves making mistakes. There are times when students behave in ways that go against our Guiding Principles and make it difficult for teaching and learning to take place. In these situations, we believe students need to be made aware of their behavior and given opportunities to make different, more thoughtful choices.

To this end, ANCS' Code of Conduct and discipline system aims to:

1. Help students acquire the appropriate academic behaviors that enable them to be successful learners and citizens of the world.
2. Facilitate a meta-cognitive process that enables students to make thoughtful decisions that lead to positive outcomes for the student, ANCS, and the greater community.
3. Facilitate conversations between staff members, students, and their families about student behavior in a way that builds positive relationships.

Duration

This policy is permanent.

Policy

SECTION 1. When and Where the Code of Conduct Is in Effect

The ANCS Code of Conduct is in effect during the following times and in the following places:

- a. At school or on school property at any time (this includes on-campus, after-school enrichment and extracurricular activities)
- b. Off school grounds at any school activity, function, or event and while traveling to and from such events
- c. On vehicles provided for student transportation by the school system

In addition, students may be disciplined for off-campus conduct that is felonious or that may pose a threat to the school's learning environment or the safety of students and staff.

SECTION 2. Progressive Discipline

When it is necessary to impose disciplinary action, ANCS administrators and staff will follow a progressive discipline process that will take into consideration the severity of the behavior, the student's discipline history, the age of the student, and other relevant factors.



The following more clearly defines the behaviors that are subject to disciplinary action and the procedures as to how staff will intervene on these behaviors; it also describes possible interventions and disciplinary actions staff will take to correct the behaviors.

Level 1: Disruption of Teaching and Learning

Level 1 behaviors are defined as those behaviors that distract and/or disrupt staff members from teaching, supervising, or otherwise adequately performing their job. Level 1 behaviors may also be behaviors that distract and/or disrupt other students from learning and performing to the best of their abilities. These misbehaviors are often minor and are usually resolved quickly with an intervention administered by the classroom teacher or staff member who is supervising the student at the time of the misbehavior.

Note: The behaviors described below do not cover all disciplinary situations that may arise. This is NOT intended to be an exhaustive list. Moreover, modifications to the procedures and/or disciplinary action can be made depending upon the facts of an individual case and at the discretion of the building administrator.

Examples of Level 1 Behaviors

- Wandering around classroom at inappropriate times
- Disrupting or distracting others from working
- Calling or speaking out of turn
- Talking while others are talking
- Purposeful slowness
- Refusing to work with others
- Refusing to participate
- Missing work, bookbag, and other materials necessary for class
- Possession of non-instructional items (including electronics)
- Intentional off-task behavior
- Not sharing instructional materials
- Destroying classroom materials

Procedures

- There is immediate intervention by the staff member who is supervising the student or observes the misbehavior.
- For students in grades K-5, the classroom teacher will note behavior in behavior log.



- The staff member may decide to discuss the misbehavior with a parent/guardian, an administrator, and/or other appropriate staff members.

Possible Disciplinary Actions

- Student moved closer to staff member
- Behavior expectations / Guiding Principles restated or clarified
- Student reminded of appropriate behavior
- Student discreetly redirected
- Student prompted to use relaxation exercises
- Student allowed time and space to cool down or refocus
- Brief conference with student outside classroom or privately after class
- Student assigned a task for redirection (e.g., handing out papers)
- Temporary removal from activity
- Confiscation of non-instructional item(s)

Level 2: Contribution to a Physical or Emotionally Unsafe Environment

Level 2 behaviors are defined as those behaviors that create or contribute to a physically and/or emotionally unsafe learning environment for staff and/or students. These behaviors require staff to immediately intervene and for student(s) to immediately stop the behaviors and reflect on how their behaviors are impacting others.

Note: The behaviors described below do not cover all disciplinary situations that may arise. This is NOT intended to be an exhaustive list. Moreover, modifications to the procedures and/or disciplinary action can be made depending upon the facts of an individual case and at the discretion of the building administrator.

Examples of Level 2 Behaviors

- Repeat of Level 1 behaviors
- Wandering around the school at inappropriate times
- Intentionally disrupting or distracting others from working
- Using inappropriate or profane language
- Taunting, mocking, or making fun of students
- Roughhousing or playfighting



- Refusing to follow staff directions
- Arguing with a staff member
- Cursing at a classmate
- Habitually missing work, bookbag, and other materials necessary for class
- Destroying school property
- Cheating or copying another student's work on a major assignment
- Inappropriate use of instructional technology

Procedures

- There is immediate intervention by the staff member who is supervising the student or observes the misbehavior.
- If misbehavior continues after interventions or is severe enough, the staff member will complete a classroom or advisor referral.
- Student will be removed from the activity and sent to the designated "think space" to reflect on behavior.
- The staff member may decide to discuss the misbehavior with a parent/guardian, an administrator, and/or other appropriate staff members

Possible Disciplinary Actions

- Parent notified
- Lunch or after-school detention
- Community service
- Temporary removal from class or activity
- Conference with parent/guardian, teacher, and/or administrator
- Confiscation of non-instructional item(s)
- Special seating arrangements
- Loss of relevant privileges
- Mediation
- Referral to counselor



- Referral to SST

Level 3: Dangerous, Unsafe, or Illegal Behaviors

Level 3 behaviors are defined as those behaviors that are dangerous, unsafe, and illegal in a school environment. These behaviors require staff to immediately intervene, student(s) to immediately stop the behaviors, the building administrator to conduct an investigation to determine whether student(s) acted in a way that was dangerous and/or illegal, and to determine the appropriate disciplinary action.

Note: The behaviors described below do not cover all disciplinary situations that may arise. This is NOT intended to be an exhaustive list. Moreover, modifications to the procedures and/or disciplinary action can be made depending upon the facts of an individual case and at the discretion of the building administrator.

Examples of Level 3 Behaviors

- Repeat of Level 2 behaviors
- Engaging in, attempting to engage in, or threatening to engage in a physical or verbal altercation with another student (e.g., fighting)
- Knowingly intimidating or engaging in threats and/or harassment of a staff member or other school personnel
- Bullying or cyber-bullying
- Disrespectful conduct toward staff member(s) or school official(s)
- Damaging or defacing school or private property
- Stealing or attempting to steal school or private property, or knowingly receiving stolen or private property
- Using of profane, vulgar, or obscene words or actions
- Possession and/or distribution of obscene material
- Insubordination, disorderly conduct, disobeying school rules or regulations, and/or disobeying directives given by a staff member or school official
- Harassing, threatening, or intimidating a student witness
- Engaging in sexual harassment
- Engaging in threats and/or harassment based on race, nationality, gender, disability, sexuality, etc.
- Plagiarizing a major assignment



Procedures

- There is immediate intervention by the staff member who is supervising the student or observes the misbehavior.
- The staff member will complete a Principal or Assistant Principal's referral and student will be taken to Principal or Assistant Principal to reflect on behavior.
- All persons involved (including staff members) complete a Witness to Incident report and submit to the Principal or Assistant Principal.
- Principal or Assistant Principal investigates the incident and initiates disciplinary action.
- The staff member may decide to discuss the misbehavior with a parent/guardian, an administrator, and/or other appropriate staff members.

Possible Disciplinary Actions

- Conference with building administrator
- Suspension, in-school or out-of-school
- Referral to outside agency
- Removal from extracurricular school activities
- Loss of privileges for a long time period
- Recommendation to Tribunal Panel for long-term suspension
- Behavior contract
- Referral to SST
- Referral to counseling

Level 4: Serious Threat to Safety

Level 4 behaviors are defined as those behaviors that are dangerous and pose a serious threat to the safety to staff and students. These behaviors require staff to immediately intervene, the building administrator to conduct an investigation to determine whether student(s) acted in a way that was dangerous and/or illegal (which may include involving the police), and for a parent/guardian to immediately come to the school to meet with administration and pick up their child. Further disciplinary action may result at the discretion of the building administrator.

*Note: The behaviors described below do not cover all disciplinary situations that may arise. This is NOT intended to be an exhaustive list. Moreover, modifications to the



procedures and/or disciplinary action can be made depending upon the facts of an individual case and at the discretion of the building administrator.*

Examples of Level 4 Behaviors

- Repeat of Level 3 behaviors
- Attempting to or threatening to cause physical harm to a staff member or school personnel (assault)
- Use of physical violence against a staff member or school personnel (battery)
- Possession or use of a weapon, firearm, or explosive or dangerous object
- Possession, sale, distribution, use, consumption, or under the influence of any narcotic, drug paraphernalia, alcoholic beverage, or other intoxicant
- Possession or use of tobacco in any form
- Possession, sale, distribution, use, consumption, or under the influence of a prescription or over-the-counter drug without a valid prescription
- Possession, sale, distribution, or attempt to sell a substance represented as drugs or alcohol
- Making terrorist threats, activating a fire alarm under false pretenses, or making a bomb threat
- Committing or attempting to commit sexual assault or battery

Procedures

- Teacher observing misbehavior intervenes, if appropriate.
- Staff member notifies the Principal or Assistant Principal.
- Student will be taken to Principal or Assistant Principal, if appropriate.
- All persons involved (including staff members) complete a Witness to Incident report and submit to the Principal or Assistant Principal.
- Principal or Assistant Principal investigates the incident and initiates disciplinary action.
- Principal or Assistant Principal meets with the student(s) and notifies the parents/guardians of the misbehavior and resulting disciplinary action.
- An accurate record of the misbehavior and disciplinary action is maintained and entered in APS record system.



Possible Disciplinary Actions

- Parent/guardian picks student up immediately from school
- Suspension
- Long-term suspension and recommendation to Tribunal Panel
- Parents/guardians, student, administrator, and teachers must have a conference before the child is allowed to return to school
- Police notification
- Behavior contract upon return to school
- Referral to counseling with an outside agency

SECTION 3. Definition of Disciplinary Terms

Assault: Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. Example: Threatening language or swinging at someone in an attempt to strike.

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. Example: Fighting.

Bullying: Georgia law defines bullying as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. At ANCS, we define bullying as any unprovoked, repeated, and/or aggressive action(s) or threat(s) by one or more persons, who have (or are perceived to have) more power or status than their victim(s), in order to cause fear, distress, or harm. Bullying can be physical, verbal, psychological, or a combination of these three. Bullying can also occur through electronic means (also known as cyber-bullying).

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and that are likely to recur.

Cyber-bullying: The practice of spreading nasty rumors, gossip, making threats, or otherwise harassing someone through email, the Internet, cell phone, text messages, or other electronic means.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before or after school. Students are given a one-day warning so that arrangements for transportation can be made by the parents/guardians.



Drug: The term “drug” does not include prescriptions issued to the individual, aspirin or similar medications, and/or cold medications that are taken according to product use recommendations and Board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a school beyond the current school quarter or semester. Such action may be taken only by a disciplinary Tribunal Panel.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance, even though potentially accompanied by some skill, and in which a participant stands to win or lose something of value.

Harassment: To bother or upset someone repeatedly through words and/or actions.

In-School Suspension: Removal of a student from class(es) or regular school program and the assignment of that student to an alternative program within the regular school but isolated from peers.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary Tribunal Panel). During the period of suspension, the student is excluded from all school-sponsored activities, including practices, competitive events, and/or activities sponsored by the school or its employees. Each day a student is suspended, he/she must make up schoolwork assigned by teacher that is missed.

Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary Tribunal Panel.

Weapons: The term “weapon” is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being.

SECTION 4. Tribunal Panel and Disciplinary Hearing

- a. Students who have committed serious violations of ANCS Code of Conduct are referred to the Tribunal Panel for a disciplinary hearing.



- b. The purpose of the Tribunal Panel is to consider the evidence brought forth by the student, building administrator, and other witnesses to determine if the student has violated the ANCS Code of Conduct.
- c. The Tribunal Panel will be comprised of a building administrator and members of the Discipline Committee from the campus other than one the student attends.
- d. The student, parent/guardian, building administrator, and other student(s) or staff involved in the incident may attend the hearing in order to provide evidence or context concerning the student or the incident.
- e. The panel's decision will be based solely on the evidence presented at the hearing. If the Tribunal Panel determines that the student has violated the Code of Conduct, the Tribunal Panel may impose a range of sanctions that include conditional reinstatement into ANCS and permanent expulsion from ANCS.

SECTION 5. Due Process Rights of Students

Suspension is the involuntary exclusion by an authorized ANCS administrator of a student from his or her normal schedule in the school and/or from other school-sponsored activities. This may include in-school suspension, short-term suspension of up to 10 days, or long-term suspension of over 10 days. Expulsion is the removal of a student from ANCS.

- a. All actions regarding the imposing of suspension or expulsion—including all cases of in-school and out-of-school suspension—must conform to the elements of due process. In cases of short-term (in-school and out-of-school) suspension, due process may be handled in an informal manner.
- b. Before a student is suspended for 10 days or less, the Principal or designee will inform the student and the parents/guardians of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, attempts will be made to notify the student's parent/guardian by telephone. Students and parents/legal guardians must be informed in writing of the terms and conditions of the suspensions.

Due Process Procedure for Long-Term Suspension/Expulsion

- a. The Principal or designee will conduct an informal hearing characteristic of all types of suspension cases.
- b. If the Principal or designee determines that a recommendation of long-term suspension or expulsion is warranted, the student will be given a notice of recommendation for long-term suspension or for expulsion, and a formal student disciplinary hearing will be organized. Written notice of the disciplinary hearing will be given to all parties, including the parents/guardians of the student involved, personally or by mail at least three days prior to the hearing. The notice will include the following:
 - i. A statement of the time, place, and nature of the hearing
 - ii. A short and clear statement of the matters asserted



- iii. A statement as to the right of all parties to present evidence and to be represented by legal counsel

- c. In all cases, effort will be made to conduct the hearing before the end of any short-term suspension previously imposed for the offense. If this cannot be done, the student will be permitted to return to school after the short-term suspension has expired, except in any case where the hearing is delayed at the request of the student, parent/guardian, or other person standing in loco parentis, in which case the student will not return to school, pending hearing.
 - i. Pending the outcome of the student disciplinary hearing, a student who receives a long-term suspension or expulsion may appeal to the ANCS Governing Board within 10 days of the decision if he or she feels proper due process rights were not granted. The Governing Board may listen to the appeal and rule only on whether due process was granted, not on the decision itself. Any further appeal may be taken to the Atlanta Board of Education.

 - ii. Per the school's charter, APS will be notified of any student expelled from ANCS and the reasons for the expulsion.

Approval

Policy approval date:	Policy effective date:	Policy review date:
05/11	05/11	08/17