Student and Family – Academic Program Policies

©2023 Atlanta Neighborhood Charter School. Approved April 2023.

Table of Contents

Academics 1

Class Size 2

Curriculum 3

Gifted Education 4

Guiding Principles 5

Library Media Center 6

Nondiscrimination 7

Promotion, Retention, and Placement 8

Recess 12

Reporting System and Reporting of Student Progress 14

Athletics and Activities 17

Athletic League Involvement 18

Before- and After-School Activities 19

Chaperone Duties and Responsibilities 20

Club and Extracurricular Programs 24

Enrichment Program 27

Field Trips 28

Participation in Athletics 30

Campus and Student Discipline 32

Due Process Procedures 33

Seclusion and Restraint 34

Student Discipline 38

Student Dress Code 39

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Technology Use 41
Community, Visitors, and Volunteers 44
Mandated Reporter Training for Volunteers 45
Visitors, Classroom, and Student Observations 46
Volunteers 48
Enrollment, Attendance, and Records 50
Admissions, Registration, and Enrollment 51
Attendance Zones 53
Inclement Weather 54
Official School Year, Day, and Calendar 55
Orientation 56
Records 57
Student Attendance Policy 61
Waiting List 67
Student Withdrawals and Transfers 68
Family Involvement 70
Family Involvement 71
Financial Obligations 72
Parent/Guardian and Student Complaints and Grievances 73
Health and Safety 74
Administration of Medicine 75
Allergen Management 77
Child Abuse and/or Neglect 84
Communicable Diseases 86

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Concussions 87
Drug-Free School Zone 89
Head Lice 90
Health and Safety Training 92
Helmet Use 93
Illness and Injury While at School or School Event 94
Immunizations 96
Mandated Reporters 98
Protect Students First Act Complaint Resolution Policy 99
Responsibility for Student Welfare 103
Return to School After Illness 104
Student Revelation of Suicidal Thoughts 105
Student Use of Drugs, Alcohol, or Tobacco 106
Suicide Prevention 107
Special Education 108
Hospital and Homebound 109
Special Education Services 111
Student Support Team (SST) 116
Technology and Media 118
Citizen Request for Reconsideration of Library Materials 119
Collection Development Policy 121
Library Media Center Position Statements 125
Library Media Center 128
Social Media Use 133

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Technology Acceptable Use 134
Use of Reading Levels in Library Media Center Materials 135

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Academics

In this section:

Class Size 2
Curriculum 3
Gifted Education 4
Guiding Principles 5
Library Media Center 6
Nondiscrimination 7
Promotion, Retention, and Placement 8
Recess 12
Reporting System and Reporting of Student Progress 14

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Class Size

Purpose

This policy describes the process for establishing class size.

Duration

This policy is permanent.

Policy

Class sizes at ANCS are set based upon the recommendation of the Executive Director and approved by the Governing Board of Directors as a part of the school's annual budget. Class sizes are set by grade level in accordance with the relevant sections of the school's charter agreement.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Curriculum

Purpose

This policy governs curriculum at ANCS.

Duration

This policy is permanent, but it is subject to revision.

Policy

The scope and sequence of the ANCS curriculum is determined by the school's faculty as guided by the Georgia curricular standards. Decisions about the use of materials to support the teaching of the school's curriculum are made by teachers. Teachers use organizations like YALSA and School Library Journal for assessing grade-level appropriateness of texts and Common Sense Media for films. If through that selection process a teaching team feels there is a compelling reason to use material that is geared for a slightly older audience, then these are the guidelines that are to be followed:

If a teacher or teaching team determines that there is clear and compelling reason to use a text, film, or other media that has a rating or recommended audience that is slightly older than the group of students with whom it will be used, teachers should first seek the approval of their Campus Principal for use of it in class. At that point, the teacher or teaching team must draft a communication to parents/guardians containing the following information:

- Why the text/film/media is being used as a part of the curriculum and how/when it is going to be used
- What specific content comes up in the text/film that will be seen by students and what content will not be seen by students
- Any alternative text/film/media that will be provided for students whose parents/guardians do not grant permission and how that alternative will be used
- A note that the parent/guardian can contact the teacher with any questions or concerns to discuss

This communication must first be reviewed by the Campus Principal before being sent to parents/guardians.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Gifted Education

Purpose

This policy governs the position ANCS takes on gifted education.

Duration

This policy is permanent, but it is subject to revision.

Policy

At this time, ANCS does not offer a formal gifted program approved by the Georgia Department of Education. The needs of learners identified as gifted in a previous school will be met in the regular classroom.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Guiding Principles

Purpose

This policy states ANCS' Guiding Principles.

Duration

This policy is permanent.

Policy

At ANCS, our Guiding Principles describe who we are and how we are to behave as members of the ANCS community, as students, and as adults.

We come to school and every class prepared to learn and do our best.

We respect each other, our surroundings, and ourselves.

We take responsibility for our actions and learning.

We resolve conflicts in a peaceful, thoughtful, and meaningful way.

We celebrate our individual and collective successes.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Library Media Center

See "Technology and Media" on page 118.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Nondiscrimination

Purpose

This policy outlines the nondiscrimination statement regarding students and employees of ANCS.

Duration

This policy is permanent.

Policy

ANCS believes that all students and employees are entitled to equal opportunities regardless of their race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, ancestry, or any legally protected status under local, Georgia, or federal law. No individual shall be subjected to discrimination or harassment in any of ANCS's programs, activities, or practices because of the student's or employee's race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, ancestry, or any legally protected status under local, Georgia, or federal law.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Promotion, Retention, and Placement

Purpose

This policy governs promotion, retention, and placement as it relates to standardized testing at the third, fifth, and eighth grade levels.

Duration

This policy is subject to yearly review based upon updated standards from the State of Georgia and Atlanta Public Schools.

Policy

Section 1. Responsibility for Student Promotion Decisions

The recommendation for promotion to the next grade level is the primary responsibility of the faculty of ANCS. When the recommendation is for a student to not proceed to the next grade level based on academic performance, the appropriate faculty members will meet with the parents/guardians of the student to discuss the reasons for the recommendation.

Section 2. Promotion, Retention, and Placement Related to Standardized Testing

1. In accordance with Georgia State Board of Education Rule 160-4-2-.11 (Promotion, Placement, and Retention), students at ANCS in grades 3 must demonstrate grade-level proficiency in reading, as measured by statewide standardized tests, and students in grades 5 and 8 must demonstrate grade-level proficiency in reading and mathematics, as measured by statewide standardized tests, in order to be promoted to the next grade level.
2. If this rule is temporarily waived or suspended by the Georgia Department of Education, student promotion will be determined based on the ANCS promotion criteria for all other grade levels.
3. In an instance where a student does not pass the statewide standardized tests required for promotion in these grade levels, the following procedures will be followed:

	Process
Step 1	The parent/guardian of the student will be notified in writing.The student will be retested.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

	Process
Step 2	If the student passes the specified subtests in a retest administration, the student will be promoted to the next grade level.
Step 3	If the student does not pass the specified subtests in a retest administration, a placement committee meeting will be held within 10 business days of the retest results to determine the placement of the student for the following school year. The parent/guardian of the student will be notified in writing of the time and location of the committee meeting. The placement committee will be comprised of the Campus Principal (or designee), teacher of the student, and the parent/guardian of the student (for students receiving special education services, the IEP team will serve as the placement committee). The placement committee must make a unanimous decision regarding the placement of the student for the following school year.
Step 4	A parent/guardian has the right to appeal the outcome of the placement committee meeting to the ANCS Governing Board of Directors. This appeal must be made to the Chair of the Board in writing within 10 business days of the decision. Within 10 business days of the appeal request, the Board will convene to hear the appeal. At the hearing, faculty members and/or the Campus Principal will also be able to present their recommendation. Following the full hearing, the Board will make a decision on the appeal and notify the parent/guardian in writing within 10 business days. The Board's decision is the final decision of the school.
Step 5	Copies of all correspondence concerning this matter will be placed in the student's permanent record folder.

Section 3. Process for Student Recommended as Not Ready for Promotion

	Process
Step 1	If this is the first year the student has been recommended as not being ready for promotion, the parents/guardians will make the final decision as to the student's placement for the following year.
Step 2	If this is the second year the student has been recommended as not being ready for promotion, the faculty's recommendation will be the final decision as to the student's placement for the following year.
Step 3	A parent/guardian has the right to appeal the promotion decision to the ANCS Governing Board of Directors. This appeal must be made to the Chair of the Board in writing within 10 business days of the decision. Within 10 working days of the appeal, the Board will convene to hear the appeal. At the hearing, faculty members and/or the Campus Principal will also be able to present their

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

	Process
	recommendation. Following the full hearing, the Board will make a decision on the appeal. The Board's decision is the final decision of the school.

Section 4. Student Promotion Criteria in Grades 6-8

In preparation for the transition to high school, the criteria below are used in grades 6–8 to guide decisions about when a student is ready to move to the next grade level.

To move from 6th grade to 7th grade, each ANCS student should demonstrate academic competency as measured by the following criteria:

- Earning an overall grade of 3 or higher in each subject area.
- Earning an achievement level of 3 or higher on the student work portfolio.
- Successfully completing the public exhibition of the student work portfolio.
- Earning a score of Developing or higher on the Grade 6 Georgia Milestones Assessments in English Language Arts and Mathematics.

To move from 7th grade to 8th grade, each ANCS student should demonstrate academic competency as measured by the following criteria:

- Earning an overall grade of 3 or higher in each subject area.
- Earning an achievement level of 3 or higher on the student work portfolio.
- Successfully completing the public exhibition of the student work portfolio.
- Earning a score of Developing or higher on the Grade 7 Georgia Milestones Assessments in English Language Arts and Mathematics.

To move from 8th grade to high school, each ANCS student should demonstrate academic competency as measured by the following criteria:

- Earning an overall grade of 3 or higher in each subject area.
- Earning an achievement level of 3 or higher on the student work portfolio.
- Earning an overall grade of 3 or higher on the Community Project (beginning in the 2017–18 school year).
- Successfully completing the public exhibition of the student work portfolio.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

- Earning a score of Developing or higher on the Grade 8 Georgia Milestones Assessments in English Language Arts and Mathematics.

If a student reaches the end of a school year and has not met the criteria for promotion, a decision on placement in the next grade or retention in the current grade will be made. The Middle Campus Principal, in consultation with the student, the student's family, and any appropriate teachers or staff members, will make the final decision.

Students with an IEP may have modifications to these criteria as determined by the Dean of Academic Growth and/or as a part of an IEP.

Section 5. Promotion of More Than One Grade Level

In rare circumstances, a student may be recommended to move more than one grade level, commonly referred to as "skipping" a grade. The decision to promote a student more than one grade level is taken on a case-by-case basis in consultation with the Executive Director, Campus Principal, student, student's family, and any appropriate teachers or staff members.

Resources

- Georgia State Board of Education Rule 160-4-2-.11

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Recess

Purpose

The benefits of recess for children have been widely reported. Recess improves students' physical, mental, and emotional health, and it enhances their learning opportunities. This policy outlines the way recess is handled at ANCS.

At ANCS, recess is defined as a scheduled time during the school day that provides students the opportunity to take a break from their class work, engage in social play with their peers, and participate in unstructured and/or guided activities under the supervision of school faculty members.

Duration

This policy is permanent and subject to yearly revision by the ANCS Governing Board.

Policy

ANCS recognizes the importance of the benefits of recess and considers it an essential part of its school day. However, there are times when, within appropriate guidelines, it is within a teacher's or staff member's discretion to restrict a student's recess privileges.

Section 1. Behavior Issues Related to Participating in Recess

1. Under certain circumstances, in the professional judgment of a faculty or staff member, it may be appropriate for a student to be kept from recess as a part of a disciplinary consequence. Specific examples of behavioral incidents that could result in recess restriction (social play) include but are not limited to the following:
    a. Attempting to or threatening to cause physical harm to another
    b. Fighting
    c. Engaging in, or attempting to engage in, a verbal altercation
    d. Disrespectful conduct toward a staff member or another student
    e. Use of profanity
    f. Unsafe behavior during recess (rough play, throwing objects such as stones or sticks, and deliberate acts that could harm others)
    g. Consistent disruptions during instructional time; intentional off-task behavior that resulted in a significant amount of lost instructional time

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. Some actions listed above may be coupled with additional consequences (Assistant Campus Principal referral) along with a recess restriction as determined by a teacher and school administrators.

Section 2. Academic Issues Related to Participating in Recess

1. There may be isolated instances that warrant a teacher keeping a student from a portion of recess for academic assistance. Whenever possible, other venues for academic assistance will be sought to avoid keeping a student from recess.
2. It is the expectation that all teachers maintain open lines of communication regarding students' academic and behavioral performance. Therefore, if a student is kept from recess for any amount of time, the parent/guardian will be notified regarding the matter by the teacher or advisor.

Section 3. Physical Activity During a Recess Restriction for Behavioral Incidents

Efforts will be made to encourage a student who has had a recess restriction for a behavior infraction to be permitted an alternative physical movement opportunity (walking or running laps, jumping jacks, jump rope, etc.).

Section 4. Restrictions to the Policy

Recess is not to be withheld for a whole class, nor is the duration to be the entire period of recess.

Resources

- "Campus and Student Discipline" on page 32

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Reporting System and Reporting of Student Progress

Purpose

This policy governs the systems used and expectation for the reporting of student progress.

Duration

This policy is subject to yearly revision.

Policy

While teachers use data from student assessments daily, several reporting structures exist at ANCS to afford students and families frequent opportunity to reflect upon student performance information in order to grow as learners. These structures include the following:

Section 1. Weekly Communication Folders (Grades K–5)

Each week, a communication folder is sent home to parents/guardians containing updates on student performance and classroom initiatives. Often, additional home enrichment materials are included, as well as suggestions on how parents/guardians can collaborate with teachers in supporting their child.

Section 2. Advisor Progress Reports (Grades 6–8)

1. At the midway point of each academic term, each student receives a progress report from his/her advisor.
2. These reports give feedback on a student's development of his/her habits of learning and provide current grades for each class with comments from the student's advisor.
3. Advisors may send out a "warning" report between these regular reporting periods for any students in their advisories who have been flagged for academic and/or behavioral concerns.

Section 3. End-of-Term Reports

1. Three times a year, students and families in all grades receive end-of-term reports.
2. The end-of-term report provides academic and related information on a student so that support and attention may be enhanced, maintained, or altered to help the student achieve maximum growth and learning.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. These reports provide a detailed picture of a student's performance in each subject area or class by featuring a narrative that describes the student's skills and habits relative to the standards for the course.

Section 4. Conferences

1. **Grades K-5:** A meeting with the teacher and family—and, where appropriate, student—takes place following the distribution of end-of-term reports in the fall to provide a place for further discussion of student progress.
2. **Grades 6-8**: Each student leads a conference in the fall with his/her parents/guardians and advisor to reflect upon performance so far in the school year and set learning goals for the remainder of the year. Another conference is held in the spring to review the student's progress toward his/her learning goals.
3. In addition to these conferences, teachers or parents/guardians may request a conference at other times throughout the school year as needed.

Section 5. Portfolio Presentations

Students at all grade levels present and reflect upon their learning though a public exhibition of their work at various points throughout the school year.

Section 6. Standardized Test Score Reports

1. Student assessment score reports on statewide standardized tests will be distributed to families following their arrival to the school.
2. The score reports will be accompanied by a cover letter that further explains the tests and a guide to interpreting the score reports.

Section 7. Grading

1. ANCS does not use numbers, ranks, or traditional A–F grades.
2. Performance standards for student work are determined by the ANCS faculty and are available from a student's teacher.
3. Student academic performance is documented in relation to a student's progress toward the standards for each performance area at each grade level using the following terminology:

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

a. Grades K-5:
    - E = Exceeding the standard
    - M = Meeting the standard
    - P = Progressing to the standard
    - D = Does not meet standard
b. Grades 6-8:
    - Exceeding the standards
    - Meeting the standards
    - Approaching the standards
    - Just beginning toward the standards
    - Not yet moving toward the standards

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Athletics and Activities

In this section:

Athletic League Involvement 18
Before- and After-School Activities 19
Chaperone Duties and Responsibilities 20
Club and Extracurricular Programs 24
Enrichment Program 27
Field Trips 28
Participation in Athletics 30

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Athletic League Involvement

Purpose

This policy describes involvement in athletic leagues.

Duration

This policy is temporary and subject to yearly review.

Policy

1. The Middle Campus Principal, in consultation with the Athletic Director, may choose to enroll ANCS in a citywide athletic league open to charter schools.
2. Alternatively, if APS opens athletic competition to charter schools under APS jurisdiction, the Middle Campus Principal and Athletic Director may choose to participate in the APS league or continue involvement with a charter school league.
3. The Middle Campus Principal and Athletic Director will make all determinations about which sports offered by the league ANCS will participate in.
4. All league fees not directly paid for by participation dues from athletes must be accounted for in the annual operating budget.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Before- and After-School Activities

Purpose

This policy governs offerings that ANCS has for before- and after-school activities.

Duration

This policy is permanent, but it is subject to revision.

Policy

Section 1. Before-School Activities

ANCS does not offer activities prior to the start of the school day.

Resources

- Proposal for Services form
- "Financial Obligations" on page 72
- "Official School Year, Day, and Calendar" on page 55
- "Student Discipline" on page 38

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Chaperone Duties and Responsibilities

Purpose

The purpose of a chaperone is to keep order and see to the safety and conduct of those students involved in a school event. Chaperones for all activities agree to adhere to the procedures set out below. It is expected that all chaperones read and become familiar with the duties and responsibilities of chaperones as set forth in this document. Chaperones must also complete the Volunteer Application form prior to serving as a chaperone.

Duration

This policy is permanent but subject to review.

Policy

Section 1. Staff Responsibilities and Procedures Related to Chaperones

1. When a staff member who is responsible for a school-sponsored trip determines the need for chaperones, he/she will be responsible for obtaining the appropriate number of chaperones.
2. There should be at least one chaperone per 15–20 students. Conditions relating to the students and the activity may necessitate additional chaperones.
3. Staff should confirm the chaperone(s). They will be approved based on the Volunteer Application submitted by each chaperone.
4. The staff member in charge of each particular event where chaperones are needed will provide the Executive Director, Campus Principal, or Athletic Director (as applicable) a list of chaperones at least two weeks in advance of the scheduled activity.
5. Staff member(s) in charge of chaperones shall conduct a briefing for all chaperones in advance of each event at which the chaperone shall serve.
6. Chaperones shall be made aware of the Code of Conduct and emergency procedures.
7. In the event a chaperone is unable to fulfill their responsibilities, the staff member in charge will reassign the responsibilities as appropriate.

Section 2. Chaperone Roles and Responsibilities

1. Chaperone briefings shall be conducted in advance of each event at which Chaperones serve. It is mandatory for each chaperone to attend such briefing(s). Briefings may be done

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

via email message with complete details. The briefing shall consist of at least the following:

a. The exact specifics of the trip, including programs and educational experiences
b. The time of departure, planned route, and expected time of return
c. Planned procedures to follow in case of emergency or another unusual circumstance that could occur
d. Any special needs of any students
e. Overview of the role and responsibilities of chaperones

2. Chaperones are considered mandatory reporters and must have completed the training video, which is available on the ANCS website, prior to performing chaperone duties. See "Mandated Reporters" on page 98.
3. Chaperones of overnight trips and/or chaperones who will have unsupervised direct contact with students shall be required to submit to and pass, to the satisfaction of ANCS, a background check.

Section 3. Chaperone and Staff Responsibilities

Chaperones and staff shall abide by the following throughout the time they serve as chaperones. Chaperones shall:

1. Complete the Volunteer Application and sign the Student Privacy and Confidentiality Agreement for school volunteers.
2. Follow the direction of the teacher(s)/advisor(s), Executive Director, or Campus Principal designee, and bring disciplinary issues to the attention of a staff member.
3. Ride to and from the area of destination with the students in the same means of transportation provided for the students unless prior approval has been given by the Campus Principal or Athletic Director.
4. Carry a list of students and their home phone numbers for the students they are responsible for supervising and any special needs of any students, including responsibility for prescription medications.
5. Watch carefully for student valuables and check the buses thoroughly (whenever students disembark) so as to avoid leaving behind students' personal belongings. Chaperones will not be held responsible for student belongings that are lost during a trip or event.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

6. Be responsible for the safety and assistance of those students who are assigned to their charge and be aware of their whereabouts at all times. Chaperones shall also conduct a head count and/or roll call of passengers prior to any bus departure.
7. Immediately advise the Executive Director/Campus Principal/Campus Principal designee in charge of the activity of any intervening circumstances that would prevent a student from being transported back to campus. Arrangements will then be made for a representative of the school to remain with the student until the student has been delivered to his/her parent or legal guardian.
8. Not be impaired by any substances, including, but not limited to, prescription medications.
9. Abstain from the use of alcohol and illegal drugs for the duration of the trip.
10. Abstain from the use of tobacco in the presence of students.
11. Model appropriate verbal and physical conduct while serving as a chaperone and while present on school premises or at school activities.
12. Refrain from transferring their role to another person during the time they are responsible for the supervision of students.
13. Have their services for the school-related trip terminated immediately in the event that they violate any of the above stipulations.
14. Attend to the needs of students outside of their supervision assignment in the event of an emergency or if asked to do so by the teacher(s)/advisor(s) or Campus Principal/designee.

Chaperones who violate any of the above stipulations will have their services for the school-related trip terminated immediately and will be excluded from chaperoning future trips.

Section 4. Overnight Trip Guidelines

In addition to the guidelines above, on overnight trips, ANCS requires the following:

1. Having at least one chaperone for every 15 students. If the trip is co-ed, then at least one male and female adult must accompany the group.
2. In the event the staff member in charge is unable to fulfill their responsibilities, he/she will designate one of the other chaperones (must be a certified school employee) as the person in charge. If there are no other certified chaperones, the staff member in charge will contact his/her respective Campus Principal or Athletic Director (as appropriate) for further direction. In the event it is impossible for the staff member in charge to function, one of the

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

other chaperones will call the respective building Campus Principal or Athletic Director, as appropriate, for further direction.

3. At the conclusion of the trip, it is desirable for the staff member (teacher/coach) in charge and other chaperones to "recap" the trip and note any information for subsequent planning.
4. Chaperones and staff members will not have inappropriate verbal or physical interactions with students or with each other. Chaperones and staff members are assigned a room and must sleep in that room so that students or other chaperones can contact them in case of an emergency or change in trip itinerary.

Resources

- Volunteer Application and Student Privacy and Confidentiality Agreement
- "Mandated Reporter Training for Volunteers" on page 45
- "Mandated Reporters" on page 98
- Use of Personal Vehicles to Transport Students in Finance and Business Operations

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Club and Extracurricular Programs

Purpose

The purpose of this policy is to provide guidelines for students to form and participate in clubs while preserving the educational environment of the school.

Duration

This policy is permanent.

Policy

It is the policy of ANCS to promote and advance school clubs that enrich the education and lives of students.

The Board also desires to allow students opportunities to organize supervised non-curricular clubs.

Section 1. Non-curricular Student Clubs

1. Defined as organizations that are not directly related to the curriculum and that are initiated and operated by students enrolled in the school, open to all students in the school, and at which attendance is completely voluntary.
2. Non-curricular student clubs are operated under the close supervision of a faculty supervisor.

Section 2. Formation of a Non-curricular Student Club

1. Students wishing to charter non-curricular clubs must submit to the Campus Principal appropriate documentation that provides the following information about the club:
    a. Name, purpose, and objectives of the club
    b. The types of activities in which club members may be engaged
    c. When the club anticipates holding regular meetings
    d. Any materials the club plans to use to solicit membership or inform others of the club's existence

The Campus Principal has discretion to approve or reject any club based on applicable law.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 3. Club Meetings

1. Meetings shall take place only during non-instructional time established by the school administration. A faculty member shall be present.
2. All meetings shall be student-initiated and open to all students in the school. Student attendance at any meeting shall be completely voluntary.
3. Non-curricular student groups may invite non-school persons to attend their meetings only upon notification of the Campus Principal. Non-school persons may not direct, conduct, control, or regularly attend activities of the group. Non-school persons must follow the school's established procedure for allowing non-school persons on campus, including registration procedures. The school reserves the right to limit the attendance of non-school persons if applied consistently for all student groups.
4. No unlawful conduct or conduct that violates ANCS's policies can occur at a meeting.
5. The group will not compromise or interfere with ANCS authority to:
    a. Maintain order and discipline on school premises.
    b. Protect the well-being of students and employees.
    c. Ensure that attendance at meetings is voluntary.

Section 4. Club Names

1. The Campus Principal shall specifically approve the name of the club to ensure that:
    a. The name reasonably reflects the nature, purpose, and activities of the club; and
    b. The club name would not result in undue disruptions of school operations, subject students to harassment or persecution, or imply inappropriate association with outside organizations or groups.

Section 5. Club Restrictions

1. The school, its agents, and employees will not:
    a. Influence the form or content of any prayer or other religious activity;
    b. Require any person to participate in prayer or other religious activity;
    c. Expend public funds beyond incidental costs for student-initiated costs;
    d. Compel any employee to supervise meetings to which he/she objects; or
    e. Impose a minimum size limit on student meetings.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. The faculty administration shall set the time and place for all recognized non-curricular student club meetings.
3. School employees who supervise student club meetings must report to the school administration any violations of this policy.
4. Student clubs that have been found to be in violation of this policy shall be dissolved and will not be allowed to re-petition for reinstatement until the next school year.
5. Each school office shall maintain on file all currently approved club applications.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Enrichment Program

See "Before- and After-School Activities" on page 19.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Field Trips

Purpose

This policy outlines planning for and participation in field trips.

Duration

This policy is permanent, but it is subject to revision.

Policy

ANCS recognizes the value of field trips to the educational experience of students. All field trips must be approved by the Campus Principal according to procedures developed at each campus.

The Executive Director is authorized to develop procedures to implement this policy.

Section 1. Field Trip Planning and Organization

1. Field trip organizers must complete the Field Trip Packet, which includes the bus form and request for a field trip.
2. The packet must be submitted to the Campus Principal at least three weeks in advance of the trip date.
3. Failure to submit the packet on time will result in not having a bus scheduled for the field trip.
4. If chaperones will be needed, they must be listed on the bus request form by name.
5. In accordance with APS policy, all field trips must return to school by 2 p.m.

Section 2. Field Trip Fees and Student Participation

1. No student shall be barred because of lack of funds from participating in trips planned as part of the general instructional program that occur during the school day. All requests for financial participation in such field trips shall be optional and shall in no way affect a student's ability to participate.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. Fees may be required for participation in excursions planned as enrichment activities outside of the regular school day; however, reasonable efforts shall be made to raise funds to assist students who are not able to pay the fees due to financial hardship. Any such fundraising efforts shall comply with the school's Fund Development, Fundraising, and the Annual Campaign.

Resources

- Field Trip Packet
- "Chaperone Duties and Responsibilities" on page 20
- "Chaperone Duties and Responsibilities" on page 20
- Fund Development, Fundraising, and the Annual Campaign in Finance and Business Operations

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Participation in Athletics

Purpose

This policy governs student participation in athletics.

Duration

This policy is permanent, but it is subject to revision.

Policy

Section 1. Student Requirements for Participation in Athletics

1. Students must try out for the sport following the schedule as presented by the particular coach. There are no guaranteed spots, and eligibility does not roll over from year to year.
2. In order for a student to participate in athletics, they must meet the following requirements:
    a. Be in good academic standing with all their teachers.
    b. Complete all in-school and out-of-school assignments.
    c. Behave in accordance with the Guiding Principles.
3. Students and their parent/guardian must complete all required paperwork:
    a. Complete a contract for each sport participated in.
    b. Complete a doctor's physical using the approved physical form. The physical is valid for one year and remains on file for students participating in multiple sports.

Section 2. Fees for Participation in Athletics

1. Fees for each sport are set by the league.
2. Fees may include the following:
    a. Transportation (if buses will be provided)
    b. Food before games
    c. Snacks
3. Uniform costs are independent of league fees, although they may be combined with the league fees for convenience.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

4. All fees are payable to ANCS.
5. Limited scholarships are available, as are payment plans. Questions about payments and scholarships are to be addressed to the Athletic Director.

Section 3. Supervision of Student Athletes

1. Designated coaches will supervise students at all times.
2. If coaches are unable to provide supervision due to an emergency, they will name another staff member, the Athletic Director, or the Campus Principal to provide temporary supervision.
3. Chaperones and team sponsors may provide temporary supervision ONLY if they have completed required training (concussions, etc.) and mandatory reporter training.

Section 4. Transportation to Practices and Games

1. It is the responsibility of parents/guardians to transport their student to practice.
2. Some sports also require transportation to games, as APS buses are not guaranteed.
3. ANCS may provide a system of collaboration for parents/guardians to carpool to practices or games, but any parents/guardians participating in carpools do so at their own risk and discretion.

Section 5. Recognition of Student Athletes

1. Each sport is encouraged to hold an awards banquet.
2. The Athletic Director may upon their discretion hold a seasonal sports banquet honoring athletes from multiple sports.

Resources

- "Financial Obligations" on page 72
- Use of Personal Vehicles to Transport Students in Finance and Operations Policies

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Campus and Student Discipline

In this section:

Due Process Procedures 33
Seclusion and Restraint 34
Student Discipline 38
Student Dress Code 39
Student Technology Use 41

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Due Process Procedures

ANCS relies on the Atlanta Public School Student Code of Conduct, Regulation JCEB – Student Hearing Procedure.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Seclusion and Restraint

Purpose

This policy governs the use of seclusion and restraint at ANCS.

Duration

This policy is permanent but is subject to revision.

Policy

Section 1. Scope of this Policy

1. This regulation applies to all employees and consultants providing services to students at ANCS.
2. No ANCS employee or consultant shall use seclusion, prone restraint, mechanical restraint, or chemical restraint on any ANCS student under any circumstances.
3. Nothing in this policy shall be construed to interfere with an employee's authority to:
    a. Implement classroom management techniques or approaches, including a student's removal from the classroom;
    b. Take appropriate action to diffuse a student fight or altercation;
    c. Use his or her discretion to take necessary actions to protect students or others from imminent harm or bodily injury; or
    d. Seek assistance from law enforcement and/or emergency medical personnel.

Section 2. Physical Restraint

1. Physical restraint may be used only in limited circumstances in which a student exhibits behaviors that place the student or others in imminent harm and the student is not responsive to verbal directives or less intensive de-escalation techniques.
2. Preventive measures should be utilized routinely to reduce the potential need for restraint.
3. Staff should become familiar with precursors to dangerous behavior and implement less intrusive procedures when they occur.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

4. Physical restraint should not be used:
    a. When the student is responsive to less intensive interventions and de-escalation techniques such as verbal commands and directives;
    b. As a form of discipline or punishment as a means to obtain compliance, or as a replacement for less restrictive alternatives;
    c. When the student cannot be safely restrained due to the size of the student or staff or for any other reason; or
    d. When the use of the intervention would not be appropriate due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.
5. All physical restraint must be immediately terminated when the student is no longer an immediate danger to him- or herself or others, or if the student is observed to be in severe distress.
6. Whenever possible, all physical restraints should be observed and monitored by another adult to ensure student and staff safety.
7. Whenever possible in the instance of physically restraining a student, a staff member trained in the use of physical restraint will do so. In situations when a trained staff member is not present but a student must be physically restrained in accordance with this policy, the student may be restrained. In such situations, individuals present should be directed to summon trained staff and/or seek assistance as quickly as possible.
8. At least three staff members at each campus will have training in physical restraint each school year. The Campus Principal will maintain records of such training.

Section 3. Documentation

1. The use of physical restraint will be documented by staff participating in or supervising the restraint for each student in each instance in which the student is restrained. The physical restraint record shall include the following information:
    a. Date
    b. Student's name
    c. Location of restraint
    d. Precipitating behavior/incident
    e. Observations of student's behavior and physical status during the restraint

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

f. Injuries to the student or staff
g. Total time spent in restraint
h. Staff participating in the restraint
i. Staff signatures

Section 4. Parental Notification

1. Parents/guardians shall be informed within one (1) school day when a physical restraint is used and shall be provided a copy of the completed Restraint Incident Report form (or equivalent) at that time.
2. The Campus Principal or his/her designee shall also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel.

Section 5. Definitions

Chemical restraint – Any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition.

Mechanical restraint – The use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and that cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Physical restraint – Direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

Prone restraint – A specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Seclusion – A procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time out (as defined below), in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Time Out – A behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Discipline

ANCS relies on the Atlanta Public School Student Code of Conduct, Regulation JCDA-R(1).

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Dress Code

Purpose

This policy governs student dress code.

Duration

This policy is permanent, but it is subject to revision.

Policy

Clothing must be clean, in good repair, and worn in such a manner as to exercise good taste and not detract from the learning environment. Student and staff attire should be neat, clean, and appropriate for the school setting. The school administration may disallow types of clothing that, while acceptable outside of school, may jeopardize a safe and orderly environment for the students and school staff during the school day. While school staff will enforce the dress code, ultimate responsibility for adhering to it lies with parents/guardians and students. Any questions concerning the dress code may be directed to the appropriate Campus Principal.

Type	Appropriate	Not Permitted
Shoes	• Tennis shoes • Dress shoes • Sandals (closed or open toe) • Flip flops	• Bare feet while at school or school-sponsored activities • Shoes with skates • Bedroom slippers
Tops	• Tops that allow only the neck, head, and arms below the shoulder to be shown • Tops should be long enough to be tucked in • Tank top straps must be at least two inches thick and not show any bra straps	• Exposed mid-riffs; halters; backless, strapless, tube top, or spaghetti strap shirts • Low-cut blouses • Any see-through clothing or clothing that shows cleavage • Men's sleeveless undershirts

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Type	Appropriate	Not Permitted
Bottoms	• Pants will be worn at waist • Shorts, skirts, and dresses must reach below the end of the fingers when student's arms are extended at the student's side	• Sagging pants or underwear showing
Accessories	• Headgear worn for health, safety, or religious purposes	• Spiked belts, collars, cuffs, chains • Headgear, including hat, caps, nets, head scarves, bandanas, etc. • Hats/caps worn in the classroom, hallways, or other buildings except as required for health, safety, or religious purposes

The following clothing is not to be worn to school:

1. Clothing cut in such a way as to display bare skin or underwear
2. Slogans or logos that contain profanity, obscenity, or that advertise or depict cigarettes or tobacco products, alcohol, drugs, or sexual acts
3. Pride slogans, logos, or language demeaning to any person or group
4. Slogans considered by the administration to be in poor taste or demeaning to any person or group
5. Pajamas, sleepwear, or slippers, except during specified days/celebrations
6. Any clothing considered gang attire, as determined by administration

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Technology Use

Purpose

This policy governs use of technology by ANCS students.

Duration

This policy is permanent.

Policy

ANCS offers the use of school computers to students and staff. Users of these computers are expected to exercise care and follow all operating instructions, safety standards, and guidelines for their use. Any damage to or loss of a school computer caused by an individual user may be that user's responsibility to fix, including and up to paying for the replacement of the computer.

ANCS offers Internet access to its students and staff. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this Internet service. This policy also applies to personal devices on and inside of school buildings and its network.

Personal electronics should be switched off during school hours unless they are specifically approved by a teacher for an academic reason (taking a picture for a project, making a presentation, etc.) or they are part of an IEP.

Section 1. Rules for All ANCS Computer Users

1. Respect the privacy, safety, and confidentiality of themselves and others by neither disclosing nor disseminating personal information on the Internet. This shall include email, chat rooms, and all forms of direct Internet communications.
2. Respect computer and network equipment. You will not alter or access computer or network configurations without the knowledge and consent of the Network Administrator(s).
3. Do not download or install software, music, or other programs from the Internet onto a school computer.
4. Understand that software piracy is a federal offense, and that ANCS' network may not be used for copying, downloading, distributing, or storing commercial software not licensed by ANCS.
5. Abide by copyright laws and do not plagiarize the works of others.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

6. Understand that I am a representative of ANCS on the Internet and, as such, will display the decorum, control, and respect necessary to maintain credibility and respectability for both the school and myself.
7. Understand that information is a powerful, creative commodity; however, bad information is equally destructive.
8. Understand that I am responsible for all activity on my account, even if I am not the one behind the keyboard, and for this reason I will keep my account secure and not share my password with anyone else. I will not knowingly use someone else's computer account.
9. Understand that ANCS is an educational community, and that as such our educational function is our paramount mission. Therefore, I will defer my recreational activities, including listening to music, to times outside academic hours and to any fellow students or staff needing access for academic work or projects.
10. Understand that my actions on the Internet can have far-reaching consequences. I will therefore make deliberate decisions not to engage in behavior that might adversely affect the safety, security, or well-being of myself or be perceived as harassment by others.
11. Abstain from accessing inappropriate websites or computer games that include pornography, obscene images or language, or that are considered harmful to minors as defined by the Children's Internet Protection Act (aka CIPA).
12. Ask questions regarding computer procedures when I do not know how to do something.
13. It should be further understood that users of ANCS computing and networking resources cannot assume privacy. Users should expect that network connections will be monitored and computer files may be inspected.
14. ANCS may install filters to comply with CIPA. In addition, faculty members are expected to monitor student use of the computers and proactively guide students to make appropriate choices. ANCS, however, does not warrant the effectiveness of the Internet filter and cannot be held liable for damages.

Section 2. Violations of this Policy

Violations include but are not limited to:

1. Deliberate access to inappropriate material on the internet.
2. Unauthorized online access, including "hacking" and other unlawful activities.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. Unauthorized disclosure, use, and dissemination of personal information.
4. Persistent non-academic use of email, chat rooms, and instant messengers.

Section 3. Actions Allowable Under this Policy

1. ANCS reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action for violations of this policy.
2. ANCS will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service.
3. ANCS will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the school's Internet service.

Section 4. Technology & Internet Use Agreement Form

Students must fill out a Technology & Internet Use Agreement form, accessible through the ANCS website, as part of the Orientation process. Along with the other required forms, the Technology & Internet Use Agreement form must be filled out and submitted in order for a student to find out their teacher/advisor assignment for the upcoming school year. See "Orientation" on page 56.

Resources

- Technology & Internet Use Agreement form
- "Orientation" on page 56

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Community, Visitors, and Volunteers

In this section:

Mandated Reporter Training for Volunteers 45
Visitors, Classroom, and Student Observations 46
Volunteers 48

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Mandated Reporter Training for Volunteers

Purpose

This policy governs compliance with state law in the implementation and maintenance of mandated reporter training.

Duration

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

Policy

Section 1. Scope of this Policy

1. By law, both school employees and other persons working with students on behalf of ANCS (including contractors, consultants, parent volunteers, field trip chaperones, and after-school personnel) are considered mandated reporters.
2. Mandated reporters must complete mandated reporter training and show evidence of the completion of such training.

Section 2. Mandated Reporter Training for School Volunteers

1. School volunteers are required to view the ANCS Mandated Reporter Training materials located on the ANCS website.
2. After viewing the training materials, the volunteer should submit the ANCS Mandated Reporter Training signature sheet (also located on the ANCS website) to the Main Office.

Section 3. Authorization to Develop Training Procedures

The Executive Director is authorized to develop procedures to implement this policy.

Resources

- ANCS Mandated Reporter Training presentation and signature sheet
- "Child Abuse and/or Neglect" on page 84
- "Mandated Reporters" on page 98

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Visitors, Classroom, and Student Observations

Purpose

This policy governs the requirements for visitors to ANCS. For the purpose of this policy, visitors include anyone not employed by ANCS.

Duration

This policy is permanent but subject to revision.

Policy

ANCS welcomes visitors to the school to participate in students' educational experience and to learn more about our school's practices.

The Executive Director is authorized to develop procedures to implement this policy.

Section 1. Visitor Limitations

To ensure the safety of students, the confidentiality of personal information, and the integrity of the learning environment, visitors are limited to the following:

- The parent/guardian of a current student
- Other family members of a current student at the request of the parent/guardian
- Individuals with official business approved in advance by the Executive Director, Director of Finance and Operations, or Campus Principal

Section 2. Visitor Sign-In

1. All visitors must sign in at the school office and obtain a visitor's badge that must be worn at all times while in the building or while on the school grounds.
2. Visitors who will be supervising students other than their own children must comply with the school's background check and mandated reporting policies in accordance with O.C.G.A. 19-5-7. See "Mandated Reporter Training for Volunteers" on the previous page.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 3. Visitor Expectations

1. Visitors shall behave in a manner that aligns with our school's Guiding Principles.
2. If, in the opinion of the Executive Director or Campus Principal, a visitor violates this policy, the visitor may be asked to leave and may lose the privilege of coming onto school property or attending future school-sponsored events.
3. In accordance with ANCS policy on weapons and drugs, visitors shall not possess weapons or illegal drugs on ANCS property or at any school-sponsored activity.

Section 4. Classroom Observations

Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advance notice of the request to the teacher.

Section 5. Unauthorized Visitors

The presence of unauthorized visitors on school grounds or facilities may constitute trespassing and may subject violators to criminal prosecution under the laws of the state of Georgia.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Volunteers

Purpose

This policy governs the certification of volunteers and communicates the rules around their interactions with students.

Duration

This policy is permanent.

Policy

1. Volunteers—be they parents/guardians of students at the school or outside community members—play a vital role in contributing to the educational experience for students. In support of student safety and well-being, the Campus Principals will develop procedures at each campus to monitor volunteers in accordance with this policy.
2. All volunteers must comply with the school's visitor policy. See "Visitors, Classroom, and Student Observations" on page 46.
3. School volunteers shall not have access to confidential student information without written consent from the parents/guardians of students.

Section 1. Security Clearances

The School shall ensure that those who access the buildings are appropriately screened, including the use of visitor management systems when needed.

Section 2. Expectations of Volunteers

1. Volunteers at ANCS are expected to abide by our school's "Guiding Principles" on page 5.
2. If, in the opinion of the Campus Principal, a volunteer violates this policy, the volunteer may be excluded from participating in volunteer activities at the school.
3. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as PTCA meetings and student performances.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Resources

- "Guiding Principles" on page 5
- "Visitors, Classroom, and Student Observations" on page 46
- Georgia Sex Offender Registry
- Federal Sex Offender Registry

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Enrollment, Attendance, and Records

In this section:

Admissions, Registration, and Enrollment 51
Attendance Zones 53
Inclement Weather 54
Official School Year, Day, and Calendar 55
Orientation 56
Records 57
Student Attendance Policy 61
Waiting List 67
Student Withdrawals and Transfers 68

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Admissions, Registration, and Enrollment

Purpose

This policy outlines the enrollment process for both new/prospective families, existing families, children of staff, and children of Board members.

Duration

This policy is permanent, but it is subject to yearly revision based upon APS requirements.

Policy

Section 1. Yearly Enrollment Process Overview

Enrollment is handled as a three-step process:

Step 1. Re-enroll current students via the Intention to Re-Enroll form.

Step 2. Enroll siblings and children of staff and Board members.

Step 3. Open enrollment for all attendance zones.

Section 2. Re-Enrollment

Current ANCS families are sent an Intention to Re-Enroll. The form must be returned by the deadline. All proof of residency paperwork must be submitted as requested.

Section 3. Enrollment of Siblings and Children of Staff and Board Members

1. Current ANCS families indicate on the re-enrollment paperwork if a sibling will be entering ANCS for the following school year.
2. Children of current staff members or current Board members who are enrolling at the school for the first time must indicate their intention to enroll the child by submitting a completed enrollment application form for the child by the stated deadline.

Section 4. Open Enrollment / Lottery

Visit the Atlanta Neighborhood Charter School website for information.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 5. Proof of Residency Requirements

ANCS follows the residency requirement process from APS. Forms and requirements may differ from year to year.

Section 6. Students Enrolling From Home Study Program

1. When a student enters ANCS from a home study program, the parents/guardians of the student should provide records of the student from any prior schools and/or home study program, including any standardized test scores.
2. Based on these records, the Campus Principal will make a placement of the student at what he/she feels is the most appropriate grade level for a probationary period of at least one term.
3. Near the end of the probationary period, the Campus Principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the Campus Principal will then determine if any change in placement is necessary.
4. If a student enters ANCS from a home study program without any prior educational records, the Campus Principal will decide whether the student should be placed in the grade level of his/her most recent period in the home study program or whether a different grade level placement should be made.
5. In either case, the placement will be for a probationary period of at least one term. Near the end of the probationary period, the Campus Principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the Campus Principal will then determine if any change in placement is necessary.

Resources

- Proof of Residency and Enrollment (for enrollment forms)
- "Attendance Zones" on the next page

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Attendance Zones

Purpose

This policy outlines the attendance zones in use to determine enrollment for prospective families.

Duration

This policy is permanent.

Policy

Admission shall be open to any student who resides within the primary attendance zone, which is defined as the neighborhoods of Grant Park and Ormewood Park and Summerhill.

In the event space remains available at the time of the application deadline set by the school, the attendance zone shall be expanded to include the secondary attendance zone of the remainder of Neighborhood Planning Unit W (NPU-W) and according to the application deadlines set by the school.

In the event space remains available at any grade level at the time of the application deadline set by the school, the attendance zone shall be expanded to include the tertiary attendance zone of the remainder of the Atlanta Public Schools district and according to the application deadlines set by the school.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Inclement Weather

Purpose

This policy describes the actions ANCS will take in the event of inclement weather.

Duration

This policy is permanent.

Policy

1. In an effort to ensure the safety of students, teachers/staff, and families, ANCS may alter the school schedule due to inclement weather.
2. In instances of delayed school day start, early school day dismissal, or school closure due to inclement weather, ANCS considers the decisions of APS but may deviate.
3. Depending on the circumstances, ANCS may switch to virtual learning.
4. In instances of cancellation of ANCS activities outside of regular school hours, ANCS will make a decision based on predicted weather conditions.
5. In all instances, ANCS will make efforts to notify families and teachers/staff via automated messaging system, the ANCS website, and ANCS social media channels.
6. If school is closed for more than four days cumulatively during the school year, the ANCS Governing Board will determine whether and when any makeup days will be scheduled.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Official School Year, Day, and Calendar

See Calendar Adoption.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Orientation

Purpose

This policy describes the function of family orientation and paperwork completion prior to the start of school.

Duration

This policy is permanent.

Policy

1. Prior to the start of school, families will be sent an email with a link to complete all forms necessary for the beginning of the school year.
2. Each child has a special password and login that families will use to complete all forms for each student. Forms are hosted on a secure website that the school maintains.
3. Forms include transportation, technology releases, health topics, plans for aftercare, etc.
4. Upon completion of all forms, families will receive their class assignment for the year.
5. For families without access to computers, ANCS will make computers available at each campus.
6. Families who have not completed address verification will be asked to do so as part of this process.

Resources

- Orientation Forms

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Records

Purpose

This policy describes how records are maintained and accessed in accordance with the Family Educational Rights and Privacy Act (FERPA).

Duration

This policy is permanent.

Policy

Section 1. Records Controlled by This Policy

1. School permanent records include all educational and disciplinary materials directly related to a student that the school maintains.
2. All student records are maintained by and kept in the office of the Registrar at each campus using the Infinite Campus records management platform. These files are locked during and after normal business hours with access limited. The Registrar and the Campus Principals will be the only individuals with a key to these files. Faculty will be able to access records in accordance with FERPA guidelines (see "Family Educational Rights and Privacy Act" on page 59).
3. ANCS will maintain student records in a confidential manner and comply with all state and federal laws regarding the privacy of these records, including FERPA, as outlined in the following sections.

Section 2. Special Education Records

1. Records are available to only those school staff who work with the child on a direct or indirect basis.
2. Records are also available to parents, legal guardians, or their designees with express written permission.
3. Educational reports and IEPs can be released to other districts with written parent/guardian permission; other information from the records is released to other persons or agencies only with appropriate authorization, which requires written permission by parents.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 3. Record Review and Record Transfer

1. Parents/legal guardians of a current student may review a student's records in the office of the Registrar, but the files may not be removed from the office.
2. All financial obligations must be met before a student's records are transferred to another school.

Section 4. Individuals Responsible for Records Management

The following individuals will be responsible for overseeing the maintenance and retention of various types of records at ANCS.

1. Director of Finance and Operations
2. Registrar (at each campus)

These individuals will conduct an annual review of relevant records to ensure their proper maintenance and retention according to the time frames outlined in Section 7: Records Retention Schedule. Whenever possible, electronic copies of all records will be maintained on the school's server and backed up offsite according to the regular electronic backup schedule.

Section 5. Annual Records Review

The Executive Director / Campus Principals shall meet with the Director of Finance and Operations and Registrar following the completion of the annual records review to ensure compliance with this policy.

Section 6. Records Requests/Copying

1. Copies of records must be requested in writing/via email using the ANCS Records Request form or the form provided by the school a student is applying to.
2. ANCS will follow only the stated instructions on the submitted records request.
3. Records requests will be signed and dated on receipt by the Registrar and the request will be completed within two weeks of receipt or as soon thereafter as is reasonably practicable. Records may not be requested more than three weeks from the date they are due to the school to which the student will be applying.
4. The school will provide the parent/guardian one free copy of their student's records to take with them per school year. Any additional copies of records will require payment to the school of $5 per set of records.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 7. Records Retention Schedule

ANCS does not keep students' permanent records on campus after they leave; permanent records are returned to APS' Records Center, where they are stored.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

1. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
2. Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.
3. Parents/guardians or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a hearing with the Executive Director. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
4. Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    a. School officials with legitimate educational interest;
    b. Other schools to which a student is transferring;
    c. Specified officials for audit or evaluation purposes;
    d. Appropriate parties in connection with financial aid to a student;
    e. Organizations conducting certain studies for or on behalf of the school;
    f. Accrediting organizations;

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

g. To comply with a judicial order or lawfully issued subpoena;
h. Appropriate officials in cases of health and safety emergencies; and
i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

5. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTCA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Attendance Policy

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 State Board of Education Rule § 160-5-1-.10 and O.C.G.A. § 20-2-690.1.

Section 1. Definitions for Student Attendance Protocol

1. **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.
    a. 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.
    b. 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.
2. **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.
    a. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

   b. Whenever a student is released from school prior to the end of the regular school day, 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.

3. **Truant:** Any child who is subject to compulsory attendance who has more than five (5) days of unexcused absences during a calendar school year.

Excused absences include the following:

1. 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.
2. 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.
3. Court order by a governmental agency mandating the student's absence from school.
4. Special or recognized religious holidays observed by the faith of the student.
5. Weather or environmental condition rendering attendance impossible or hazardous to the student's health or safety.
6. An absence not to exceed one (1) day for registering to vote.
7. 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 the maximum number of excused and unexcused absences for any purpose (O.C.G.A. 20-2-692.1).
8. 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.
9. Other absences to be determined by and at the discretion of the Campus Principal.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Unexcused absences include the following:

1. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.
2. 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

1. When a student reaches five (5) or more unexcused absences or equal to 10 percent of school days to date, the campus counselor will notify the parent, guardian or other person who has control or charge of the student.
2. When a student reaches ten (10) or more unexcused absences, tardies, and/or early checkouts greater than or equal to 15 percent of school days to date, an administrator 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.
3. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

1. At the Elementary Campus, classroom teachers take attendance, which is submitted to the front desk receptionist who inputs this information into Infinite Campus. At the Middle Campus, advisors and teachers complete attendance in Infinite Campus each class period.
2. The Registrar (MC) and Front Desk Receptionist (EC) alerts advisor/teacher if attendance has not been completed.
3. Staff contacts registrar if they receive notification of absence from caregiver or a medical excuse.
4. Students who arrive to school after the start time must sign in. Registrar records absences and tardies as excused/unexcused.
5. 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 Percent Unexcused Absences of School Days to Date

1. 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:

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

a. Function as a child advocate to promote good school attendance for all students.
b. Consult with all school personnel to encourage early identification of students with a pattern of irregular or poor school attendance.
c. Conference with students at school to identify factors that may cause or contribute to poor school attendance.
d. Inform students and parents/guardians of their individual and collective responsibility in regard to the Georgia School Compulsory Attendance Law.
e. If necessary, provide direct social services to students and families during home visitations.
f. Collaborate with parents/guardians to identify problems at the home and school levels that may contribute to poor school attendance.
g. 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.).
h. Identify personnel and programs within the school that can provide additional support for students (psychological services, guidance and counseling, etc.).
i. Monitor the student's attendance on a weekly basis.
j. 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 Percent Unexcused Absences of School Days to Date

1. 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.
2. If attendance does not improve after the 10 day/15 percent 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
3. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Waiting List

See "Admissions, Registration, and Enrollment" on page 51.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Withdrawals and Transfers

Purpose

This policy governs student withdrawals and transfers.

Duration

This policy is permanent, but it is subject to revisions.

Policy

ANCS is authorized to withdraw a student who:

1. Has missed more than 10 consecutive days of school due to unexcused absences; or
2. Is no longer a resident of the local school system.

Section 1. Withdrawal Notification

1. Each Campus Principal or Campus Principal's designee shall use his/her best efforts to notify the parent(s), guardian(s), or other person(s) who has/have charge of a student if ANCS plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
2. ANCS is authorized to withdraw a student subject to compulsory attendance only if the Campus Principal or Campus Principal designee has determined the student is no longer a resident of the ANCS attendance zones or is enrolled in a private school or home study program.
3. ANCS shall withdraw students retroactive to the first day of the consecutive absences.

Section 2. Withdrawal by Parent/Guardian

1. A parent/guardian wishing to withdraw a student from ANCS must complete a Withdrawal Packet.
2. The Withdrawal Packet must be submitted 48 hours prior to the student withdrawal.
3. The forms contained in the Withdrawal Packet are required for transfer and enrollment in a different school.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 3. Student Transfers

1. Students transferring to a different school, whether within APS or a different system, will need to follow the procedure in the Withdrawal section above.
2. Student records are mailed to the student's next school.
3. In order for transcripts to be prepared for the transferring student, all family financial obligations must be met.

Resources

- Withdrawal Packet
- "Admissions, Registration, and Enrollment" on page 51

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Family Involvement

In this section:

Family Involvement 71
Financial Obligations 72
Parent/Guardian and Student Complaints and Grievances 73

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Family Involvement

Purpose

This policy describes the commitment expected of each family at ANCS.

Duration

This policy is permanent.

Policy

The Role of Family Involvement

1. Parent/guardian involvement is a critical element of ANCS.
2. Participation at every level is welcome.
3. ANCS parents/guardians are involved in the school in many ways, from helping in the classroom or attending a field trip to serving on a school committee, assisting with an annual fundraiser, or building a new playground.

Resources

- "Orientation" on page 56

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Financial Obligations

See Family Financial Obligations in Finance and Operations Policies.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Parent/Guardian and Student Complaints and Grievances

See "Grievance Handling" on page 1.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Health and Safety

In this section:

Administration of Medicine 75
Allergen Management 77
Child Abuse and/or Neglect 84
Communicable Diseases 86
Concussions 87
Drug-Free School Zone 89
Head Lice 90
Health and Safety Training 92
Helmet Use 93
Illness and Injury While at School or School Event 94
Immunizations 96
Mandated Reporters 98
Protect Students First Act Complaint Resolution Policy 99
Responsibility for Student Welfare 103
Return to School After Illness 104
Student Revelation of Suicidal Thoughts 105
Student Use of Drugs, Alcohol, or Tobacco 106
Suicide Prevention 107

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Administration of Medicine

Purpose

This policy relates to the administration of medicine to students by ANCS personnel.

Duration

This policy is permanent but subject to revision based on changing standards.

Policy

Section 1. Scope of This Policy

1. Any medication, prescription or over the counter, that needs to be administered during school hours must be done so with the authorization of the ANCS office staff/nurse.
2. No student may carry either prescription or over-the-counter medication, including inhalers and epinephrine auto-injectors, at school without the permission of the ANCS office staff/nurse.
3. Self-administration of inhalers and epinephrine auto-injectors is allowed when approved by the student's physician, parents/guardians, and ANCS office staff/nurse.
4. All medication must be brought to school by an adult, properly labeled and in its original container.

Section 2. Prescription Medication

1. A doctor's order must accompany all prescription medication brought to school. A parent/guardian must sign a Medication Administration form filled out by the doctor with the following information:
    a. Name of student and date of birth
    b. Name of medication
    c. Reason for administration in school
    d. Dosage
    e. Dosage interval (e.g., every 4 hours)
    f. Duration of administration (e.g., one week)

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

g. List of food or drug allergies
h. Name of student's physician (or prescribing healthcare provider)
i. Potential side effects (if any)
j. Parent/guardian emergency telephone contact numbers

2. Students with allergies that may require treatment with an EpiPen should keep their EpiPen within their possession at all times.

Section 3. Over-the-Counter Medication

1. As part of the standard health forms filled out at the beginning of each year, parents/guardians may grant permission for the ANCS office staff/nurse to administer over-the-counter medication such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil), Neosporin, or hydrocortisone to their student. Parents/guardians who wish to change their permission status should see the Main Office.
2. For students who may require medication, office staff/nurse will do a brief assessment to determine need. This will include observation for possible fever, pain from injury, orthopedic or orthodontic procedures, headache, etc.
3. Parents/guardians may be contacted if, in the assessment of the ANCS office staff/nurse, a student is in need of additional medical attention.

Section 4. Ongoing Health Issues Requiring Medication

1. For ongoing health issues requiring medication such as allergies or asthma, parents/guardians will need to provide ANCS with a Medical Action Plan signed by a physician, in addition to the Medication Administration Form.
2. The Medical Action Plan must be updated annually.

Resources

The following forms are maintained by the school nurse:

- School Asthma Management Plan
- Food Allergy Action Plan
- Medication Administration Form

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Allergen Management

Purpose

The purpose of this policy is to provide a safe and allergy-friendly learning environment for allergic students and their families and reduce the risk of accidental exposure in the school environment since food allergies, insect bite or sting allergies, and other severe allergies can cause anaphylaxis and can be life-threatening. Communication, education, and cooperation are the key factors for keeping allergic students safe.

Duration

This policy is permanent but subject to review annually or when new medical information is brought forth to a school administrator or the Governing Board.

Policy

This section outlines the general allergy management policy for ANCS. Separate guidelines specific to the Elementary Campus and Middle Campus should be established and followed on a day-to-day basis.

Section 1. Establishing Guidelines

1. At a minimum, guidelines should include the following:
    a. Where epinephrine auto-injectors and other medications are stored, if not kept in the child's possession
    b. How epinephrine auto-injectors, rescue inhalers, or other necessary medications follow the child as they move about the campus, attend outdoor events, or go on field trips
    c. Where Allergy or Anaphylaxis Action Plans and other forms are stored
    d. How and when to administer epinephrine auto-injectors
2. Guidelines for events that involve transportation, such as field trips or athletic events, should also include the following:
    a. Transportation logistics (whether by foot, bus, or cars)
    b. How to access emergency care at the trip or activity location
    c. Consideration of allergens when choosing trips

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 2. Preparation

1. Store and carry medicines such as epinephrine auto-injectors, antihistamines, and asthma inhalers in designated spots. Epinephrine must be readily available and on hand immediately for all severely allergic children. ANCS can stock non-specifically prescribed epinephrine auto-injectors for emergency use.
2. Report when medications are lost or misplaced.
3. Keep Allergy and Anaphylaxis Plans in a designated area.

Section 3. General Allergen Management Training

ANCS nurses are trained in allergen management. All ANCS staff are trained in and understand the following:

1. Terminology: Allergy, allergic reaction, anaphylaxis, food intolerance, epinephrine auto-injectors (EpiPen, Auvi-Q, Adrenaclick, etc.), and antihistamine.
2. Recognize the signs of a mild allergic reaction.
3. Know the most common allergens that can trigger severe allergies:
    a. Food
    b. Insect stings or bites
    c. Chemicals
    d. Latex
4. Know the signs of anaphylaxis, a serious, life-threatening allergic reaction:
    a. Hives
    b. Swelling
    c. Rash
    d. Itchy lips, mouth, or throat
    e. Breathing difficulties
    f. Coughing or hoarseness
    g. Nausea or stomach pain
    h. Vomiting
    i. Chest pains or tightness
    j. Headache

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

k. Dizziness
l. Low blood pressure
m. Unconsciousness

5. Know when and how to use an epinephrine auto-injector to treat anaphylaxis.

Additionally, any individual who administers an EpiPen must be trained in accordance with O.C.G.A §§ 20-2-776.1 and 776.2.

Section 4. ANCS Responsibilities

1. ANCS staff and coaches are responsible for making sure a student's epinephrine auto-injector (such as EpiPen or Auvi-Q) is with the student at all times.
2. ANCS staff and coaches are responsible for using epinephrine when anaphylaxis is suspected, either in a child with a known allergy or in a child who is experiencing a severe and life-threatening allergic reaction for the first time; for administering asthma inhalers for children experiencing asthma attacks; and for administering an antihistamine as needed and as prescribed by the child's doctor.
3. ANCS staff and coaches are responsible for following the Allergy or Anaphylaxis Action Plan provided by the parent/guardian.
4. The School Nurse will send out a notification letter at the beginning of each school year to parents/guardians notifying them if there is an allergic student in their child's classroom.
5. The School Nurse may elect to post notices on doors of classrooms that have several allergic students.

Section 5. Parental/Guardian Responsibilities

1. Notify the school that a child has an allergy or multiple allergies.
2. Request a meeting with teachers and the School Nurse. ANCS requires such a meeting to review the student's specific allergies, needs, and Allergy or Anaphylaxis Action Plan.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. Complete and provide all required ANCS paperwork, including:
    a. Clinic Record & Emergency Authorization form (online orientation form)
    b. Medication Administration and Release form (two total: one online orientation form and one paper form from School Nurse)
    c. A doctor-signed Allergy or Anaphylaxis Action Plan (obtained from the School Nurse or the student's allergist or pediatrician; requires a doctor's signature)
4. Provide the child's prescribed medications and epinephrine auto-injectors.

Section 6. Procedures for Managing an Allergic Reaction or Asthma Incident

1. The supervising adult should immediately implement the following procedures for administering epinephrine and calling 911. It is not necessary to locate the School Nurse first—time is critical.
    a. Notice the child has signs of anaphylaxis.
    b. Administer the epinephrine auto-injector.
    c. Call 911. Have another adult call 911 while the auto-injector is being given, if at all possible.
    d. If the child is asthmatic and is wheezing, give the child the doctor-prescribed number of puffs from their rescue inhaler.
    e. If the child can take Benadryl and the child's doctor has indicated it, administer Benadryl.
    f. Monitor the child very closely until the paramedics arrive. A second injection might be necessary. Never leave the child alone or alone with only a student.
    g. Contact the School Nurse as soon as possible after the injection. If the nurse cannot be located, contact any administrative staff.
    h. Contact the child's parents/guardians.

Section 7. Managing Allergies in the Classroom

1. Guidelines are created by the School Nurse in consultation with the families and teachers of students with severe allergies to ensure that day-to-day classroom activities are safe for allergic children. These guidelines should cover topics such as:

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

   a. Classroom and advisory communication
   b. How all food and other allergens are managed in the classroom, grade levels, and advisories
   c. Medication storage
   d. Hygiene and safety best practices and logistics
   e. How students treat peers with allergies
2. Each classroom has the option to ban severe allergens from the classroom and from all activities in which that classroom will be engaged. A decision to ban severe allergens from the classroom may be made by the School Nurse and Campus Principal.
3. The guidelines for each allergic child must be followed by all the classroom and staff that child interacts within the course of a school day:
   a. Student and substitute teachers
   b. Related arts
   c. Classrooms in which other subjects are taught
   d. Academic assistance
   e. Special Education
4. Students with allergies that require that they carry epinephrine auto-injectors should have the epinephrine auto-injector in their possession at all times.
5. For group snack, birthdays, or other holidays where food is served, snacks must:
   a. Be store-bought only (not homemade);
   b. Have a preprinted ingredients label; and
   c. Be free of products containing nuts, tree nuts, or any nut-containing product.

Section 8. Managing Allergies in the Cafeteria

1. Guidelines for cafeteria settings or any other setting where food will be consumed should include the following:
   a. Establishing allergen-free areas to eat
   b. Cleaning best practices for tables, chairs, and handwashing
   c. Student etiquette for sharing food

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

   d. Methods for obtaining and keeping current served food labels and ingredients information

2. Nut-free tables will be established in the cafeteria for students with nut allergies.

Section 9. Managing Allergies in Group Settings

1. Group settings include but are not limited to the following:
   a. Cafeteria or recess
   b. Holidays, special occasions, celebrations, and projects
   c. Aftercare, enrichment programs, and childcare
   d. Field trips, walks, and outside activities
   e. School-organized sports and clubs
   f. School fundraisers and schoolwide food sales
2. For all group settings, it is critical that established guidelines are followed and that each allergic child's allergies are taken into consideration.
3. All staff involved must be made aware of allergic students in their care and provided a copy of each allergic child's Allergy or Anaphylaxis Action Plan.
4. All fundraising events and schoolwide food sales must follow current school fundraising policies, which include notifying school officials in a timely manner of what food will be sold or available. Whether the event is through a classroom, organization, or the PTCA, efforts should be made to make the event safe for allergic children.

Section 10. Allergy Bullying

1. ANCS anti-bullying policy applies to allergy bullying, which can include mocking or harassing a student for having allergies or having to carry allergy or asthma medication, threatening an allergic student with food they are allergic to, or "pranking" an allergic student by covertly adding allergens to their food.
2. When allergy bullying incidents occur, consequences will be applied according to the "Student Discipline" on page 38 policy.
3. Allergy bullying prevention will be addressed through education and support.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 11. Continuing Allergy Education and Awareness

1. ANCS will stay current with allergy management best practices and guidelines through the following means:
    a. Information the School Nurse provides
    b. Information the PTCA Health and Wellness Committee researches and presents
    c. Listening to parents/guardians and caretakers of allergic children
    d. Staff training
2. Campus guidelines will contain up-to-date allergy management and education resources.

Resources

- ANCS Allergy Management Guidelines for Elementary Parents and Staff
- ANCS Allergy Management Guidelines for Middle School Parents and Staff
- Allergy or Anaphylaxis Action Plan
- "Administration of Medicine" on page 75
- "Student Discipline" on page 38

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Child Abuse and/or Neglect

Purpose

This policy relates to the requirement of mandated reporters to report suspected child abuse or neglect to the Georgia Department of Family and Children Services (DFCS).

Duration

This policy is permanent but subject to review based on changes to state law.

Policy

Scope of This Policy and Reporting Suspected Child Abuse or Neglect

1. By law, both school employees and school volunteers are considered mandated reporters and, as such, are legally required to report information about suspected child abuse or neglect to the Georgia Department of Family and Children Services (DFCS) according to Georgia law (O.C.G.A. 19-7-5).
2. Any school employee or school volunteer who suspects a student is being neglected or abused should immediately communicate this information to the school counselor and/or Campus Principal, and the suspected neglect/abuse will be reported to DFCS.
3. If for any reason the school employee or school volunteer is unable to reach the school counselor and/or Campus Principal, the suspected child abuse or neglect should be reported directly to DFCS at 1-855-GA-CHILD.
4. School employees and school volunteers who knowingly and willfully fail to report suspected cases of child abuse shall be guilty of a misdemeanor.
5. Any school employee or volunteer with questions regarding mandated reporting or anything contained in this policy should contact the Executive Director. See "Mandated Reporters" on page 98.

Potential Signs of Abuse/Neglect

Potential signs of abuse or neglect of a student may include, but are not limited to, the following:

1. Often left home alone overnight
2. In the neighborhood for long periods without supervision

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. Frequently hungry
4. Dressed inadequately for the weather
5. Frequently absent from school
6. Bruised or has other marks of physical violence
7. Withdrawn or overly aggressive
8. Not receiving needed medical attention

Resources

- "Mandated Reporters" on page 98

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Communicable Diseases

Purpose

This policy applies to reporting procedures and incident management for communicable disease cases within ANCS.

Duration

This policy is permanent.

Policy

ANCS will generally follow APS Health Services guidelines for suspected communicable diseases, reporting, and incident management.

Section 1. Media Inquiries

All media inquiries regarding all notifiable communicable disease are to be directed to the APS Communications Department.

Resources

- Communicable Disease Incident form (maintained by the school nurse)

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Concussions

Purpose

This policy fulfills the requirement set forth in House Bill 284, the Return to Play Act of 2013, which requires all public and private schools to create a concussion policy that includes the standards set forth in this policy.

Duration

This policy is permanent but is subject to revision.

Policy

Section 1. Educate

1. Prior to the beginning of each athletic season, the information sheet entitled "Concussions: What You Need to Know" must be provided to each athlete. This information sheet informs parents or legal guardians and athletes of the risk of concussions.
2. Athletes cannot practice or compete in activities until the acknowledgment portion of the information sheet is signed and returned by both the athlete and their parent or legal guardian.

Section 2. Athlete Welfare

1. If a youth athlete (ages 7 to 18) participating in an organized youth athletic activity exhibits signs or symptoms of a concussion, they must be removed from play.
    a. Coaches and athletic trainers should refer to the Concussion Sideline Reference Card to learn signs and symptoms of a concussion.
2. Once removed from play, the athlete's parent or legal guardian should be notified that their child has possibly sustained a concussion via the Concussion Notification form and advised that the child should be evaluated by a healthcare provider.

Section 3. Return Safely

Before a youth athlete can return to play, they must be cleared by a healthcare provider trained in the management of concussions.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Resources

- Concussions: What You Need to Know information sheet
- Concussion Notification form
- Concussion Sideline Reference Card

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Drug-Free School Zone

Purpose

This policy prohibits the use of drugs or alcohol at or in the immediate vicinity of ANCS.

Duration

This policy is permanent but is subject to revision.

Policy

ANCS subscribes to all local, state (O.C.G.A. § 16-13-32.4), and federal laws related to the sale or use of drugs or alcohol within a school zone. Any student suspected of being under the influence of drugs or alcohol should be reported to the counselor or the Campus Principal.

Resources

- "Student Discipline" on page 38
- "Student Use of Drugs, Alcohol, or Tobacco" on page 106

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Head Lice

Purpose

This policy addresses the reporting or discovery of head lice on a student. Pediculosis (head lice) represents one of the most common communicable childhood diseases. It is therefore not unusual within a school for children to get head lice, but it is one that should be eliminated as quickly as possible. The policy aligns with recommendations on dealing with head lice in schools from the Centers for Disease Control and Prevention, American Academy of Pediatrics, and the National Association of School Nurses.

Duration

This policy is permanent but is subject to revision.

Policy

Section 1. Scope of This Policy

1. Students who are discovered to have lice will have their parents/guardians notified and provided with information on the treatment of head lice. Students are required to stay at home for the duration of their lice treatment.

Section 2. Discovery of Lice

1. If a parent/guardian discovers lice on their child, they should contact the school immediately so that the school nurse may be notified.
2. If school personnel discover lice, the school nurse (or designee) will contact the student's/students' parents/guardians by phone and/or email as soon as is feasible (but within one school day) to notify them and provide them with information on the treatment of head lice.
3. A student returning to school after being treated for lice will be rechecked by school officials upon return. The parent/guardian of the student may be required to provide evidence of treatment prior to the student returning to the classroom.

Section 3. Treating a Classroom

1. As a courtesy, a letter informing families in the class of the discovery of lice will be emailed home for grades K–5 as soon as is feasible (but within one school day). Classroom-wide

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

notification does not occur in grades 6–8.

2. All families will be encouraged to screen children at home for a period of two weeks following the discovery of lice.
3. All siblings of children diagnosed with lice will be screened by school officials.
4. Infested classroom rugs, furniture, pillows, etc. will be vacuumed.

Resources

- The Centers for Disease Control and Prevention: Head Lice Treatment Guidelines
- American Academy of Pediatrics
- National Association of School Nurses

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Health and Safety Training

Purpose

This policy relates to the health and safety training of ANCS employees.

Duration

This policy is permanent but is subject to revision.

Policy

1. ANCS employees shall undergo the following mandatory health and safety training:
    a. **Allergen Management Training.** Employees shall be trained to recognize both the signs of a mild allergic reaction and a severe, life-threatening allergic reaction (anaphylaxis), to know when and how to administer an epinephrine auto-injector (EpiPen), and to know ANCS procedures if a student experiences an allergic reaction.
    b. **Mandated Reporter Training.** Employees shall be trained to know the signs of child abuse or neglect and their legal obligation to report suspected abuse or neglect of a student to the proper authorities.
2. ANCS employees will also be offered the opportunity to receive CPR training.
    a. CPR training classes will be made available to staff annually.
    b. CPR-trained staff are named each year in the school safety plan.

Resources

- "Allergen Management" on page 77
- "Mandated Reporters" on page 98
- "Suicide Prevention" on page 107

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Helmet Use

Purpose

This policy relates to the use of helmets by students riding bicycles or scooters to or from school.

Duration

This policy is permanent.

Policy

ANCS values and encourages students walking and bicycling to and from school, and it is working to implement pedestrian and bicycle safety education for all students.

1. To promote student safety, all students riding bicycles or scooters to and from school MUST wear CPSC- or SNELL-certified bicycle or skateboard helmets. As for bicycles, this is a state law as well as a school policy: O.C.G.A. § 40-6-296(e)(1).
2. Helmets may not be held in the hands of students, carried on handlebars, or worn without being strapped under the chin: THEY MUST BE WORN PROPERLY.
3. Any student who enters the school campus while riding a bicycle or scooter without a helmet worn properly will be referred to the Campus Principal, and a call home will be required to remind the parent/guardian of the ANCS Helmet Use Policy and arrange alternate transportation home in the absence of a helmet.
4. A second violation of this policy will result in the confiscation of the bike or scooter to be released only when a parent/guardian comes to campus to retrieve it or when the student returns with a helmet.
5. Parents/guardians and students will sign an agreement at the beginning of the school year acknowledging they have read and agree to this policy and that it is the primary responsibility of that parent/guardian to ensure their child is in compliance with this policy.
6. Parents/guardians are encouraged to discuss with their children the benefits of helmet use when riding to and from school or around the neighborhood, and it is expected that parents/guardians shall provide helmets for their student riders.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Illness and Injury While at School or School Event

Purpose

This policy addresses procedures for responding to a student's illness or injury.

Duration

This policy is permanent but is subject to revision.

Policy

Section 1. Scope of This Policy

1. A student who becomes ill or injured while on an ANCS campus should be assessed and rendered such aid as is appropriate.
2. Life safety is of the utmost importance. In an emergency, do not hesitate to call 911 or begin life-saving measures such as CPR or administering an EpiPen.
3. In the case of a significant illness or injury, the School Nurse, the office staff, the reporting teacher, or the student's teacher/advisor will contact the student's parent/guardian or emergency contact to inform them of the situation and determine what further medical attention is needed.
4. If the parent/guardian or emergency contact cannot be reached, ANCS will decide the best course of action.
5. Office staff should complete an Incident Report as soon as possible.

Section 2. Significant Illness or Injury

If a student is, in the supervising adult's judgment, significantly ill (fever, nausea) or injured (bleeding, concussion, sprain) at any point during the course of the day, they should be assessed immediately.

1. If in any doubt about the seriousness of the illness or injury, call 911 immediately, and then contact the parent/guardian, Executive Director, and Campus Principal.
2. Elementary Campus – The nurse will review the situation.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. Middle Campus – The student should be sent to the Main Office. The nurse will review the situation, if on site and available. If the nurse is not available, the Main Office manager will assess the situation.

Section 3. Minor Injury

1. First aid may be rendered for minor injuries.
2. Each room in the building will have a kit containing band-aids, anti-bacterial wipes, and ice packs.
3. If replacements are needed, the office staff should be notified.

Section 4. Reporting and Notification of Student Injuries

1. Office staff should complete an Incident Report as soon as possible.
2. The office staff or reporting teacher/advisor will contact the student's parent/guardian to inform them of the situation and determine what further medical attention is needed.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Immunizations

Purpose

This policy relates to immunization requirements for students attending ANCS.

Duration

This policy is permanent but subject to review based on changes in medical guidelines.

Policy

Section 1. Scope of This Policy

1. Certificates of Immunization are required by Georgia Law 20-2-771 for all kindergarten, sixth, and seventh grade students; all students new to Georgia; and students coming from any private school.
    a. Georgia Certificate Form 3231 must be signed by a licensed healthcare provider or the county health department.
    b. New entrants include anyone that is entering Georgia schools for the first time or is returning to a Georgia school after being gone for more than 12 months or one school year.
    c. Medical waivers/exemptions are a part of Georgia Certificate Form 3231.
2. For students entering from out-of-state schools, please contact the Georgia Health Department or a Georgia licensed physician to have immunizations transferred to the Georgia Certificate Form 3231.
    a. Students need to have their immunization record from their state in order to transfer immunizations to Form 3231.
    b. All requirements apply to students transferring from out-of-state schools to Georgia schools.
3. To be enrolled in ANCS, ALL certificates of immunization must be marked "Complete for Attendance" OR have a future expiration date. Expired certificates will not be accepted for enrollment.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

4. If a parent/guardian chooses not to vaccinate their child based on religious beliefs, they must submit the Immunization Requirements: Affidavit of Religious Objection.

Section 2. Immunization Requirements

Annual immunization requirements are issued by nurses at the Elementary Campus and Middle Campus based on guidance from the Georgia Department of Public Health.

Section 3. Additional Requirements

1. Certificates must be signed by a physician licensed in Georgia or a public health official. A stamp of a physician's signature is permissible when cosigned by an office staff member.
2. Certificates must have a printed, typed, or stamped name and address of the physician, health department, or Georgia Registry of Immunization Transactions and Services (GRITS) official issuing the certificate.
3. Certificates must have a complete date of issue with the month, day, and year.

Section 4. Annual Immunization Audit

1. The annual immunization audit is conducted each fall and must show 100% compliance.
2. ANCS must have on file for each student either an updated Georgia Certificate Form 3231 documenting either current immunizations or medical exemption, or the Immunization Requirements: Affidavit of Religious Objection.

Resources

- Georgia Certificate Form 3231
- Immunization Requirements: Affidavit of Religious Objection

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Mandated Reporters

Purpose

This policy relates to the definition of mandated reporters and their legal responsibility to report suspected child abuse or neglect to the Georgia Department of Family and Children Services (DFCS).

Duration

This policy is permanent but subject to review based on changes to state law.

Policy

Section 1. Scope of This Policy

1. By law, both school employees and school volunteers (including parent volunteers, field trip chaperones, and after-school personnel) are considered mandated reporters.
2. Mandated reporters are legally required to report information about suspected child abuse or neglect to the Georgia Department of Family and Children Services (DFCS) according to Georgia law (O.C.G.A. § 19-7-5).

SECTION 2. Mandated Reporter Training for School Volunteers

1. School volunteers are required to view the ANCS Mandated Reporter Training materials located on the ANCS website.
2. After viewing the training materials, the volunteer should submit the ANCS Mandated Reporter Training signature sheet (also located on the ANCS website) to the Main Office.

Resources

- ANCS Mandated Reporter Training presentation and signature sheet
- "Child Abuse and/or Neglect" on page 84

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Protect Students First Act Complaint Resolution Policy

Purpose

In accordance with the requirements found in Georgia House Bill 1084, the Protect Students First Act (the "Act"), Atlanta Neighborhood School ("ANCS" or "the School") maintains the following Complaint Resolution Policy to set forth how eligible individuals may make complaints about ANCS's adherence to the requirements of the Act.

Policy

Section 1. Summary of the Protect Students First Act

The Protect Students First Act requires ANCS to prohibit its employees from discriminating against students and other employees based on race. Further, ANCS must ensure that its curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on race. In doing so, it shall not advocate for "divisive concepts," a term further defined in the Act.

The Act is not intended to and shall not be construed or applied in practice to, among other things, inhibit or violate state and federal Constitutional rights, prohibit ANCS from promoting tolerance, mutual respect, or cultural sensitivity or competence, or to ban the discussion of "divisive concepts" as part of a larger course of instruction in a professionally and academically appropriate manner without espousing personal political beliefs.

Further, the Act does not prohibit the use of curricula that addresses the topics ANCS of slavery, racial oppression, racial segregation, or racial discrimination, including topics ANCS relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs.

Section 2. Individuals Who May Make Complaints Under This Policy

Only the following individuals shall be permitted to make a complaint under this Policy: the parent/guardian of a current ANCS student; an ANCS student who has reached the age of majority or is a lawfully emancipated minor; and any current ANCS administrator, teacher, or other School personnel. An individual making a complaint under this Policy shall be referred to herein as a "Complainant."

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 3. Request for Records

Any individual able to bring a complaint under this policy may also, before or in conjunctions with bringing a complain, make a written request to the Campus Principal for access to nonconfidential records reasonably believed to substantiate a complaint made under the Act. The Campus Principal shall produce such records for inspection within a reasonable amount of time not to exceed three school days from the date of the written request. In any instance where some or all of the requested documents are unavailable within three school days of receipt of the request, but such documents do exist, the Campus Principal shall within three days provide the Complainant with a description of such records and a timeline for when they will be available shall provide the documents or access thereto as soon as practicable but in no case later than thirty days after receipt of the written request.

If the Campus Principal denies a request for records or does not provide existing responsive records within thirty days, the requester may appeal such denial or failure to respond to the Board of Directors. The Board of Directors must place such appeal on the agenda for its next public meeting. If it is too late for such appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.

Section 4. Complaint Procedures

To initiate a complaint under this Policy, a Complainant shall submit to the Campus Principal, in writing, a reasonably detailed description of the alleged violation of the Protect Students First Act.

By way of example, a reasonably detailed description would generally include the date on which the alleged violation occurred, in which course or during what school-sponsored event the alleged violation occurred, the individual(s) accused of committing the alleged violation, any witnesses to the alleged violation, and details of the substance of the alleged violation (i.e., what remarks were made or what materials were presented that are objectionable).

Section 5. Investigation of Complaints

Within five school days of receiving a written complaint, the Campus Principal or his/her designee shall review the complaint and take reasonable steps to investigate its allegations. What is considered "reasonable" will vary based on the details of the Complaint, but generally will involve interviewing the Complainant, interviewing the individual(s) identified as having violated the Act, interviewing any witnesses to the alleged violation as needed, and/or reviewing the allegedly objectionable materials at issue, if any.

The Campus Principal or his/her designee shall thereafter meet with the Complainant within ten days of receiving the written complaint—unless another schedule is mutually agreed to by the Complainant

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

and the Campus Principal—and inform the Complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been or will be taken; provided, however, that the confidentiality of student or personnel information shall not be violated.

If the Complainant so requests, the Campus Principal or his/her designee shall within three days of the above referenced meeting, provide to the Complainant a written summary of findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential student or personnel information.

Section 6. Appeal of Campus Principal's Decision

If Complainant disagrees with the Campus Principal's or his/her designee's determination, Complainant may, within 5 business days of receipt of the written findings, submit a request in writing to the Chair of the Board of Directors to review the Campus Principal's or his/her designee's decision. The Board of Directors or its designee shall, within ten school days of receiving a written request or as soon thereafter as is reasonably practicable, review the Campus Principal's or his/her designee's determinations. Confidential student or personnel matters shall not be subject to review.

Complainant may skip this step if he/she so chooses and appeal the Campus Principal's decision directly to the Superintendent.

Section 7. Appeal to Superintendant

If Complainant disagrees with the Board of Directors' decision and/or if Complainant wishes to skip the appeal to the Board of Directors, Complainant may submit a request in writing to the local school district Superintendent. Confidential student or personnel matters shall not be subject to review. The Superintendent shall review such appeal within ten (10) school days of receiving a written request.

Section 8. Appeal to Local Board of Education

If Complainant disagrees with the Superintendent's decision, Complainant may appeal such decision to the Local Board of Education as provided in O.C.G.A. § 20-2-1160. Confidential student or personnel matters shall not be subject to review.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 9. Appeal to State Board of Education

Following a decision by a Local Board of Education, any party listed in the original complaint (Complainant or an employee who allegedly committed the violation) who is aggrieved by the decision of the Local Board of Education shall have the right to appeal such decision to the Georgia State Board of Education for a hearing as provided in O.C.G.A. § 20-2-1160. Confidential student or personnel matters shall not be subject to review.

Resources

- Protect Students First Act

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Responsibility for Student Welfare

Purpose

This policy describes the staff's responsibility to follow policies and procedures that comply with legal requirements and ensure the welfare of students at the school.

Duration

This policy is permanent but subject to review based on changes in legal requirements.

Policy

1. School employees are responsible for the welfare and safety of students under their charge within the building, on an ANCS campus, or while on ANCS field trips or athletic events.
2. Life safety is of the utmost importance. In an emergency, the supervising adult should not hesitate to call 911 or begin life-saving measures such as CPR or administering an EpiPen. Timely intervention is imperative; therefore, it is not necessary in an emergency to consult first with the nurse or Main Office.
3. A student who becomes ill or injured while on an ANCS campus should be assessed and rendered such aid as is appropriate.
4. School employees will receive training in allergen management and recognizing signs of child abuse and neglect, as well as in their duties as mandated reporters. School employees will also be offered opportunities for CPR training.

Resources

- "Allergen Management" on page 77
- "Child Abuse and/or Neglect" on page 84
- "Health and Safety Training" on page 92
- "Illness and Injury While at School or School Event" on page 94
- "Mandated Reporters" on page 98

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Return to School After Illness

Purpose

This policy gives the general parameters of when it is appropriate for a student to return to school after an illness.

Duration

This policy is permanent but is subject to revision.

Policy

1. Students exhibiting the following symptoms should remain home from school:
    a. Body or muscle aches
    b. Chills
    c. Diarrhea
    d. Sore throat
    e. Nausea or vomiting
    f. Painful or itchy rashes
    g. Pinkeye
    h. Head lice
    i. Fever of 100.4 degrees or higher
2. Students exhibiting such symptoms will be sent home and may not return to school until they have been free of said symptoms for at least 24 hours. Students must be fever-free for at least 24 hours without the aid of medication.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Revelation of Suicidal Thoughts

Purpose

This policy governs the need to report any suspected suicidal thoughts.

Duration

This policy is permanent.

Policy

1. Any school employee who suspects a student may be having suicidal thoughts should immediately communicate this information to one of the school's counselors, Campus Principals, and/or the K–8 Assistant Campus Principals.
2. The counselor or designee will speak with the student and the student's parent/guardian to determine the next steps necessary to ensure the student's safety.

Resources

- "Suicide Prevention" on page 107

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Use of Drugs, Alcohol, or Tobacco

Purpose

This policy addresses the ANCS course of action upon discovering that a student is using drugs, alcohol, or tobacco.

Duration

This policy is permanent.

Policy

Section 1. Scope of This Policy

1. Casual conversation at ANCS about the use of alcohol and drugs is to be discouraged.
2. Personal revelations by students to staff regarding their own use of alcohol or drugs (including tobacco) or their firsthand concerns about other students' use shall result in action by an ANCS staff member.
3. No ANCS staff member should bear sole responsibility for the knowledge that a student is experimenting with, using, or abusing alcohol or drugs. For the protection of the student and all concerned, a consultation between the staff member and one of the school's counselors, Campus Principals, and/or the Assistant Campus Principal must take place.

Section 2. Course of Action

Refer to the Atlanta Public Schools Code of Conduct.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Suicide Prevention

Purpose

This policy includes guidelines for suicide prevention and working with students who have suicidal thoughts.

Duration

This policy is permanent.

Policy

ANCS desires to take every reasonable precaution to ensure the safety and well-being of students. Pursuant to O.C.G.A. § 20-2-779.1, ANCS will provide annual training in the area of suicide awareness and prevention for all personnel.

Resources

- "Student Revelation of Suicidal Thoughts" on page 105

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Special Education

In this section:

Hospital and Homebound 109
Special Education Services 111
Student Support Team (SST) 116

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Hospital and Homebound

Purpose

The purpose of the Hospital/Homebound Program is to help students whose medical needs, either physical or psychiatric, prevent them from attending school for a limited period of time to continue their learning process during their time away from school.

Duration

This policy is permanent but subject to revision based upon state requirements.

Policy

1. ANCS follows all procedures provided by APS related to providing services for students who are in the hospital or homebound.
2. The Exceptional Student Services Coordinator (IEP students) or MTSS Coordinator (504 or general education students) will communicate the process and all required documents via letter to families needing this service.

Section 1. Goal of the Program

Our goal is to educate the student during the time they are unable to attend school and to assist with the transition back to school when the doctor dismisses them.

Section 2. Qualifications

1. HHB services are for students confined to the home or hospital due to a medical or psychological condition, which is acute, catastrophic, chronic, or repeated intermittent.
2. Eligibility for services is based on the Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services, and a medical referral form issued by a licensed physician or licensed psychiatrist is required to determine eligibility.

Section 3. Guidelines and Rules

1. A parent, guardian, or approved adult parent designee as identified in the Educational Service Plan (ESP) shall be present during each entire homebound instructional session in which an HHB instructor is present.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. Students must be present and prepared to work at the scheduled time, whether services are being provided at the home of the student, the health care facility in which the student is confined, through online learning courses, or at other locations identified in the ESP.
3. Excessive cancellations or a lack of completing assignments is grounds for dismissal from the Hospital/Homebound Program.
4. If an emergency does arise, please contact the teacher before he/she leaves for your home. Likewise, the homebound teacher is expected to notify families in case of cancellations.
5. The Hospital/Homebound teacher will teach each student for a minimum period of three (3) hours per week.
6. Hospital/Homebound Services are not a "tutorial" service for excessive amounts of makeup work. Makeup work will be given only if your child has excused medical absences for the time out of school prior to requiring homebound services.
7. Hospital/Homebound is a service for students who are current ANCS students.
8. If the licensed physician or licensed psychiatrist recomends that the student is able to attend school or can no longer participate or benefit from HHB services, the student will be removed from the program.
9. If the student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities, or is no longer confined at home, the student will be removed from the program.
10. A child must be able to receive homebound services without endangering the health and safety of the instructor or other students.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Special Education Services

Purpose

This policy relates to special education services at ANCS.

Duration

This policy is permanent but subject to revision based upon state and federal requirements.

Policy

ANCS complies with all requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA).

Parents/guardians have special rights related to special education. For more information, please see Special Education Parent Rights.

Section 1. Goal of the Program

The goal is to build a program based on inclusion, as research shows that inclusion/keeping students in the main classroom is the method most beneficial for students.

Section 2. Types of Services Offered

- **Learning Support:** For students whose primary identified need is academic learning.
- **Behavioral/Social Support:** For students with personal, behavioral, or emotional issues that interfere with student learning and adjustment.
- **Occupational/Physical Therapy Support:** For students that have fine and gross motor impairments that affect their academic achievement.
- **Speech and Language Support:** For students with communication impairments that affect their academic achievements.
- **Hearing Impaired Support:** For students with hearing impairments that interfere with the development of their communications process.
- **Visually Impaired Support:** For students who have visual impairments that adversely affect their educational performance.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

- **Nursing Services:** For students who have medical needs that adversely affect their educational performance.

Section 3. Determining Level of Intervention

1. The IEP Team determines the appropriate level of intervention and support required to meet the student's needs.
2. The appropriate level of intervention is the level at which the student performs successfully in the least restrictive environment (LRE).

Section 4. Special Education Evaluation and Procedures

ANCS uses the following procedures in accordance with state and federal laws for locating, identifying, and evaluating students who may require specialized services:

1. ANCS conducts screenings of children for hearing and visual acuity when requested by a parent or teacher. Children who are part of the SST receive routine screenings.
2. MAP screening is administered three times a year to assist in identifying students who may need additional academic support and interventions.
    a. The AIMSWeb literacy screener is administered to Kindergarten and 1st grade students who are flagged by MAP.
3. Gross motor, fine motor, speech and language, academic, and social/emotional skills are monitored and assessed by classroom teachers on an ongoing basis. The child's teacher and any other team member involved in the screening share any concerns with parents/guardians.
4. A student that is experiencing difficulty may be referred to the Student Support Team (SST) in order to develop a plan for further classroom support. See "Student Support Team (SST)" on page 116.
5. Parents/guardians who have concerns regarding their child may contact the Campus Principal at any time to request in writing that a screening or evaluation of their child be conducted as part of their due process rights.
6. Special education determination is made by the eligibility team utilizing state and federal regulations under IDEA.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 5. Factors That Determine Eligibility

1. In order to be eligible to receive special education services, the student must meet the requirements of one or more of the following categories:
    a. Autism Spectrum Disorder (AUT)
    b. Deaf-Blind (D/B)
    c. Deaf/Hard of Hearing (D/HH)
    d. Emotional/Behavioral Disorder (EBD)
    e. Mild, Moderate, Severe, or Profound Intellectual Disability (MID, MOID, SID, PID)
    f. Orthopedic Impairment (OI)
    g. Other Health Impairment (OUI)
    h. Significant Development Delay (SDD)
    i. Specific Learning Disability (SLD)
    j. Speech-Language Impairment (SI)
    k. Traumatic Brain Injury (TBI)
    l. Visual Impairment, including Blindness (VI)
2. Eligibility Requirements can be found in the State Education Rules.
3. Once a student is found eligible for special education services, parents/guardians are then invited to participate in a meeting where the results of the eligibility will be reviewed and the Individual Education Program (IEP) will be developed. See Section 6 below.

Section 6. Parent/Guardian and School Coordination

1. After an evaluation is completed, a comprehensive evaluation report will be developed with parent/guardian involvement.
2. This report will include:
    a. Evaluation findings
    b. Specific recommendations for education strategies and techniques for helping the student.
3. The evaluation report becomes part of the student file. See "Records" on page 57 for information about how records are kept.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 7. If Additional Support Is Needed

1. As an integral team member, parents/guardians are always included as a part of the process with their child.
2. If a child requires additional services, the Student Support Team (SST) will provide a support/intervention plan to support and monitor the area of need.
3. If a student does not progress with interventions developed by the SST, parents/guardians will be asked to consider granting their written permission for an educational evaluation of their child.
4. Once permission to evaluate is obtained, the evaluation must be completed within a 60-school-day timeline.
5. The SST coordinator and a school psychologist will coordinate the evaluation. As part of initiating a multidisciplinary evaluation, parents/guardians will receive a written document outlining Parent Rights.

Section 8. Independent Educational Evaluation

1. If a parent/guardian disagrees with the results of a completed evaluation done by ANCS, the parent/guardian may request an outside independent educational evaluation (IEE) paid for by ANCS.
2. ANCS must agree to pay for the IEE or begin due process procedures to show that the district's evaluation is adequate.
3. A parent/guardian does not have the right to an IEE at public expense until he or she has allowed ANCS to conduct its own evaluation.
4. Once the evaluation is completed, the eligibility team, including the parent/guardian, will decide whether the student is eligible for special education services. This involves meeting eligibility requirements per the Individuals with Disabilities Education Act (IDEA).

Section 9. Reevaluation and Renewal

1. Students are reevaluated every three years to determine eligibility with the date of each eligibility meeting beginning the next three-year evaluation cycle.
2. If parents/guardians and educators have concerns, students can be reevaluated one year after their previous evaluation.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. IEPs are developed and reviewed annually and are in effect at the beginning of each school year.
4. The IEP may be reviewed more than once a year if any member of the student's team, including parent/guardian, requests a review.

Section 10. Terms and Acronyms

- **IDEA**: Individuals with Disabilities Education Act
- **IEP**: Individualized Education Program
- **BIP**: Behavior Intervention Plan
- **FAPE**: Free Appropriate Public Education
- **LRE**: Least Restrictive Environment
- **OT**: Occupational Therapy
- **SLT**: Speech and Language Therapy
- **RTI**: Response to Intervention
- **AT**: Assistive Technology
- **IEE**: Independent Educational Evaluation

Resources

- Special Education Parent Rights
- State Education Rules
- Student Support Team (SST)

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Student Support Team (SST)

Purpose

This policy describes the work of the Student Support Team (SST) in their assistance with students who need additional support and classroom interventions.

Duration

This policy is permanent.

Policy

Section 1. The Difference Between SST and Special Education

1. The predominant role of the Multi-Tiered System of Supports (MTSS) Coordinator is to design and implement interventions and accommodations in the classroom and manage 504 plans.
2. The predominant role of the Exceptional Student Services Coordinator is to help identify students who have an identified disability that is impacting their learning (defined as working below grade level academically and/or behaviorally) to the point that they need specialized instruction, not just interventions and accommodations.

Section 2. The Work of the SST

1. The predominant goal of the SST is to support the teacher and support the student.
2. Parents/guardians are involved in the SST process but are not required to give permission for the SST to meet.
3. The SST meetings can include parents, teachers, the guidance counselor, the school psychologist, the MTSS Coordinator, and/or an administrator. (Administrators are not a requirement at SST meetings; the only required person is the classroom teacher.)
4. If the student has been in the SST process for a period of time and has not shown adequate response to the intervention, a psycho-educational evaluation may be recommended to be performed by the school psychologist.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

5. SST meetings can be called for a variety of concerns when a student is not responding to classroom intervention. These include but are not limtied to:
    a. Academic concerns
    b. Behavior concerns
    c. Emotional concerns
    d. Attendance concerns

Resources

- "Special Education Services" on page 111

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Technology and Media

In this section:

Citizen Request for Reconsideration of Library Materials 119
Collection Development Policy 121
Library Media Center Position Statements 125
Library Media Center 128
Social Media Use 133
Technology Acceptable Use 134
Use of Reading Levels in Library Media Center Materials 135

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Citizen Request for Reconsideration of Library Materials

Purpose

This policy controls the process for a citizen request for reconsideration of library materials.

Duration

This policy is permanent.

Policy

1. ANCS subscribes in principle to the philosophy expressed in the ALA's "Library Bill of Rights" and the American Association of School Librarians' "Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights." See "Library Media Center Position Statements" on page 125.
2. ANCS also recognizes that, occasionally, materials selected may be challenged or questioned, despite the care taken in selecting them.
3. A procedure for processing and responding to criticism of approved material has been established and will be followed. This procedure will include a formal signed complaint of standard format and an appointed committee to reevaluate the material in question.

Procedure

1. Upon receiving a complaint, the library media specialist will hold a conference with the patron making the complaint. The Executive Director and Campus Principal will be notified and may be present at the conference.
2. If the problem cannot be resolved in the conference, the patron will be given a Request for Reconsideration of Library Materials form.
3. The patron will return the completed form to the library media specialist, who will forward a copy to the Executive Director and Campus Principal.
4. The Executive Director and/or Campus Principal will appoint a committee to review the complaint. This committee will be composed of the library media specialist, Executive

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Director, Campus Principal, and one faculty member, as well as a member of the ANCS Governing Board, and a member of the school's PTCA.

5. The committee will review the complaint and make a written report and recommendation to the Executive Director, Campus Principal, and Governing Board.
6. Final disposition authority to keep or remove a book or other material rests with the Executive Director, Campus Principal, and Governing Board.
7. A letter explaining the decision will be sent to the complainant.

Resources

- Request for Reconsideration of Library Materials form
- "Library Media Center Position Statements" on page 125

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Collection Development Policy

Purpose

The objective of collection development is to make available to library media center patrons a collection of materials that will enrich and support the curriculum and meet the needs of the students, staff, and parents/guardians being served. The library media centers will provide a wide range of materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

For the purposes of this statement of policy, the term "materials" will refer to any resource with instructional content or function that is used for formal or informal teaching/learning purposes. Materials may include books, periodicals, sound recordings, videocassettes, DVDs, CD-ROMs, databases, software, maps, and supplementary reading and informational resources.

Duration

This policy is permanent.

Policy

Section 1. Responsibility for Selection of Library Media Center Materials

Primary responsibility for coordinating and recommending the selection and purchase of library media materials will rest with the library media specialists. In addition, selection procedures may involve representatives of the professional staff directly affected by the selections and persons qualified by preparation to aid in wise selection. Suggestions for materials selection from faculty, parents, and students of ANCS will be given due regard.

To this end, it is the responsibility of the library media specialists:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;
4. To provide materials representative of the many religious, ethnic, and cultural groups that contribute to our national heritage and the world community;
5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate to the school community.

Section 2. Criteria for Selection of Library Media Center Materials

The following criteria will be used to guide selection:

1. Educational significance
2. Contribution the subject matter makes to the curriculum and the interests of the students
3. Favorable reviews found in standard selection sources
4. Favorable recommendations based on preview and examination of materials by professional personnel
5. Reputation and significance of the author, producer, and publisher
6. Validity, currency, and appropriateness of material
7. Contribution the material makes to breadth of representative viewpoints on controversial issues
8. High degree of potential user appeal
9. High artistic quality and/or literary style
10. Quality and variety of format
11. Value commensurate with cost and/or need
12. Timeliness or permanence
13. Integrity

Section 3. Procedures for Selection of Library Media Center Materials

1. In selecting library media center materials, the library media specialists will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids for selection and other appropriate sources. Sources to be consulted may include:

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

   a. Bibliographies and indices such as A to Zoo: Subject Access to Children's Picture Books; Best Books for Children: Preschool through Grade 6; Elementary School Library Collection; Reference Books for School Libraries.
   b. Current reviewing media including Booklist, School Library Journal, Horn Book, Kirkus Reviews, Bulletin of the Center for Children's Books, and others.
2. Other sources will be consulted as appropriate. Whenever possible, the actual resource will be examined.

Section 4. Gifts and Donations

The library media centers welcome gift and donated materials. These materials will be subject to the same criteria as those obtained through the regular selection process. Materials not chosen for inclusion in the collection may be discarded or sold for funds to purchase additional library media center materials.

Section 5. Weeding

The ANCS library media centers recognize the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials that are no longer useful. Discarded materials may be offered to other members of the school community or disposed of if unusable. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of materials rests with the library media specialists.

1. Weeding by Appearance
   a. Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
   b. Badly bound volumes: soft, pulpy paper and/or shoddy binding
   c. Badly printed works
   d. Books of antiquated appearance that might discourage use
   e. Audiovisual materials with missing or broken pieces
2. Weeding of Superfluous or Duplicate Volumes
   a. Unneeded duplicate titles
   b. Older editions
   c. Highly specialized books (when library media center holds more general or up-to-date volumes on the same subject)

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

   d. Books on subjects of little interest to the school community
   e. Books that no longer relate to the curriculum (if specialized)
3. Weeding Based on Poor Content
   a. Information is dated
   b. Information is inaccurate
   c. Stereotypes are present
   d. Book is poorly written
4. Weeding According to Use
   a. Nonfiction: Book has not been checked out within last 10 years
   b. Fiction: Book has not been checked out within last 5 years (classics excluded)
   c. Dewey Decimal categories that may be quickly outdated.
   d. In addition, mistakes in selection/acquisition may be quickly outdated.
5. Categories of Books That Are Not Quickly Outdated
   a. Dictionaries
   b. Biographical sources
   c. Literary criticism
   d. Classics of literature
   e. Roreign language literature
   f. Art books
   g. Local history/geography
   h. Books providing general principles of a subject or discipline

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Library Media Center Position Statements

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights

The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library media program, the principles of the Library Bill of Rights apply equally to all libraries, including school library media programs.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

School library media professionals assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry. School library media professionals work closely with teachers to integrate instructional activities in classroom units designed to equip students to locate, evaluate, and use a broad range of ideas effectively. Through resources, programming, and educational processes, students and teachers experience the free and robust debate characteristic of a democratic society.

School library media professionals cooperate with other individuals in building collections of resources appropriate to the developmental and maturity levels of students. These collections provide resources which support the curriculum and are consistent with the philosophy, goals, and objectives of the school district. Resources in school library media collections represent diverse points of view on current as well as historical issues.

While English is, by history and tradition, the customary language of the United States, the languages in use in any given community may vary. Schools serving communities in which other languages are used make efforts to accommodate the needs of students for whom English is a second language. To support these efforts, and to ensure equal access to resources and services, the school library media program provides resources which reflect the linguistic pluralism of the community.

Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media professionals resist efforts by individuals or groups to define what is appropriate for all students or teachers to read, view, hear, or access via electronic means.

Major barriers between students and resources include but are not limited to imposing age or grade-level restrictions on the use of resources, limiting the use of interlibrary loan and access to electronic information, charging fees for information in specific formats, requiring permission from parents or teachers, establishing restricted shelves or closed collections, and labeling. Policies, procedures, and rules related to the use of resources and services support free and open access to information.

The school Board adopts policies that guarantee students access to a broad range of ideas. These include policies on collection development and procedures for the review of resources about which concerns have been raised. Such policies, developed by persons in the school community, provide for a timely and fair hearing and ensure that procedures are applied equitably to all expressions of concern. School library media professionals implement district policies and procedures in the school.

Adopted July 2, 1986; amended January 10, 1990; July 12, 2000, by the ALA Council.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

American Library Association Position Statement on the Confidentiality of Library Records

The members of the American Library Association, recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs, or services are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to ensure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program or service. The library community recognizes that children and youth have the same rights to privacy as adults.

Libraries whose recordkeeping systems reveal the names of users would be in violation of the confidentiality of library record laws adopted in many states. School library media specialists are advised to seek the advice of counsel if in doubt about whether their record keeping systems violate the specific laws in their states. Efforts must be made within the reasonable constraints of budgets and school management procedures to eliminate such records as soon as reasonably possible.

With or without specific legislation, school library media specialists are urged to respect the rights of children and youth by adhering to the tenets expressed in the Confidentiality of Library Records, Interpretation of the Library Bill of Rights, and the ALA Code of Ethics.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Library Media Center

Purpose

The ANCS library media centers support the mission of ANCS to create a community of deeply engaged families and educators working to foster extraordinary levels of student achievement in an inclusive, constructivist learning environment that values every individual and prepares students to be effective citizens in a diverse global society.

By integrating the library media program into the instructional program, students, teachers, the library media specialists, and other staff are partners in learning. The library media program is an extension of the classroom. Information skills are taught and learned within the context of classroom curricula and encourage learning through active participation.

The library media program provides a setting in which students build skills they need throughout their years of formal education and into adulthood. These skills include locating, analyzing, evaluating, interpreting, and communicating information and ideas. Through the library media center, students learn critical thinking and problem-solving skills, the rights and responsibilities of the generation and flow of information and ideas, and an appreciation for the value of literature in an educated society. These skills rely on access to adequate library media facilities, appropriate resources, and qualified personnel.

The library media program serves students, staff, and parents/guardians of ANCS. The collection includes a diversity of materials that represent various points of view on current and historical issues, as well as a wide variety of resources in areas of interest to all students. Classroom curricula guide collection development, along with requests and needs of students, faculty, and parents/guardians. See "Collection Development Policy" on page 121. Student access is not limited by reading level; rather, restriction-free exploration of interests is encouraged.

Duration

This policy is permanent, but it is subject to revision.

Policy

Section 1. Staffing and Certifications

1. The school's library media specialists serve in overlapping roles as information specialist, teacher, and instructional consultant.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. The library media specialists will meet state certification requirements for library media specialist classifications.
3. The library media specialists will hold a master's degree, which is considered the entry-level degree for the field. Degrees from institutions accredited by organizations such as the American Library Association (ALA), the National Council for Accreditation of Teacher Education (NCATE), or the Georgia Department of Education are preferable.
4. The library media center utilizes parent and community volunteers to help with special events or regular tasks occurring on a daily, weekly, or occasional basis.

Section 2. Flexible Scheduling / Hours of Operation

1. The hours of operation for the library media center will follow the hours of the regular school day, with the exception of the dismissal period at the Elementary Campus.
2. Professional library media center staff must be present for the facility to be open.
3. If a library media center staff member works during the after-school program, the library media center may remain open for the use of students and teachers in that program.
4. It is the goal of the school's library media centers to provide an open, flexible schedule for all grades. The maintenance of this type of schedule is key to the success of a constructivist curriculum.
5. An open schedule allows students and teachers to come to the center throughout the day on an as-needed basis to use information sources, read, check books in and out, and meet and work with other students and teachers.
6. Students, faculty, staff, and parents/guardians are encouraged to use the resources of the library media centers at any time needed. However, patrons are asked to respect the needs of others who may be using the space at the same time.
7. For full class visits, teachers should sign up for a time in advance and collaborate with the library media specialists, allowing for a more effective use of student time.

Section 3. Planning and Coordination with the Media Center Staff

1. The library media specialists work with teachers and students to help them understand how to use the library media center.
2. At the beginning of each school year, library media center guidelines are explained and discussed with each class during an orientation session.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

3. The library media specialists, in collaboration with each classroom teacher, hold additional information literacy skills sessions throughout the school year to explore with students other uses of the library media center and its resources.
4. The teacher brings a knowledge of subject content and student needs; the library media specialist provides a broad knowledge of resources and technology, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills.
5. This cooperation between the teacher and the library media specialist integrates information skills and materials into the classroom curriculum, resulting in the development of assignments that encourage open inquiry.

Section 4. Roles and Responsibilities

1. **Campus Principals:** The Campus Principals ensure implementation of ANCS and library media center policies and procedures; encourage teachers to incorporate library media services into the instructional program; advocate the benefits of flexible scheduling; provide joint planning time for teachers and library media staff; and support efforts to ensure confidentiality of records and provide diversity in the centers' collections.
2. **Library Media Specialists:** The library media specialists serve as teacher, instructional partner, and information specialist. The media specialists administer the policies and procedures of the library media centers; collaborate with faculty in curriculum development and implementation; and provide information literacy skills instruction to students.
3. **Lead Teachers and Associate Teachers:** Lead teachers and associate teachers collaborate with media specialists to integrate information skills learning into classroom activities; attend library media center orientation sessions and workshops; support the goals of library media center flexible scheduling; and assist their class when using the library media center.
4. **Students:** ANCS students use the library media centers regularly during school hours. They follow the school's Guiding Principles when using the library media center and show respect for fellow users by using a quiet voice, walking, handling materials carefully, and following established library media center procedures.
5. **Parents and Guardians:** Parents and guardians of ANCS students partner with the library media centers through general support and volunteering; ensure adherence to library media center policies, including checkout procedures and care of materials; and encourage participation in fundraising events. Parent volunteers may, among other activities, help organize volunteers, serve as book fair chairperson, or work on other specific projects.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 5. Programs and Other Resources

1. **Book Fair:** An annual book fair will be held for students. The library media centers will have a committee composed of parents/guardians and staff to plan and implement the book fair.
2. **Fundraising:** The library media centers may participate in fundraising activities outside of those conducted for the school in general. Funds acquired will be used for collection development and/or author visits. If funds need to be used for additional purposes, requests will require the approval of the Campus Principal.
3. **Professional and Curricular Materials:** ANCS will maintain a selection of professional and curricular materials that are available for checkout by parents/guardians and staff.
4. **Parent Materials:** A parent library media collection will be made available in the library media centers. The collection will contain materials dealing with the school, education, or parenting issues.
5. **Copyright Issues:** The library media centers will implement and promote student and staff understanding of U.S. copyright law.
6. **Atlanta-Fulton County Public Library:** ANCS students, staff, and parents/guardians are encouraged to obtain an Atlanta-Fulton County Library card and use the resources of the public library system. Teachers residing outside of Fulton County may obtain an educator's card.

Section 6. Checking Out Materials

1. **Students:** Students using the library media centers agree to respect the materials, facility, staff, and other students and faculty using the space. Students in kindergarten and grade 1 are allowed to check out one book at a time, for a period of two weeks. Students in grades 2-8 are allowed to check out up to two books at a time, for a period of two weeks. Books may be renewed for one additional checkout period. The library media specialists reserve the right to limit student book checkout based on a student's record of overdue, damaged, or lost books. Students are required to pay a per-book fee of $5 for damaged books that may be repaired and returned to the shelf; a fee of $15 for books that are damaged beyond repair; and a $15 fee for lost books. Appropriate notice will be sent to a student's parent/guardian for book fees owed. School records, including report cards, may be held at the end of the year if a student owes library media fees. Fees are non-refundable.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

2. **Faculty/Staff:** Teachers and other staff using the library media centers may check out an unlimited number of books or other materials for the school year. All materials are subject to recall and should be returned at the end of the school year.
3. **Parents/Guardians:** Parents and guardians of ANCS students may check out up to 5 books at a time for a period of two weeks. The fees for lost or damaged books will follow the same guidelines as those for students (see above).

Section 7. Materials

Materials marked as reference do not circulate and must be used in the library media centers.

Periodicals: The library media centers subscribe to a variety of periodicals for students and professional staff. Periodicals do not circulate.

DVDs, CDs, and Other Audiovisual Materials: Faculty and staff may check out audiovisual materials, including DVDs, videocassettes, listening center kits, and audiovisual equipment. The library media specialists may make exceptions for student checkout in special cases.

Internet Use: Access to the Internet is available throughout the school day in the library media centers. An ANCS Technology and Internet Use Agreement form, signed by a parent/guardian stating that a child may use the Internet, must be on file before a student can use the service. When using the Internet, an adult must be available to assist students.

Section 8. Confidentiality of Records

The ANCS library media center follows the policy of the ALA regarding the confidentiality of records (ALA Policy 52.4, 54.16). See the ALA Confidentiality Policy for more information.

Resources

- American Association of School Librarians (2011). AASL Position Statements. Retrieved November 1, 2011, from http://www.ala.org
- American Library Association (1998). Workbook for Selection Writing Policy. Retrieved November 1, 2011, from http://www.ala.org

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Social Media Use

Purpose

This policy outlines the expectations around the use of social media on school-sponsored platforms.

Duration

This policy is permanent, but it is subject to revision.

Policy

1. Users of official school-sponsored online platform presences, including employees, shall conduct themselves in a respectful manner and adhere to standards of civility.
2. All users of official school-sponsored online platform presences are responsible for their communications and actions.
3. Employees and students shall comply with all policies, procedures, and practices established by the Board in connection with the use of official school-sponsored online platform presences.
4. Use of online platforms in violation of the law or Board policies may result in disciplinary action.
5. The Executive Director or designee shall ensure that official school-sponsored online platform presence content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals, as required by law.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Technology Acceptable Use

See "Student Technology Use" on page 41.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Use of Reading Levels in Library Media Center Materials

Purpose

This policy restates the position statement for the American Library Association regarding the use of reading levels in media center materials.

Duration

This policy is permanent.

Policy

Position Statement on Labeling Books with Reading Levels

ANCS uses spine labels to organize and identify library resources by call number to help patrons locate general subject areas or specific fiction, non-fiction, reference, audiovisual, or other items. Viewpoint-neutral directional labeling increases students' access to information and supports their First Amendment right to read. Best practice at ANCS includes books and other resources being shelved using a standard classification system that also enables students to find resources in other libraries, such as a public library, from which they may borrow materials.

Student browsing behaviors can be profoundly altered with the addition of external reading level labels. With reading level labels often closely tied to reward points, student browsing becomes mainly a search for books that must be read and tests completed for individual or classroom point goals and/or grades. ANCS library media center materials are not merely extensions of classroom book collections or classroom teaching methods, but rather places where children can explore interests safely and without restrictions. A minor's right to access resources freely and without restriction has long been and continues to be the position of the American Library Association and the American Association of School Librarians.

Labeling and shelving a book with an assigned grade level on its spine allows other students to observe the reading level of peers, thus threatening the confidentiality of students' reading levels. Only a student, the child's parents/guardians, the teacher, and the library media specialists as appropriate should have knowledge of a student's reading capability.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

It is the responsibility of the library media specialists to promote free access for students and not to aid in restricting their library materials. Library media specialists should resist labeling and advocate for development of ANCS policies regarding leveled reading programs that rely on library media center staff compliance with library book labeling and non-standard shelving requirements. These policies should address the concerns of privacy, student First Amendment rights, behavior modification in both browsing and motivational reading attitudes, and related issues.

Resources

- American Association of School Librarians (2011). Position Statement on Labeling Books with Reading Levels. Information retrieved on May 1, 2015, from http://www.ala.org/aasl/advocacy/resources/statements/labeling

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.