

STUDENT CODE OF CONDUCT & DISCIPLINE HANDBOOK



For Students, Parents, & Staff

2023 - 2024



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Student Discipline and Code of Conduct

Governance Board Policy

The Amana Governance Board supports all students' rights to learn. To do so, each student must be in a school climate that is satisfying and productive without disruptive behavior by any student infringing upon the rights of others.

Therefore, it is the policy of the Amana Governance Board that each school within the network shall implement Amana's age-appropriate student code of conduct which is designed to improve the student learning environment by improving student behavior and discipline.

Amana West may address discipline within student handbooks or similar publications, but these publications should be in compliance and consistent with the Amana Inc. student code of conduct and network office policy.

The student code of conduct will comply with state and federal law and state board of education rules and will include the following:

1. Standards for student behavior designed to create the expectation that all students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other, school employees and any other persons attending school functions, and to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at school, Amana and other public entities or community organizations which may assist students to address behavioral problems.
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed will be in proportion to the severity of the behavior leading to the discipline and will take into account the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student

behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

The code of conduct should require disciplinary action for infractions of the code. Also, parents should be involved in developing and updating a code of conduct.

The student code of conduct should be distributed to each student at the beginning of the school year and upon enrollment of each new student. The parents/guardians will be requested to sign an acknowledgment of the receipt of the code of conduct and promptly return the acknowledgment to the school. The student code of conduct should be available in the school office and each classroom, both physically and electronically.

Teacher Reporting Information

A teacher has the authority, consistent with Board policy and applicable law, to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom.

Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of such student's classmates to learn should file a report of such behavior with the principal or designee. The principal and teacher should thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

Student behavior which violates state or federal laws as specified in O.C.G.A. 20-2-1184 will result in a report being filed with the police and school attorney.

The Executive Director (Superintendent) and/or designee shall develop procedures and guidelines as necessary for implementation of this policy and law.

Reporting Inappropriate Behaviors

Amana adheres to the requirements found in O.C.G.A. § 20-2-751.7 and the Professional Standards Commission's state mandated process for students to follow reporting instances of alleged inappropriate sexual behavior by a school employee. Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual abuse, sexual misconduct, or other inappropriate behavior by a teacher, administrator or other network employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Pursuant to O.C.G.A. § 19-7-5, if a student has allegedly been abused a report of such allegation will be made immediately.

Any report of behavior contemplated in O.C.G.A. § 20-2-1184 will be made to the Executive Director (Superintendent), school level administrator, and school resource officer. The appropriate designee will report the matter to the school network attorney's office.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in the next section.

Student Discipline and Code of Conduct

Operating Guideline

NOTE: Upon implementation of the Title IX revisions, any discipline incident, or portion of a discipline incident, which involves a Title IX matter or incident will be subject to the Amana Grievance Procedure.

A well-disciplined school promotes the ideal of each student working toward self-management and controlling his or her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary.

Schools have the goal of helping each student to learn appropriate behavior as he or she develops into a mature member of society. Social, emotional and life skills help students develop into mature members of society by providing the following benefits:

- ❑ Promotes character development through the exploration of ethical issues
- ❑ Develops a positive and moral climate by engaging the participation of students, teachers, and staff, parents, and communities.
- ❑ Teaches students how to solve conflicts fairly, creating safer schools that are freer of intimidation, fear and violence and are more conducive to learning.

Based on [EL Education's Design Principles](#), the following High Five Habits are essential for students to be competitive locally, nationally, and internationally. These traits should be modeled and maintained by adults and students. This student code of conduct is developed to meet these purposes.

Respect

Showing high regard for self, others, and property.

Responsibility

Being accountable for individual behavior that is positive and contributes to a conducive learning environment

Compassion

Showing concern for the well-being of others.

Courage

Intentionally/deliberately doing the right thing in the face of difficulty regardless of who is around.

Perseverance

Staying the course and not giving up while maintaining a positive attitude in completing tasks.

Many discipline problems can be minimized through prevention. Problem behavior should be handled quickly and decisively as teachers and administrators intervene and restore a supportive learning atmosphere. To maintain a positive school climate, the Board, the Executive Director (Superintendent), and/or their designees have established this code of conduct governing student behavior and discipline.

Compliance with these requirements is mandatory. Parents and students will annually receive a summary of these discipline guidelines outlining standards of conduct, means of reporting misconduct, and possible disciplinary sanctions.

Positive Behavioral Support

A variety of resources are available to help address behavioral problems. The school discipline process should include appropriate consideration of restorative support processes to help students resolve such problems.

Schools should make reasonable efforts to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Positive behavior supports and interventions should be implemented to improve the learning environment by improving student behavior and discipline. Behavior supports and interventions may include, but are not limited to, Student Support Team, counseling with school counselor, school social worker, school resource officer, and other staff, behavior, attendance, and academic contracts or plans, and peer mediation.

Parents, guardians, teachers, administrators, and other staff are expected to work together to improve and enhance student behavior and academic performance and should freely communicate their concerns about and actions in response to student behavior that detracts from the learning environment.

In instances where there has been a report of sexual harassment pursuant to Title IX, Amana Academy's employee handbook protocols are consistent with <https://amanaacademy.org/about/governance/policies-procedures/>.

Investigation

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

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Amana Academy's employee handbook protocols and consistent with those at <https://amanaacademy.org/about/governance/policies-procedures/>.

Searches

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

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

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

If a search yields illegal or unauthorized material, such materials should be turned over in person to the Principal, school resource officer, or proper legal authorities for ultimate disposition.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Amana Academy's employee handbook and consistent with <https://amanaacademy.org/about/governance/policies-procedures/>.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the Principal or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story.

The administrator will follow a progressive discipline process. The degree of discipline to be imposed by each school administrator will be in proportion to the severity of the behavior of the student and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary consequences may include local interventions, in-school suspension (ISS), short- term suspension, long-term suspension, expulsion, and/or a referral for a disciplinary hearing.

Disciplinary hearings may result in long- term suspension, expulsion, or permanent expulsion from all Amana Academy Charter Schools.

In addition to discipline, behaviors may also be reported to law enforcement at Amana's discretion and as required by law, including O.C.G.A. §§ 20-2-1184 and 19-7-5. Major offenses including, but not limited to, drug and weapon offenses, can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Amana Academy's employee handbook and consistent with <https://amanaacademy.org/about/governance/policies-procedures/>.

Suspensions/Expulsion

If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. The student's parent/guardian should be notified of in-school suspension (ISS) and out-of-school suspension (OSS) as soon as possible. This notification should be confirmed in writing no later than two school days after the suspension begins. This notification should contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification should be delivered to the student's parent/guardian either in person, by email, or by first class mail to the last known address of the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained. Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any Amana school campus without permission.

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

Per the Amana Academy Parents Bill of Rights, a parent has the right to appropriately advocate for their child's education. Even though there are generally no appeal rights guaranteed by law for students on short-term suspension (10 days OSS or less), the parent/guardian may call the Principal and/or Assistant principal to discuss their child's discipline. Also, per the Parents Bill of Rights, parents are expected to communicate appropriately and respectfully with administrators, teachers and school staff when advocating for their student's education. Please find the Bill of Rights here: <https://www.legis.ga.gov/legislation/61677>

If the school recommends OSS for more than 10 school days, or alternative school, a disciplinary hearing is required and will be offered. Schools may recommend and/or the Disciplinary Hearing Officer may determine that students attend the alternative school during their suspension/expulsion. Upon this recommendation or determination, students may attend alternative school pursuant to strict academic, attendance, and behavior requirements. If students FAIL to comply with the strict requirements, they may forfeit the opportunity to attend the alternative school during the remainder of their suspension/expulsion. The Director of the District's Office of Student Discipline will determine whether the student has violated the strict requirements and whether the suspension/expulsion will be reinstated.

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

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Amana Academy's employee handbook and consistent with <https://amanaacademy.org/about/governance/policies-procedures/>.

Chronic Disciplinary Problem Student

A "chronic disciplinary problem student" is defined by law as a student who exhibits a

pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return from suspension or expulsion, the school should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one (1) parent or guardian schedule and attend a conference with the principal, or principal's designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal will note the conference in the student's permanent file. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. Amana may, by petition to the juvenile court, proceed against a parent or guardian of a chronic disciplinary problem student if Amana personnel believe the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal.

Teacher Classroom Management

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Amana Academy's employee handbook and consistent with <https://amanaacademy.org/about/governance/policies-procedures/>.

Teachers have the authority, consistent with Amana policy, procedures, and guidelines to manage the classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee will respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with Amana policy, procedure, and guidelines.

a. Teacher Reporting

Teachers are required to file a report with the principal or principal's designee if he or she has a student that has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct.

If student support services are utilized or if disciplinary action is taken in response to such a report by the principal or the principal's designee, the principal or the principal's designee will send written notification to the teacher and the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day after the utilization or action and will make a reasonable attempt to confirm that such written notification has been received by the student's parents or

guardians. Such written notification will include information regarding how the student's parents or guardians may contact the principal or the principal's designee.

b. Teacher Removal

Teachers have the authority to remove from the class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to the Teacher Reporting section of this Code, or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Principals will implement Amana's removal process and will fully support the authority of every teacher in his or her school to remove a student from the classroom pursuant to Georgia law.

A review committee will be established to determine placement or readmittance of the student. The placement review committee will have the authority to return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or refer the student to the principal or the principal's designee for appropriate action consistent with the removal process. Amana will provide training for members of the placement review committees regarding the provisions of this process, including procedural requirements; policies, procedures and guidelines relating to student discipline; and the student code of conduct that is applicable to the school.

For a student with disabilities, including those with IEPs or 504 plans, the removal from class must be consistent with state and federal laws and regulations regarding students with disabilities. The Executive Director (Superintendent) of Amana Academy fully supports the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738.

c. Attendance

Regular attendance in school is important for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school should follow Amana Academy's attendance reporting procedures. Georgia compulsory attendance law requires that after any student accrues five days of unexcused absences in a given school year, the person, guardian, or other person who has control or charge of said child shall be in violation of O.C.G.A. § 20-2-690.1(b) and the child will be considered truant. The law also places notice requirements on LEAs. The law provides for the penalties and notice as discussed below:

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Each day's absence from school in violation of this part after the child's school notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child shall constitute a separate offense. After two (2)

reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence without response, Amana shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in the public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. By September 1 of each school year or within 30 days of the student's enrollment in a school, the parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are ten (10) years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

After two (2) reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the year.

As stated in O.C.G.A. § 20-2-690.1(c), Amana is entitled to file proceedings in court to enforce attendance requirements. A truant student may also face disposition as an unruly child pursuant to O.C.G.A. § 15-11-67.

Clubs and Organizations

"Clubs and organizations" mean clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. This term shall include any activities reasonably related to such clubs and organizations but shall not include competitive interscholastic activities or events. "Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus.

The name of each club or organization, mission or purpose of the club or organization, name of the club's or organization's faculty advisor/custodian, and a description of past or planned activities will be made available through the school's website, handbook, or front office. All terms of the Code of Conduct apply to all school sponsored activities, including Clubs and Sports.

Part I: Disciplinary Rules

The following code provisions apply to student behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, at all times during distance learning activities/lessons, while using school technology resources or, in some cases, off-campus. The decision to charge a student for violation of this Code of Conduct shall be made by administration.

Definitions:

- “Network office” means the Amana Academy central office that manages the network of Amana charter schools.
- "Board" means the Amana Governance Board.
- “President” means the chair or president of the Amana Governance Board or another member of the Board who has been designated as acting chairman or president for the purpose of these rules.
- “Executive Director (Superintendent)” means Amana's Executive Director (Superintendent), Executive Director, or other designated person to whom disciplinary authority has been delegated.
- "Administrator" means the principal or other designated person to whom authority has been delegated.
- “Disciplinary Hearing Officer or Hearing Officer” means the individual(s) appointed to conduct a Disciplinary Hearing.
- “Teacher” means a classroom teacher, counselor, school assistant, substitute teacher or a student teacher who has been given authority over some part of the school program by the principal or a supervising teacher.
- "Parent" means the student's natural parent or court approved legal guardian.
- “School property” includes, but is not limited to:
 1. The land and improvements which constitute the school.
 2. Any other property or building, including school bus stops, wherever located, and where any school sponsored/sanctioned function or activity is conducted.
 3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, buses leased by Amana Academy and privately-owned vehicles used for transportation to and from school activities.
 4. En route to and from school (Prior to imposing discipline regarding incidents occurring en route to and from school, school administration should consult with Amana’s administration)
 5. School computers/devices issued to the student, computers/devices owned by Amana, school technology resources wherever located including, but not limited to, all distance learning platforms, websites, and programs.
- “School technology resources” includes, but is not limited to:
 1. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and
 2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.
- “Local school interventions” include the use of student and/or parent conferences, student court, mediation, detention, in-school suspension, bus suspensions, Saturday school, out-of- school suspension, and forfeiture of the privilege of participation in

extracurricular activities.

- “Timeout” includes the removal of a student from his/her class by the principal or a designee. The timeout is served in a cool-down location supervised by appropriate school personnel in a room on the school premises other than the student’s classroom for less than one-half day depending upon the nature of the behavior and the age/grade of the student.
- “Detention”, including Saturday school, by a teacher or an administrator requires a student to be at school for a limited period other than normal school hours or days. The student’s parent or legal guardian should be notified at least one day prior to the serving of detention or Saturday school.
- “In-school suspension” is the removal of a student from his/her class for at least half a school day by the principal or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises for a period not exceeding ten (10) consecutive school days. A student assigned to in-school suspension will be permitted to work on classroom assignments and will be counted present on the attendance register using ISS code in the student information system. If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. A copy of the written notice (“suspension letter”) must also be sent to the Exceptional Children Department if the student has an Individual Education Plan (IEP) and the visiting teacher/school social worker should be sent a copy of all suspension letters. The letter should clearly indicate that the suspension is "in-school." The administrator should make every effort to have a conference with the parent(s) and student before, or at the time the student returns to regular classes.
- “Out of School Suspension (Short-Term)” means the suspension of a student from school for ten (10) school days or fewer.
- "Out of School Suspension (Long-Term) -" means the suspension of a student from school for more than ten (10) school days, but not beyond the current school quarter or semester.
- "Expulsion" means suspension or expulsion of a student from school beyond the current school quarter or semester.
- “Permanent expulsion” means expulsion from all Amana Academy Charter Schools for the remainder of the student’s eligibility to attend school pursuant to Georgia law
- "Intent" means a clearly formulated or planned intention; what someone plans to do or accomplish; the design or purpose to commit a wrongful or criminal act. •
- “First time offender” means a student in Grades 6-12 who has not previously served a long-term suspension or expulsion, has not previously signed a hearing waiver regardless of the amount of discipline assigned, or has not previously been found responsible for a violation of the Code of Conduct at a student disciplinary hearing regardless of the amount of discipline assigned. Discipline received prior to a student entering Amana will be considered for purposes of determining whether a student qualifies as a first-time offender. The ultimate determination of whether a student

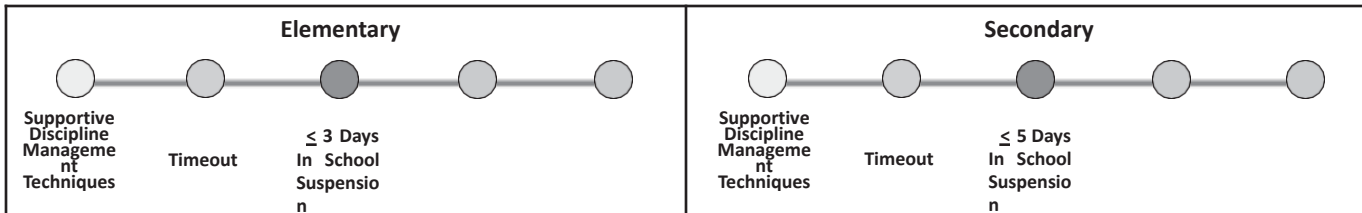
qualifies as a first time offender will be made by the Behavior Interventionist, or designee, who may disqualify an otherwise-eligible student based on the nature, circumstances, and/or severity of the disciplinary incident. NOTE: This status only applies to specific, enumerated Tier IV offenses.

Conferencing with student and Communicating with Parent/Guardian is required each time a disciplinary consequence is assigned.

Tier I: Minor Acts of Misconduct

Minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

1d.I: Public Displays of Affection	12c.I: Failure to attend Detention/ISS/Saturday School
1e.I: Horseplay, Rough or Boisterous Activities	13a.I: Improper Dress
6c.I: Profane/Vulgar Language or Gestures towards a student	15a.I: Gambling
7a.I: Fail to Follow Rules/Laws or Blatant Defiance of an Employee	18e.I: Cell Phone/Electronic Devices/Recording Devices
9a.I Honor Code	18i.I: Violate District Responsible Use Agreement
12a.I: Excessive Tardiness/Class Cuts	

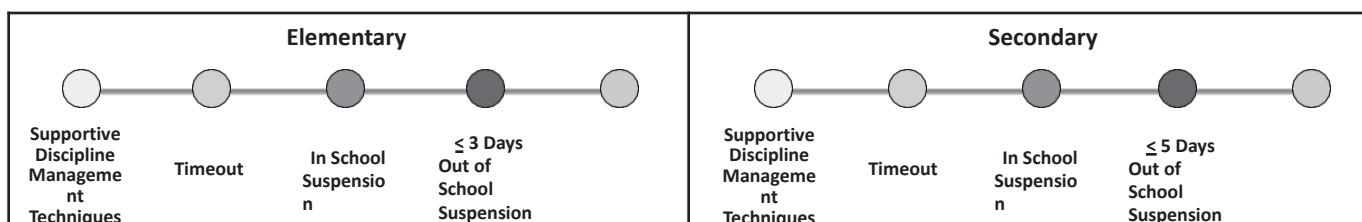


Tier II: Intermediate Acts of Misconduct

Intermediate acts of misconduct that may include repeated acts of misconduct from Tier I, acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple occurrences may result in the incident being escalated to a Tier III offense.

For Tier II acts of misconduct that are unique, serious, or multiple occurrences, referral to a student disciplinary hearing only with consultation and approval of the Office of Student Discipline.

1a.II: Block Property/Traffic	12b.II: Attendance
1b.II: Disruption/Disruptive Behavior	14a.II: Tobacco/Vaping use/possession
2a.II: Attempt to Alter/Damage School/Private Property	17a.II: Mooning/Related Behavior
2d.II: Possess/Distribute Items (nondrug)	18a.II: Technology/Computer Misuse
3a.II: Trespass School Property	18f.II: Prohibited Use of Personal Communication Devices (PCD) During School Day
3c.II: Unauthorized Area	20a.II: Bus Interference
5f.II: Consensual Hazing, Initiation, or Bodily Modification	22a.II: Encouraging Misconduct
6f.II: Teasing/Taunting	23a.II: Level 1 Threat
6g.II: Profanity/verbal abuse of an employee, staff, or visitor	24a.II: Theft of Student, School or Private Property up to \$100.00 or Unknown Value
10c(Cat 3).II Category III Weapon/Dangerous Instrument/Unauthorized Items	

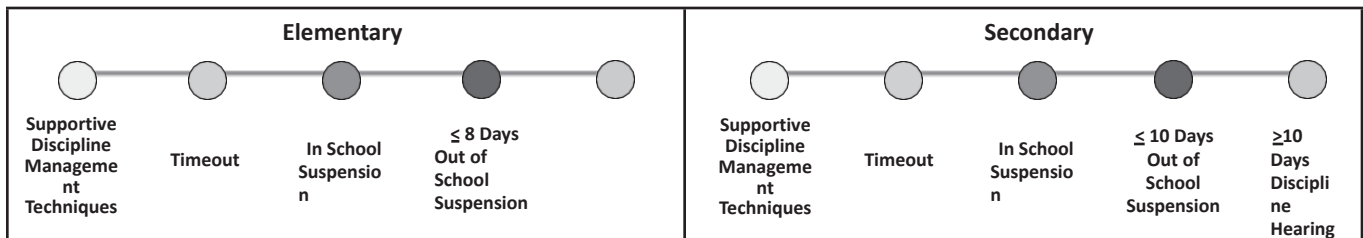


Tier III: Moderate Acts of Misconduct

Moderate acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of moderate or repeated misconduct. Unique, serious, or multiple occurrences may result in the incident being escalated to a Tier IV offense. (except for students in grades K– 2).

For Tier III acts of misconduct that are unique, serious, or multiple occurrences, referral to a student disciplinary hearing only with consultation and approval of the Office of Student Discipline.

1c.III: False Fire Alarm	11f.III: Possession of Non- Prescription Medication
1f.III: Sexual Activity, Consensual	11g.III: Distribution/Sale of Non- Prescription Medication
2b.III: Actual Alter/Damage of School/Private Property	11h.III: Possession of Prescription Drugs
2c.III: Arson of School or Private Property	16a.III: Sexual Harassment
3b.III: Breaking/Entering Private Property	17b.III: Sexual Battery
3d.III: Unauthorized Entry of Unauthorized person(s)	18b.III: Unauthorized Copy Computer Software
5b.III: Battery Student/Other without Serious Injury	18c.III: Threat/Damage Property Using Tech
5c.III: Fight Student/Other	18d.III: Display Inappropriate Material Using Tech
5e.III: Assault/Threaten another person	18g.III: Inappropriate Recording and Distribution Using Personal Communication Devices (PCD)
5g.III: Stalking	18h.III: Tamper/Phish/Hack Network
6a.III: Harassment: Disability/Race/Color/National Origin/Religion/Sexual Orientation	18j.III: Sexually Explicit or Pornographic Material Using Technology
6d.III: Offensive Material (Non-Technology)	19a.III: Gang Activity
7b.III: No Contact Contract Violation	19b.III: Intentional Display Gang Tattoos, Paraphernalia, Graffiti, etc.
8a.III: Making False Reports or Statements	19c.III: Gang Recruitment/Solicitation
10b(Cat2).III: Category II Weapon: Hazardous Object	20b.III: Bus Interference while bus in motion
11a.III: Alcohol/Drug Possession/Under the Influence	23b.III: Level 2 Threat
11b.III: Drug Paraphernalia	24b.III: Theft of Student, School or Private Property over \$100.00
11c.III: False Identification Drug/Alcohol	24c.III: Theft of Employee Property up to \$100.00 or Unknown Value
11e.III: Influence of Inhalants/Other	

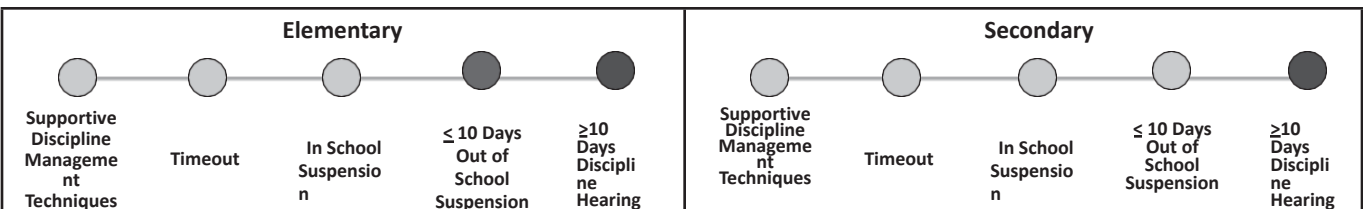


Tier IV: Serious Acts of Misconduct

Serious acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of serious and repeated misconduct. Consequences may include out of school suspension (as outlined below) and a Disciplinary Hearing Referral with a recommendation for further actions such as long-term suspension, expulsion, and/or assignment to an alternative education program. Any student possessing a loaded/unloaded firearm, or a dangerous weapon will receive a recommendation for expulsion or permanent expulsion from Amana Academy.

4a.IV: Battery Employee With Serious Injury* ΔΔ	11d.IV: Alcohol or Drug Sale/Distribution Δ
4b.IV: Battery Employee <u>Without</u> Serious Injury ΔΔ	11i.IV: Distribution of Prescription Drugs Δ
4c.IV: Assault/Threaten Employee ΔΔ	17c.IV: Sexual Molestation
5a.IV: Battery Student/Other with serious injury ΔΔΔ	21a.IV: Off Campus Misconduct ΔΔΔ
5d.IV: Group Fight Δ	23c.IV: Level 3 Threat ΔΔΔ
6b.IV: Bullying/Cyberbullying ΔΔ	23d.IV: Bomb/Explosive Threat ΔΔΔ
6e.IV: Forcefully abduct, transport, detain a person ΔΔΔ	24d.IV: Theft of Employee over \$100.00 ΔΔΔ
8b.IV: Making a False Report of a Serious Crime to School or Emergency Services ΔΔΔ	24e.IV: Robbery ΔΔΔ
10a(Cat1).IV: Category I Weapon: Firearm/Dangerous Weapon*	

*Minimum Recommendation: expulsion for one (1) calendar year.



At the discretion of the Principal or designee, students determined by the Office of Student Discipline to qualify as first-time offenders may be eligible for reduced discipline consequences in the amount of: 60 (Δ), 90 (ΔΔ), or 180 (ΔΔΔ) school days.

*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://amanaacademy.org/about/governance/policies-procedures/>.

RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL (Responsibility/ Respect)	
<i>Block Property/Traffic</i>	Occupy or block any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds to deprive others of access.
<i>Disruption/Disruptive Behavior</i>	Use of violence, force, noise, coercion, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may or attempts to cause the disruption of any mission or function of the school, student learning has been interrupted/interruption of academic day, or poses a threat to the health, safety and/or welfare of students, staff or others.
<i>False Fire Alarm</i>	Pull a fire alarm without authorization or without the belief that a true emergency exists.
<i>Horseplay, Rough or Boisterous Activities</i>	Engage in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact
RULE 2: DAMAGE AND/OR ALTERATION OF SCHOOL PROPERTY OR PRIVATE PROPERTY (Responsibility/ Respect)	
<i>Damage School/Private Property</i>	Cause or attempt to cause damage to or deface school or private property.
<i>Alter School or Private Property</i>	Alter or attempt to alter school or private property.
<i>Arson of School or Private Property</i>	Set fire to or attempt to set fire to school or private property
<i>Possess/Distribute Items (non-drug)</i>	Possess or distribute items, without appropriate school/school system authorization. (e.g., selling/distributing food, bodily fluids, computer technology, personal items, and other non-drug related items) (Severity of consequences may increase based upon the value of property at issue or if the goods are determined to be stolen). An exchange of money for goods and/or services is not required.
RULE 3: UNAUTHORIZED ENTRY/TRESPASSING (Respect)	
<i>Trespass School Property</i>	If you are on Out of School Suspension you are not allowed on any Amana Academy school property unless authorized by an Administrator.
<i>Breaking/Entering Private Property</i>	Unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft therein).
<i>Unauthorized Area</i>	Being on or remaining on a public-school campus, school property and/or school related event/extended location without authorization or invitation.
<i>Unauthorized Entry of Unauthorized person(s)</i>	Allowing non-authorized person(s) into a school building or school sponsored event without authorization with the intent to cause harm or disruption. Students who knowingly allow a person in building with the intent to cause harm or disruption will receive increased discipline.

	For purposes of this rule authorized person(s) include employees/staff with a school ID and law enforcement officials (police, fire-fighters, paramedics, etc.)
RULE 4: PHYSICAL OR VERBAL ASSAULT OR BATTERY OR ABUSIVE LANGUAGE TO A SCHOOL EMPLOYEE (Responsibility/ Respect/ Compassion)	
<p>If a student commits a violation of Rule 4, a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. If the employee is not available, the school principal may waive the hearing on the employee's behalf.</p>	
<i>Battery Employee <u>with</u> Physical Harm</i>	<p>Intentionally make physical contact which causes physical harm to a school employee unless such physical contacts or physical harms were in self- defense as provided by O.C.G.A. § 16-3- 21. (Battery) Physical harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with rules below</p> <p>Elementary School Discipline:</p> <ul style="list-style-type: none"> o 1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion. o If expelled, an elementary school student may not be admitted to any Amana Academy Charter School.
<i>Battery Employee <u>Without Physical Harm</u></i>	Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21. (Battery)
<i>Assault/Threaten Employee</i>	Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of receiving physical injury
RULE 5: PHYSICAL OR VERBAL ASSAULT OR BATTERY BY A STUDENT TO ANY PERSON OTHER THAN A SCHOOL EMPLOYEE (Responsibility/ Respect/ Compassion)	
<p>School administrators will use discretion in determining acts of intentional physical contact as opposed to other prohibited activities, such as horseplay/rough or boisterous activities</p> <p>Offenses are cumulative at the elementary level.</p> <p>At the discretion of school administration, the student and the parent may be offered the opportunity to attend a violence prevention program</p> <p>If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school officials to form a school bus behavior contract for the student.</p> <p>Such contact shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.</p>	
<i>Battery Student/Other with or without Injury; serious injury</i>	Intentionally make physical contact of an insulting or provoking nature with another person. (Battery) Physical contact which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.
<i>Fight Student/Other</i>	Mutually participate or initiating a physical altercation (Fight)
<i>Assault/Threaten another person</i>	Attempt to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of receiving physical injury.

<i>Group Fight</i>	Mutually engaging or participating in a fight with 3 or more people.
<i>Stalking</i>	Following, contacting, or placing another person under surveillance without consent for the purpose of harassing and intimidating, which includes behavior that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

**RULE 6: HARASSMENT, BULLYING, AND OTHER DEROGATORY BEHAVIOR
(Respect/ Compassion/ Courage)**

Victims: Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal's approval. Students with disabilities may be entitled to additional protections and considerations that may not be contained in this Rule or this Code of Conduct. If a parent/guardian has a question about a student with a disability, he or she should contact the school principal or Services for Exceptional Children.

Title IX: Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://amanaacademy.org/about/governance/policies-procedures/>. Both student complainants and student respondents may be provided Supportive Measures.

Reporting: Staff members are expected to report instances of these behaviors to the school principal or designated administrator immediately so that administrators may investigate them in a timely manner. Parents/guardians/persons that have control of charge of students who are victims of bullying or are found to have committed bullying will be notified via telephone/personal conference or letter/referral.

Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

Community Incidents: It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying, "cyberbullying", or other acts of crime or violence in the community should contact their local, jurisdictional police department for action, as the school may have limited or no jurisdiction to discipline (OSS, ISS, etc.) for events that occur in the community.

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

Prohibition: No student shall bully another student or students or school personnel.

Bus Incidents: If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school officials to form a school bus behavior contract for the student. Such a contract shall provide for progressive age- appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.

Harassment: Disability/ Race/Color/National Origin/Religion/Sexual Orientation	Harassment is strictly prohibited.
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	<p>Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:</p> <ul style="list-style-type: none"> • Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability • Racial, sexual, or ethnic slurs • Derogatory comments, insults, and jokes • Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures • Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic
<i>Bullying</i>	<p>Bullying is strictly prohibited. Bullying includes the following:</p> <ul style="list-style-type: none"> • Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or • Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or • Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: <p>Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.</p> <p>Has the effect of substantially interfering with the victim student's education</p> <p>Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</p> <p>Has the effect of substantially disrupting the orderly operation of the school.</p>
<p align="center">RULE 7: INSUBORDINATION (Responsibility/ Respect/ Perseverance)</p>	
<i>Fail to Follow Rules/Laws or Blatant Defiance of an Employee</i>	<p>Failure to comply with school rules, and/or reasonable directions or commands of teachers, student teachers, substitute teachers, school assistants, administrators, school bus drivers or other authorized school personnel, including refusing to identify one's self upon request of any school employee/designee; or engaging in verbal altercations with another person.</p>
<p align="center">RULE 8: MISREPRESENTATION (Responsibility/Courage)</p>	
<i>Misrepresentation</i>	<p>Knowingly and willfully make false reports or statements, whether orally or in writing (e.g., making false calls to emergency services and making false fire alarm or emergency reports which must be reported to the local school police officer, falsely accusing others of wrong actions, falsifying school records, forging signatures, etc.).</p>

**RULE 9: HONOR CODE VIOLATION
(Responsibility/Courage)**

<i>Honor Code</i>	<p>The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:</p> <ul style="list-style-type: none"> • copying or "borrowing" from another source and submitting it as one's own work • seeking or accepting unauthorized assistance on tests, projects or other assignments • fabricating data or resources • providing or receiving test questions in advance without permission • working collaboratively with other students when individual work is expected
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**RULE 10: WEAPONS AND DANGEROUS INSTRUMENTS/HAZARDOUS OBJECTS/
UNAUTHORIZED ITEMS
(Responsibility/ Caring)**

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

Dangerous Weapons	Any student possessing a loaded/unloaded firearm or a dangerous weapon will receive a recommendation for expulsion or permanent expulsion from Amana Academy campuses.
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**RULE 11: ALCOHOL AND OTHER DRUGS/PSYCHOACTIVE SUBSTANCES
(Responsibility)
Offenses are cumulative. A student shall not:**

- Falsely present or identify a substance to be alcohol or an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs or alcohol.
- Sell, distribute, or possess with intent to distribute any over- the- counter medication.

**RULE 12: ATTENDANCE
(Responsibility/ Citizenship/ Perseverance)**

<i>Excessive Tardiness/Class Cuts</i>	"Skipping" or missing any class or activity or any portion of a class or activity or being tardy for a class or activity for which he or she is enrolled without a valid excuse.
<i>Attendance</i>	Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school principal or designee. Students must follow the established procedures for checking in or out of school.

<i>Failure to attend Detention/ISS/Saturday School</i>	Failure to attend detention, Saturday school or ISS.
RULE 13: DRESS AND GROOMING (Respect/Responsibility)	
<i>Improper Dress</i>	Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately in the Amana Academy approved school uniform so as not to disrupt or interfere with the educational program or the orderly operation of the school. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school officials shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.
RULE 14: SEXUAL HARASSMENT (Respect/ Responsibility)	
<i>Sexual Harrassment</i>	<p>A student shall not harass another person through unwelcome conduct or communication of a sexual nature whether explicit or implied. Prohibited acts of sexual harassment include, but are not limited to, verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of or encouraging/participating in the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.</p> <p>The local school police officer must be notified of such incidents where the behavior involves a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) including, but not limited to, sexual battery, rape, and molestation. Any alleged victim of such offense may request to have his/her schedule changed, subject to the principal's approval.</p> <p><i>Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual harassment/misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.</i></p> <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Amana Aacdemy's employee handbook consistent with https://amanaacademy.org/about/governance/policies-procedures/.</i></p>
RULE 15: SEXUAL MISCONDUCT/SEXUAL OFFENSES (Respect/ Compassion)	
<p>The Georgia General Assembly requires Amana to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult in criminal court. Any behavior which is a violation of Chapter 6 of Title 16 of Georgia law must be immediately reported to the principal, school resource officer, and the Executive Director (Superintendent). A school designee will then notify the network office's attorney. Sexual offenses are prohibited regardless of the gender of the involved parties.</p> <p>Victims of Sexual Offenses: Any alleged victim of a sexual offense may request to have his/her schedule changed, subject to the principal's approval. See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses.</p> <p><i>Notify the principal and Executive Director (Superintendent). The local school police officer must be notified of such incidents. An Amana designee, will notify the network office's attorney. (See O.C.G.A. § 20-2- 1184)</i></p>	

<i>Mooning/Related Behavior</i>	<p>"Mooning", "panting", or exposing one's intimate body parts, or the intimate body parts of another, with no sexual intent.</p> <p><i>Students exposing intimate body parts of another will result in increased discipline</i></p>
<i>Sexual Battery</i>	Sexual battery is defined as a student intentionally making physical contact with the intimate body parts of another person without the consent of that person. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.
<i>Sexual Molestation</i>	<p>Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, such as having another student perform sex acts.</p> <p>No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.</p>
<p align="center">RULE 16: TECHNOLOGY OFFENSES (Respect/ Responsibility/ Compassion)</p>	
The school is not responsible for personal electronic devices on school property or at school sponsored events. Electronic devices may be confiscated by the school administrator or designee.	
<i>Technology/Computer Misuse</i>	Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources.
<i>Unauthorized Copy Computer Software</i>	Copy computer programs, software or other technology provided by Amana for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises.
<i>Threat/Damage Property Using Tech</i>	Attempt to, threaten to, or damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (The local school police officer must be notified of such incidents.
<i>Display Inappropriate Material Using Tech</i>	<p>Use or participate in using personal or school technology resources to distribute, display, or record inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes, but is not limited to, the following:</p> <p>Is profane, vulgar, lewd, obscene, offensive, indecent, or threatening Advocates illegal or dangerous acts; Causes disruption to Amana Academy, its employees or students; Advocates violence; Contains knowingly false, recklessly false, or defamatory information; or is otherwise harmful to minors as defined by the Children's Internet Protection Act.</p> <p><i>(The local school police officer must be notified of such incidents.)</i></p>

<p><i>Cell Phone/Electronic Devices/Recording Devices</i></p>	<p>Refusing to comply with reasonable directions or commands of school staff regarding responsible use of technology, and/or use audio or visual recording devices without permission of a school administrator.</p> <p>Using a PCD to record and distribute unlawful activity, egregious or dangerous events is prohibited. The use of cell phones and other PCDs for noneducational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery, or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web- based media is also strictly prohibited.</p> <p>Consequences for doing so may result in up to a 10 Day suspension and a referral for a discipline hearing with a recommendation for long term suspension.</p> <p>Note: Cell phones and related devices should not be brought to campus and are prohibited from being used in elementary schools during the school day. Amana Academy is not responsible for damaged, stolen, or broken property.</p>
<p><i>Tamper/Phish/Hack school Network</i></p>	<p>Gain or attempt to gain unauthorized access to Amana's computer data, network, system, Internet connections, e-mail accounts, or intranet or to any third party's computer system, data, or network, such as:</p> <p>Malicious tampering, phishing, or hacking activities</p> <p>Intentionally seeking information about passwords belonging to other users</p> <p>Disclosing a user's password to Amana's computer network, system, Internet connections, e-mail accounts, or intranet to other individuals.</p> <p>Students, however, may share their passwords with their parents. Modifying passwords belonging to others</p> <p>Attempting to log in through another person's account</p> <p>Attempting to gain access to material that is blocked or filtered by Amana</p> <p>Accessing, copying, or modifying another user's files without authorization</p> <p>Disguising a user's identity – this includes disguising one's identity to access networks or appropriating another persons' identity in a malicious manner.</p> <p>Using the password or identifier of an account that does not belong to the user; or</p> <p>Engaging in uses that jeopardize access into others' accounts or other computer networks or systems.</p>
<p><i>Violate Responsible Use Agreement</i></p>	<p>Violate Amana's Responsible Use Agreement in any other way.</p>
<p><i>Sexually Explicit or Pornographic Material Using Technology</i></p>	<p>Possessing, creating, distributing, or sharing sexually explicit or pornographic material using personal or school technology resources.</p> <p><i>If images or material includes minors, the local police must be notified.</i></p>
<p>RULE 17: INTERFERENCE WITH SCHOOL BUS (Responsibility/ Respect)</p>	
<p><i>Bus Interference</i></p>	<p>All code of conduct rules apply on school provided transportation and at school bus stops. Students may not violate any direction of the school bus driver.</p> <p>Students are prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus.</p>

	Students shall not throw any item inside, around, or out of a school bus whether or not the bus is in motion. Students may be charged with a higher-level infraction if throwing items inside or out of a bus while in motion. If any item thrown or set in motion by a student makes contact with another individual or their property, then additional rule violations may apply.
RULE 18: ENCOURAGING VIOLATIONS OF CODE OF CONDUCT (Responsibility/ Respect/ Compassion)	
<i>Encouraging Misconduct</i>	Incite, urge, encourage, advise, or counsel other students to violate any Rule of this Code of Conduct or conspire to violate any Rule of this Code of Conduct. O.C.G.A. § 20-2-751.5(a)(1)
RULE 19: VERBAL/WRITTEN EXPLICIT AND/OR IMPLIED THREAT (Responsibility/Respect)	
<p>A threat is defined as any expression of intent to harm someone. Threats can be spoken, written, emailed, posted or expressed in some other way. Threats can be expressed or implied. All employees are required to report any threats to school administration.</p> <p>Employees should act promptly to protect students, employees and visitors.</p>	
<i>Level 1 Threat</i>	<p>Level 1 Threats are determined by School Administration, taking into account the following factors (please note, these factors are not all-inclusive and need not be met to determine a Level 1 threat):</p> <ul style="list-style-type: none"> o Intent to harm is not clear or apparent o No evidence of motive o No ability to carry through with threat o No evidence of planning o Expressions of anger or frustration dissipate quickly o Threats of a fight without specificity of violence o No specific person, place or object targeted
<i>Level 2 Threat</i>	<p>Level 2 Threats are determined by School Administration, taking into account the following factors (please note, these factors are not all-inclusive and need not be met to determine a Level 2 threat):</p> <ul style="list-style-type: none"> o Intent to harm is somewhat revealed o Some evidence of motive o No ability at this time o Expressions of anger or frustration linger o Evidence of some planning o Specific person, place or object targeted

<i>Level 3 Threat</i>	<p>Level 3 Threats are determined by School Administration, taking into account the following factors (please note, these factors are not all-inclusive and need not be met to determine a Level 3 threat):</p> <ul style="list-style-type: none"> o Intent to harm is revealed o Motive exists o Ability to carry out the plan exists o Expressions of anger are pervasive o Clear evidence of plan/planning o Specific person, place or object targeted o The threat has been repeated over time or communicated to multiple persons
<p align="center">RULE 20: THEFT (Responsibility/Respect)</p>	
<i>Theft of Student, School or Private Property – Any Amount</i>	Steal or attempt to steal student, school or private property of any amount [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
<i>Theft of Student, School or Private Property over \$100.00 value</i>	Steal or attempt to steal student, school or private property over \$100.00 value; [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
<i>Theft of Employee Property any value</i>	Steal or attempt to steal employee property of any value [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
<i>Theft of Employee over \$100.00 value</i>	Steal or attempt to steal employee property over \$100.00 value; [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
<i>Robbery</i>	Steal or attempt to steal anything of value under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

DUE PROCESS PROCEDURES

Part II: Disciplinary Hearing Process

- a. NOTE: Upon implementation of the Title IX revisions released on May 6, 2021, any discipline incident, or portion of a discipline incident, which involves a Title IX matter or incident will be subject to the Title IX Grievance Procedure as detailed at <https://amanaacademy.org/about/governance/policies-procedures/>.

Discipline Team Meeting (DTM)

When a Principal recommends a long-term out of school suspension/expulsion, and the disciplinary hearing may potentially be waived, a Discipline Team Meeting (DTM), which consists of the principal/designee, the student behavioral specialist, and/or another representative from Amana administrative team, and the parent/guardian, will be offered to the parent/guardian within 5 school days of the first day of suspension. The student may be invited where practicable. The principal/designee will notify the Amana Academy Board, or Executive Director (Superintendent)'s designee, as soon as practicable after the investigation of the occurrence. The principal/designee should furnish the following

documents to the Executive Director (Superintendent) or designee, before or at the time of the Discipline Team Meeting: *witness/student statements; a current copy of the student's permanent record; a copy of the student's test record card; current status of the student's academic and conduct grades in all classes (progress reports); days present and absent (excused and unexcused absences); number of tardies and class cuts; detention assignments with reasons; anecdotal report citing discipline, attendance and academic records, and interventions offered at the local school including SST referral, counseling sessions, and parent/guardian conferences with dates, reasons, and results; copy of police report; special education, Section 504 or SST status (active enrollment or referral for any of these programs); SST reports; copy of the currently approved suspension letter that includes the school administrations' recommendation for consequences, and any other information or evidence relevant to the incident.*

The purpose of this meeting is for the team to discuss the investigation completed by the school, the discipline procedures afforded, and any information provided by the student and/or the parent/guardian. As this is a parent conference, the student's or parents' legal counsel may not attend. If the parent/guardian and school can reach an agreement about the disciplinary outcome and the parent/guardian waives the hearing in writing, then the hearing will be canceled. If the parent/guardian disagrees with the disciplinary outcome and the result of the DTM, or the parent/guardian does not attend the DTM, then the hearing will proceed as scheduled.

The following due process procedures only govern the suspension or the expulsion of a student from the school's regular educational program. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision, then such action of reinstatement shall not limit or prejudice the school's right to suspend or expel the student following that decision.

Discipline Hearing Procedures

Written Notice of Hearing: When Long-Term Suspension or Expulsion is recommended by the school, a

disciplinary hearing is required. The principal shall provide written notice of the relevant procedures to the student's parent/guardian. The notification shall include the following:

1. A brief statement of the act(s) the student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
2. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
3. A copy of the Disciplinary Hearing procedures included in this document.
4. The date, time and place of the hearing.
5. Whether witnesses are expected to be called at the hearing and a short summary of evidence that may be presented.
6. A statement that a hearing is required unless the parent/guardian waives the hearing.
7. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his choice
8. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

Delivery of Notification: The notice of hearing shall be delivered to the student and his parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

Continuance: If good and sufficient cause exists, the Executive Director (Superintendent) may

reschedule a hearing. Upon rescheduling, the Executive Director (Superintendent) must provide written notice of the rescheduled date and time of the hearing to the student's parent/representative/attorney either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation.

The student's parent/representative/attorney may request a continuance of the hearing from the Executive Director (Superintendent). Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented to the Executive Director (Superintendent) for approval.

If a continuance is requested or caused by the parent/student's representative, the student will continue to serve his recommended school level discipline (ISS or OSS) during the time of the continuance and until the hearing is conducted and the Amana Board has rendered a decision. If the continuance requested by parent/student's representative requires that the hearing occurs outside the 10-day maximum for suspensions, it is understood that the parent is knowingly waiving the right to accuse Amana Academy of not following approved due process procedures.

Waiver of Hearing: If the parent/representative/attorney waives the hearing, they may do so by requesting a waiver from the Executive Director (Superintendent) prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived by the student's parent/representative/attorney, the hearing will be held as scheduled, whether or not the student/parent/representative/attorney chooses to participate.

Record of Proceedings:

a. A verbatim record of the hearing shall be made and shall be available to all parties upon request. The cost of recording shall be borne by Amana Academy. Parents/student's legal counsel may request a copy of the recording. The cost of copies will be borne by the requestor.

b. A written transcript will be prepared by the Independent Hearing Officer if the Board so requests; or if the decision of the Board is appealed to the State Board of Education.

Burden of Proof: The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.

Legal Representation/Involvement of an Attorney: If the student is represented by an attorney, the Board attorney may be present. The Board attorney shall advise the Independent Hearing Officer as necessary. The student/parent/guardian must notify the Executive Director (Superintendent) not less than 48 hours prior to the hearing if the student may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.

Presentation of Evidence: The evidence for the school and student/ representative (if present) shall be presented to the Independent Hearing Officer. The administrator representing the school, the Board attorney, the student's representative, and the Independent Hearing Officer are entitled to question witnesses about any matters which are relevant to the charges against the student or the appropriate discipline. The Independent Hearing Officer has the authority to limit unproductively long or irrelevant questioning.

Procedural Objections: Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the Executive Director (Superintendent) no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

Independent Hearing Officer: Disciplinary Hearings will be conducted by an Independent Hearing Officer. The Hearing Officer will be approved by the Board but must also be qualified as per the requirements of SBOE rule 160-4-8-15. The Independent Hearing Officer will serve as the presiding officer(s) and will rule on issues of procedure and admissibility of evidence presented during the hearing. The Independent Hearing Officer, after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine if the recommendation forwarded by the school will be upheld. If not, the Independent Hearing Officer may

recommend other disciplinary action, such as, short-term suspension, long-term suspension, expulsion or no action at all.

Appeals: Any party may appeal the hearing decision to the Amana Board by filing a written notice of appeal within twenty (20) calendar days of the date of decision. The appeal letter should be addressed to the attention of the Chairman of the Board of Amana Academy and delivered to Amana Academy (the letter must be a hard copy; e-mail is not an acceptable format for an appeal letter). The letter should contain specific reasons for the appeal that relate to the procedural or legal violations that require an additional hearing.

The Amana Academy Board shall have the authority to suspend the decision of the disciplinary hearing officer during the period of appeal by the student to the Amana Academy Board. Upon the appeal of a decision of the Independent Hearing Officer to the Amana Board, the Board will address the appeal at its next called meeting and render its decision within 10 days after that meeting, excluding weekends and public and legal holidays. The decision shall be in writing and a copy shall be provided to the student/parent/guardian, and the Executive Director (Superintendent).

The Amana Academy Board will discuss the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal to provide clarification, if needed by the Board, during its review. Amana's Board review will be based solely on the record and written arguments submitted by the student (and family) and the Executive Director (Superintendent) if briefs are submitted. The Amana Board shall not hear any oral arguments as part of any appeal, nor shall it consider any evidence that was not presented at the disciplinary hearing.

The Amana Academy Board may take any action it deems appropriate. Any party may appeal the Amana Board's decision to the State Board of Education pursuant to O.C.G.A. §20-2-1160 (b) through (f) and regulations of the Georgia Board of Education governing such appeals. If an appeal to the State

Board is requested, a written transcript of the disciplinary hearing will be prepared and submitted to the State Board as provided in this Rule. The decision of the Amana Board will not be suspended during the State Board appeal period.

Students with Disabilities:

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

Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, and whose acts are determined by the school Administration to warrant long term suspension or expulsion, will be scheduled for a disciplinary hearing as per the aforementioned process (which applies to all students).

Prior to the disciplinary hearing, the disciplinary documentation, and a copy of the student's IEP (and other documents relevant to understanding of the student's disability) will be referred to the IEP/504 Committee prior to a disciplinary hearing for a Manifestation Determination meeting. The IEP/504 committee is responsible for determining if the student's conduct is a manifestation of his disability and whether such conduct warrants a change in placement or amendments to the Individual Education Plan (IEP) or 504 Plan.

If the IEP/504 committee determines that the student's conduct is a manifestation of the student's disability, the school will follow the recommendation of the IEP committee as it pertains to amendments of an IEP or 504 Plan.

If the IEP or Section 504 committee determines that the student's conduct is not a manifestation of the student's disability, the Disciplinary Hearing will proceed as scheduled within 10 days of the Manifestation Determination meeting, and within the parameters stated in this document. The IEP/504 committee will recommend a change of placement to ensure that the student is being served until the

date of the Disciplinary Hearing. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

Group Hearing:

When students are charged with violating the same rule(s) and have acted in concert, and the facts are basically the same for all students, a group hearing may be conducted for them if the Executive Director (Superintendent) believes that the following conditions exist: (a) a single hearing will not likely result in confusion and (b) no student will have his/her interests substantially prejudiced by a group hearing.

If during the disciplinary hearing, the Independent Hearing Officer finds that a student's interests will be substantially prejudiced by the group hearing, they may order a separate hearing for that student. Any student objections to participation in a group hearing should be in writing and received by the Executive Director (Superintendent) no less than 48 hours before the hearing.

Part III: Tiered Offenses and Disciplinary Responses:

Tiered Offenses:

The responsibility cycle included in the code of conduct handbook covers discipline for some more commonly known infractions of the student behavior code. However, parents and school administrators should refer to the remainder of the student code of conduct for more information about specific offenses and should contact the administration with questions or concerns.

This cycle cannot anticipate all possible misbehaviors. Typical Infractions of student behavior are tiered, and school administrators should consider the tier’s range of discipline when making discipline decisions. Unique, serious, or multiple offenses may result in more severe consequences. If a student’s behavior is a violation of more than one rule, the student may face more severe or “stacked” discipline to reflect these multiple offenses.

Tier I: Minor Acts of Misconduct	
Tier I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation. The school employee involved should intervene in the misconduct. If further action is necessary, the school employee should refer the student to the school administrator for disciplinary action. After hearing the student's explanation, consulting with staff members as needed and doing any other investigation deemed necessary, the administrator will decide on disciplinary action. <i>Disciplinary action can include supportive discipline management techniques, timeout, and/or no more than 3 days ISS</i>	
Honor Code	Excessive Tardies/Class Cuts
Horseplay, Rough or Boisterous Activities	Failure to attend Detention/ISS/Saturday School
Profane/Vulgar Language or Gestures towards a student	Improper Dress
Teasing/Taunting	Gambling
Fail to Follow Rules/Laws or Blatant Defiance of an Employee	Cell Phone/Electronic Devices/Recording Devices
Violate School Responsible Use Agreement	
Tier II: Intermediate Acts of Misconduct	
Tier II offenses are intermediate acts of misconduct that may include repeated acts of misconduct from Tier 1, acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple offenses may result in the offense being considered a Tier III offense. <i>Disciplinary action can include supportive discipline management techniques, timeout, ISS, and/or no more than 3 days OSS</i>	

Block Property/Traffic	Misrepresentation
Disruption/Disruptive Behavior	Category III Weapon/Dangerous Instrument/Unauthorized Item
Damage School/Private Property	Attendance
Alter School or Private Property	Theft of Student, School or Private Property any amount
Possess/Distributes on School or Private (non- drug items)	Mooning/Related Behavior
Trespass School Property	Bus Interference
Unauthorized Area	Encouraging Misconduct
Profanity towards an employee/verbal abuse of employee, staff, or visitor	Level 1 Threat
Tier III: Moderate Acts of Misconduct	
<p>Moderate acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of moderate or repeated misconduct. Unique, serious, or multiple occurrences may result in the incident being escalated to a Tier IV offense. (except for students in grades K – 2).</p> <p><i>Disciplinary action can include supportive discipline management techniques, timeout, ISS, and/or no more than 8 days OSS</i></p>	
False Fire Alarm	Sexual Battery
Harassment: Disability/Race/Color/National Origin/Religion/Sexual Orientation	Level 2 Threat
Arson of School or Private Property	Theft of Student/School/Private Property over \$100 value
Breaking/Entering Private Property	Theft of Employee Property any value
Unauthorized Entry of Unauthorized person(s)	Sexual Harassment
Battery Student/Other with or without Injury; serious injury	Technology/Computer Misuse
Fight Student/Other	Unauthorized Copy Computer Software
Assault/Threaten another person	Threat/Damage Property Using Tech
Stalking	Display Inappropriate Material Using Tech
False Identification Drug/Alcohol	Tamper/Phish/Hack School Network
Bullying	Sexually Explicit or Pornographic Material Using Technology
Offensive Material (Non-Technology)	Category II Weapon/Hazardous Object
Forcefully abduct, transport, detain a person	Sexual Harassment
Tier IV: Serious Acts of Misconduct	
<p>Serious acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of serious and repeated misconduct. Consequences may include out of school suspension (as outlined below) and a Disciplinary Hearing Referral with a recommendation for further actions such as long-term suspension, expulsion, and/or assignment to an alternative education program.</p> <p><i>Disciplinary action can include supportive discipline management techniques, timeout, ISS, and/or no more than 10 days OSS</i></p>	
Battery Employee <u>with</u> Physical Harm	Sexual Molestation
Battery Employee w/out Physical Harm	Off Campus Misconduct
Assault/Threaten Employee	Level 3 Threat

Group Fight	Bomb/Explosive Threat
Category I Weapons Firearm/Dangerous Weapon *Minimum Recommendation: Expulsion for one (1) calendar year.	Theft of Employee over \$100.00 value
Alcohol or Drug Sale/Distribution	Robbery

Positive behavior support and discipline management techniques:

Where appropriate, Schools should implement positive behavioral supports, as discussed in this code of conduct, and supportive discipline management techniques designed to improve the learning environment by improving student behavior and discipline. This may include the following and is not limited to:

- Classroom Interventions (assigned seats, etc.)
- Replacement or Payment for any Damaged Property
- Reflective Essay or other Reflective Activity
- Written Apology
- Role-Playing/Teaching of Expectations and Skills
- Participation in a School-Service Project
- Confiscation of Devices
- Conference w/Student, Caregiver(s), & Staff in Attendance
- Mediation
- Conference with School Resource Officer
- Saturday School
- Before or After School Detention
- Restorative Practices
- Administration Change of Class Schedule
- Behavior Expectation Contract
- Create a plan for Increased Supervision of Student
- Revocation of privilege to participate in social/extracurricular activities/ceremonies
- Digital Citizenship Activity
- School Counselor/Social Worker intervention related to the infraction
- Creation or review of a Tier II/Tier III academic/behavior plan
- Referral to Counselor/Social Worker/Psychologist for risk protocol
- Suspension from the bus *Students must attend school and parent(s) must provide transportation*
- Modification of FBA/BIP/IEP/504 (if applicable)
- Referral to community agency/provider
- Lunch Detention
- Temporary assignment to another classroom
- Time out (Up to a one-half school day)

ADDITIONAL NOTE REGARDING STUDENTS IN PRE-K THROUGH THIRD GRADE

Pursuant to O.C.G.A. 20-2-742: Students in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi- tiered system of supports, such as response to intervention. Multi- tiered system of supports' or 'MTSS' also may include a systemic, continuous-improvement framework in which data based problem-solving and decision making is practiced across all levels of the educational system for supporting students at multiple levels of intervention.

If such a student is receiving or has received a multi-tiered system of supports, the school has met these requirements.

This requirement does not apply if:

- the student possessed a weapon/ dangerous instrument or illegal drugs; and/or

- the student's behavior endangers the physical safety of other students or school personnel.

In addition, if student has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning any student in Pre-K through 3rd grade out-of-school suspension for more than five consecutive or cumulative days during a school year, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such IEP or Section 504 plan.

Part IV: Grievance Policy:

Amana Academy is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all of the families served. Should a parent/guardian of a student at Amana Academy feel that an issue has not been adequately addressed or resolved, however, s/he should use the following grievance procedure (except for Expulsion):

Step One - Informal Discussion: A parent/guardian having a problem, complaint, or dispute, either with a teacher or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom s/he has the problem, complaint, or dispute, within five working days of the occurrence or cause of such matter.

Step Two - Administrative Review: If the matter cannot thus be resolved through informal discussion, the aggrieved parent/guardian may make a request for a face-to-face meeting with the Head of Schools and any other person or persons whose actions or decisions give rise to the matter.

Step Three - Review by the Board of Directors: If the aggrieved parent/guardian remains unsatisfied after undergoing the administrative review process, s/he may, within ten business days after receipt of the Head of Schools' decision, file a written grievance, either electronically or through the regular mail, with the Board of Directors. The Board will ensure that the administrative review process has been completed before addressing the concerns of the aggrieved parent/guardian. The Board will respond within five working days of receipt of such grievance, by acknowledging such receipt to the aggrieved parent/guardian and informing the aggrieved parent/guardian of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) the aggrieved parent/guardian's right to appear at such meeting, voice his/her complaints, and bring witnesses to support his/her position. A Board representative will also inform the Head of Schools and any staff members directly impacted that a grievance has been filed. At the next full board meeting, during executive session, the aggrieved parent/guardian will be given the opportunity to present his/her grievance, including any witnesses who will speak on his/her behalf. The Head of Schools and/or any staff member directly impacted will be given the opportunity to speak. The Board Chair may limit the time of presentations as s/he deems appropriate. The members of the Board will also have an opportunity to ask questions of the parent/guardian, the witnesses who speak on his/her behalf, and the staff members. After the questioning, the Board will go into executive session 58 (board members only) to discuss the matter. The Board will vote on a resolution of the matter, and the Board Chair will issue the Board's written decision within ten business days after the board meeting at which the grievance was heard. All members of the Board, the Head of Schools, the aggrieved parent/guardian, and the staff member(s) directly impacted will receive a copy of the Board's written decision.

Parents may refer to the Genesis Grievance Policy for additional information.

Part V: Technology and Acceptable Use Policy:

Computer and Internet Use:

Computers are used to support learning and enhance instruction. Students will use computers as needed throughout the regular school day and have access to the Internet. Internet users are expected to use the Internet as an educational resource. The use of technology is a privilege and student use is contingent upon the ability to use it in a responsible, efficient, ethical and legal manner.

By accepting and using this device, I agree to the following terms:

Device User Acceptance

Purpose: In order to support learning, Amana West is providing devices to elementary students for in-school use only. Like a textbook, the device is a resource to support learning.

Students with devices are required to follow the guidelines within this document, as well as all school, classroom, and Amana Academy policies and procedures regarding behavior and technology use.

Contact Person: If you have questions or concerns, please contact your school administration.

Receiving/Using the Device: Parents and students must agree to this document.

Damage and Loss: All Amana Academy-issued devices are the property of Amana Academy. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the fines outlined in this document.

Responsible Device Use: All users of Amana Academy-issued devices must follow the expectations outlined in the Amana Academy Policy and Operating Guidelines. Failure to follow these expectations will lead to applicable student disciplinary consequences. Students may not exhibit inappropriate behaviors, or access prohibited materials with the device, at any time, at any location. Students will be subject to disciplinary and/or legal action if they use the device for inappropriate activities.

Privacy: Nothing done on Amana Academy-issued devices is private. Amana Academy staff may, at any point, confiscate and search the contents of any Amana Academy-issued electronic device.

*Amana Academy recognizes all aspects of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Educational Rights and Privacy Act (FERPA).

Applications: Amana Academy has researched key applications which will be preinstalled on each device. Throughout the year, additional applications may be added to support learning. Purchasing and installing these applications is the responsibility of Amana Academy. No one other than an authorized school official may add or delete applications from an Amana Academy-issued device. Hacking or other destruction of devices is not permitted.

Fines for Device Damage, Loss, or Theft

If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian are responsible for the following fines during the school year:

**Full replacement cost for devices includes the device, all accessories, software licenses and setup.*

- Lost and Damaged Devices
- Lost/stolen \$250
- Damaged \$100+ (up to \$250 based on damages)
- Accessories – Lost or damaged \$30 for each accessory

STUDENT PLEDGE

1. I will take good care of my school-issued device.
 - a. Cords and cables must be inserted carefully into the device to prevent damage.
 - b. Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
 - c. Report any software/hardware issues to your teacher as soon as possible.
 - d. Keep the device in a well-protected, temperature controlled environment when not in use.
2. I will never loan out my school-issued device to other individuals.

3. I will keep food and beverages away from my device since they may cause damage to the device.
4. I will not disassemble, hack into or destroy any part of my or any school-issued device or attempt any repairs.
5. I will protect my school-issued device by only carrying it while in the case provided and never placing it on the floor.
6. I will use my school-issued device in ways that are appropriate and meet the school's expectations. If I use my device in a way that is inappropriate, I may be disciplined by the school.
7. I will not place decorations (such as stickers, markers, etc.) on the school-issued device. I will not deface the serial number sticker on any school-issued device.
8. I understand that my school-issued device is subject to inspection at any time without notice and remains the property of Amana Academy. Nothing I do with the device is private, and nothing I have on the device is private.
9. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
10. I understand that if I damage or lose my device, or if it is stolen, I may be fined.

Acceptable Use for Local/Wide Area Network and Internet Access

Amana Academy West Atlanta provides the use of computer and Internet access for educational use only. In order for students to use the Internet, please review these guidelines with your child and indicate your permission for your child to use the Internet.

1. Use the computer and Internet only with your teacher's permission and for the purpose your teacher has requested.
2. Your school computer files are not private and your teacher, administration, or school technology specialist may see them at any time.
3. Respect copyright laws: Do not copy materials without permission. Be sure to tell where you found your information.
4. Do not give your password to anyone.
5. Do not enter information about yourself.
6. Do not agree to enter chat rooms without your teacher's permission and do not agree to meet anyone.
7. Ask your teacher about any messages that you receive that are not appropriate and make you feel uncomfortable.
8. Do not attempt to access profane, obscene, or any other inappropriate material. If you do so accidentally, notify your teacher right away.

9. Do not enter inappropriate or hurtful language into the computer.
10. Students will be disciplined according to the general disciplinary practices if they do not follow these guidelines or if they utilize the computers and Internet inappropriately. Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, 16-9-93, and 16-9-93.1 as well as United States Public Law 106-554, known as the Children's Internet Protection Act.

Part VI: Rights under the Family Educational Rights and Privacy Act (FERPA):

- (1) The right to inspect and review the student's education records within 45 days of the day Amana receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the education records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected or retrieved.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Amana Academy to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If Amana decides not to amend the record as requested by the parent or eligible student, Amana will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- (2) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Amana as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Amana Governance Board; a school approved volunteer; a person or company that is under the direct control of Amana with respect to the use and maintenance of education records and with whom Amana has contracted or who volunteers to perform a service or function for which Amana would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Amana discloses educational records, without consent, to officials of another school in which a student seeks or intends to enroll.

- (3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Amana to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20212-5920.

- (4) Amana may disclose appropriately designated "directory information," for educational and legal compliance purposes, to governmental agencies and offices (including the US Armed Forces) to non-profit entities for school support purposes, or to educational technology providers as deemed appropriate by Amana to access educational services, without written consent, unless you have advised Amana to the contrary.

Amana Academy also may include personally identifiable information in school publications such as a playbill showing your student's role in a drama production; the annual yearbook; graduation videos or graduation announcements/celebrations; honor roll or other recognition lists; graduation programs; and sports event publications, such as a football game program.

Amana Academy may also display directory information on school, personnel, classroom or school websites, blogs, or social media (such as Facebook, Twitter, Instagram or similar) for the purposes of instruction, recognizing student achievement or informing the community about school or classroom activities and events

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes a student's name, address, email addresses, phone number(s), date and place of birth, grade level, dates of attendance and most recent previous school attended, degrees/honors/awards received, photograph/peripheral student images or audio (see information below), participation in school activities and sports, as well as weight and height of members of athletic teams, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems (subject to Amana's determination that this information cannot be used to access education records without a PIN, password, etc.--a student's SSN, in whole or in part, cannot be used for this purpose) or similar information.

Amana Academy records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms, and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school/personnel publications and websites, blogs, or social media. In many cases, recordings contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class, and attending to classroom or school activities.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing, being involved in, or witnessing a violation of law or school rule, procedure, or policy. Amana may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis.

Parents/Guardians of students under 18 years of age or a student 18 year of age or older objecting to the release of this information should request a form from the Assistant Principal in order to place their objection in writing to the student's Assistant Principal, no later than August 31 of each school year or within ten calendar days of the student's enrollment.

Objections must be renewed each school year.

COMPULSORY EDUCATION O.C.G.A. § 20-2-690.1:

Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that has more than 5 unexcused absences*, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

- ☐ Fine – not less than \$25.00 and not greater than \$100.00
- ☐ Imprisonment – not to exceed 30 days
- ☐ Community Service – or any combination of such penalties at the discretion of the courts
- ☐ Each day absent after 5 unexcused absences will constitute a separate offense

* Additional information on unexcused absences and consequences are outlined on Amana's website.

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before student's is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding,
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise, distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students,
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Amana maintains policies or procedures, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Amana will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Amana will also directly notify (such as through U.S. Mail, e-mail, or hand delivery) parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Amana will make this notification to parents at the beginning of the school year if Amana has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

Title IX and Equal Educational Opportunities for Students

In accordance with the provisions of Title IX of the Educational Amendments of 1972, the

Amana Governance Board does not discriminate against students on the basis of gender in the educational programs and activities that it operates. No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, or other educational program or activity operated by this school.

The Amana Governance Board believes that all students should be able to enjoy an educational environment free from all forms of gender discrimination, including sexual harassment. Sexual harassment undermines the integrity of the educational environment. It is a form of sex discrimination prohibited by Title IX. Amana is committed to upholding these laws and takes discriminatory behaviors seriously. Therefore, Board policy prohibits even acts of sexual harassment that may not rise to the level of a violation of federal law.

Harassment and Inappropriate Technology Use

Parents should have a serious conversation with their students about the harmful effects of sending out inappropriate videos, pictures, or information, or using technology to harass or threaten someone. Students should also be told about the serious emotional, educational, and criminal impacts that harassing, bullying, or threatening another, or sending or viewing sexually explicit information, may have. Georgia law and the Student Code of Conduct permit serious penalties for students who engage in these behaviors. For instance, these behaviors can result in expulsion, criminal charges for terroristic threats or child pornography.

Social Networking Web Sites

Social networking websites and applications such as Twitter, Instagram, TikTok, Snapchat or Facebook, can become a hurtful or dangerous place for students if left unsupervised.

Students are sharing information or acting upon negative information that they have posted or read. This creates disruptions to student relationships and the learning environment. Please talk with your child about the importance of never posting or sharing something mean, hurtful, profane, or obscene online or through other technology.

Recommendations

Open communication and being able to access and review the content of your child's social media accounts, internet use, and cell phone use is a step in the right direction for student safety. Remember that students sometimes share personal information that jeopardizes their safety.

Online predators may use this information to search for potential victims. These predators may also pose as teenagers or young adults in order to establish relationships with young people.

Your support in keeping our students safe is greatly appreciated! Please contact your school administration with any questions or concerns.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students.
34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to Amana's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that Amana will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by Amana regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to Amana's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of Amana's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other school employees are not considered impartial hearing officers), you have a right to a review of that decision according to Amana's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to Amana Academy's actions or inactions regarding your child's identification, evaluation, or

educational placement under Section 504. Requests for an impartial hearing must be in writing to Amana's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate Amana's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through Amana's Section 504 Coordinator. Amana's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

- Hearing Request: The Request for the Hearing must include the following:
 - The name of the student.
 - The address of the residence of the student.
 - The name of the school the student is attending.
 - The decision that is the subject of the hearing.
 - The requested reasons for review.
 - The proposed remedy sought by the grievant.
 - The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

2. Mediation: Amana may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and Amana Academy must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, Amana will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
3. Hearing Procedures:
 - I. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
 - II. Upon a showing of good cause by the grievant or Amana, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
 - III. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
 - IV. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
 - V. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot

be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of Amana, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant's testimony and answer questions posed by the review official.

- VI. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre- hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
 - VII. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
 - VIII. The hearing shall be closed to the public.
 - IX. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
 - X. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
 - XI. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
 - XII. Unless otherwise required by law, the impartial review official shall uphold the action of Amana Academy unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - XIII. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.
- 4. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
 - 5. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Amana West Atlanta's Section 504 Coordinator at the following address: Amana West Atlanta - Attn: Toni Fuller, 504 Program Administrator - 5540 N Allen Rd SE, Mableton, GA 30126 - Phone: (678) 331-9351

PARENT AND STUDENT RECEIPT ACKNOWLEDGEMENT FORM (MUST BE COMPLETED AND RETURNED TO THE SCHOOL)

We have received the Student Code of Conduct & Discipline Handbook and all included documents and understand that we are responsible for reading and understanding this information. Parents are responsible for ensuring their student(s) understand this information.

We also understand that this Student Code of Conduct & Discipline Handbook contains rules that students are expected to follow, including but not limited to, rules that must be followed at school, on school grounds; off school grounds at a school activity, function or event, going to and from school or other transportation provided by Amana, at school bus stops; while in any vehicle used in connection with a school function or activity, or while using the school technology resources.

We also understand that this Student Code of Conduct & Discipline Handbook contains information about possible legal consequences if a child does not attend school as required by Georgia law in § 20-2-690.1. If a child has more than five (5) unexcused absences, parents, guardians, or other persons who have control or charge of a child are subject to fines, imprisonment, community service or any combination of these penalties.

We also understand that in addition to school-based discipline of students, student misconduct may be reported to appropriate law enforcement authorities. Amana encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

We understand that all volunteers who work with children in the state of Georgia are required by law to report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5.

We understand that, upon implementation of the Title IX revisions released on May 6, 2021, any discipline incident, or portion of a discipline incident, which involves a Title IX matter or incident will be subject to the Title IX Grievance Procedure as detailed at <https://amanaacademy.org/about/governance/policies-procedures/>.

We understand that each student will be provided one copy of this Student Code of Conduct. Anyone requiring an additional copy should contact their local school administrator or review a copy on Amana's website www.amanaacademy.org/westatlanta.

If I/We have any questions about the enclosed information, I/We will ask a school administrator to discuss those questions. Failure to sign and return this form does not relieve me/us or my/our child(ren) from complying with and understanding the information enclosed in the Student Code of Conduct & Discipline Handbook.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name (Please Print)

Student Signature (if over 10 years old)



It is the policy of Amana Academy not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.