



DuBois Integrity Academy

Parent & Student

Handbook

Updated September 2024

DUBOIS INTEGRITY ACADEMY

(DuBois Integrity Academy Administration reserves the right to revise or modify this handbook at any time.)

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DUBOIS INTEGRITY ACADEMY

GOVERNANCE BOARD

Mrs. Deatrix (Dee) Morris RET USAF LTC, Board Chair

Mrs. Sonya Lewis, MED, 35 Yr. Veteran Educator, Board Vice Chair

Mr. Charles Merritt, CPA, Board Treasurer

Mr. Robert (Bo) Culver, CPA, Board Secretary

Attorney Robert L. Mack, Board Member

Kenneth Mitchell, Board Member

Gwenetta Ross, Board Member

EXECUTIVE ADMINISTRATION

Mr. Craig Cason, Founder & Executive Director

Dr. Stephanie Payne, Deputy Superintendent

Dr. LaQuitta Yusuf, Elementary Principal

Mr. Kenneth Scott, Middle School Principal

Ms. LaKeesha Jones, Asst. Principal (K-5th)

Dr. Chenee' Gilbert, Asst. Principal (K -5th)

Ms. Jayla Rutledge, Asst. Principal (6th- 8th)

Mr. Calvin Lewis, Asst. Principal (6th-8th)

Dr. Willie Herenton, CEO, DuBois Charter School Consortium

The logo for DuBois Integrity Academy is a circular emblem. It features a central shield with a red and white design. The shield is surrounded by a blue ring containing the text "DUBOIS INTEGRITY ACADEMY" at the top and "Riversdale, Georgia" at the bottom. The text "OUR VISION" is centered over the top part of the logo.

OUR VISION

The Vision of DuBois Integrity Academy - The Vision of DuBois Integrity Academy is to be a Blue Ribbon High Performing Charter District preparing students to compete globally

OUR MISSION

The Mission of DuBois Integrity Academy is to prepare college and career ready scholars who are confident and inquisitive lifelong learners.

at DIA We Believe -

THE TEACHERS, ADMINISTRATORS AND STAFF AT DUBOIS INTEGRITY ACADEMY ARE UNITED IN THEIR BELIEF THAT ALL CHILDREN:

- **Have the power to learn**
- **Are curious and creative**
- **Can Succeed**

No two students have exactly the same skills or learning styles. That's why we create an individual learning plan for every child. Our plan combines direct instruction, small-group work, and one-on-one instruction in a way that works for your student.

WE LOVE BEING EDUCATORS AT DIA!

DUBOIS INTEGRITY ACADEMY PARENTS AND SCHOLARS HANDBOOK



DUBOIS INTEGRITY ACADEMY CREED

WE ARE DUBOIS INTEGRITY ACADEMY SCHOLARS
WE ARE DESTINED FOR GREATNESS
WE ARE READERS, LEADERS, AND CREATORS

WE ARE EXCELLENT IN CHARACTER AND BEHAVIOR WE
ARE THE PROMISE OF THE AMERICAN DREAM
PREPARING TO COMPETE GLOBALLY

WE ARE CHAMPIONS!

WE GOT THIS!!!



DUBOIS INTEGRITY

A STEM CHARTER SCHOOL

STEM

ACADEMY

Science Technology Engineering Math

DuBois Integrity Academy will offer a STEM curriculum for students In Kindergarten through Grade 8. A world-class education begins the moment your child enters our school doors. STEM which is an acronym for educational standards centered on Science, Technology, Engineering, and Math. Educators realize that children in the United States are falling behind other industrialized countries in science, math, and other technological skills needed to compete globally.

DIA will help close this gap by ensuring our Scholars have daily exposure to the best educational practices possible. STEM offers promising practices that have been shown to be highly effective in raising achievement, and preparing students for college at an early age and beyond. Our HIGH EXPECTATIONS begin in Kindergarten, and continue throughout the school for EVERY SCHOLAR.

GEORGIA STEM INITIATIVE

GEORGIA'S NEXT GENERATION SCIENCE STANDARD

Business leaders in Georgia have sounded an alarm. They cannot find the science, technology, engineering, and mathematics (STEM) talent they need to stay competitive. Students' lagging performance in K-12 is a critical reason why.

To address this challenge, Georgia is raising the bar. The state has joined 44 others in adopting high math standards for K-12-the Common Core State Standards-and is working with other states to create rigorous assessments aligned to those standards. These are promising steps, but the state must do more to succeed amid profound political, practical, and financial challenges.

Georgia needs to ensure that schools and students have opportunities to meet a higher bar. The good news is that students have made real progress in math over the past decade. Yet not enough students get the chance to learn rich and challenging content that prepares them for college and careers. Few eighth graders have teachers with an undergraduate major in math or science. Large racial and ethnic achievement gaps persist in Georgia, as in all states.

Georgia sees less bang for its buck than many other states when it comes to its educational investments. Smart investments will be critical as business leaders' work with educators and state leaders to tackle new reforms in lean times. Science is the next frontier for better standards and higher expectations. Twenty" six states, including Georgia, are collaborating on common "Next Generation" content standards in science.

STEM: A NATIONAL PERSPECTIVE

America is losing its competitive edge in the fields of science, engineering, and math. In the United States, student achievement in mathematics and science is lagging behind students in much of Asia and Europe. International test scores tell us that in science U.S. eighth-graders were outperformed by eighth-grade students in Singapore, Chinese Taipei, Republic of Korea, Hong Kong SAR, Estonia, Japan, Hungary, and Netherlands. In math, U.S. eighth-graders were outperformed by their peers in 14 countries: Singapore, Republic of Korea, Hong Kong SAR, Chinese Taipei, Japan, Belgium, Netherlands, Estonia, Hungary, Malaysia, Latvia, Russian Federation, Slovak Republic, and Australia. The 2010 ACT College and Career Readiness report found only 29% of the tested 20 | O graduates are considered college-ready in science and 43% are considered college-ready in math.



DUBOIS INTEGRITY ACADEMY STEM

We believe, "It's never too early for children to DREAM about their future." How can we expect students to dream of their lives in the future if they don't know what they can dream about? DIA's STEM curriculum will give our students motivation to "dream BIG." At DIA, we want our Scholars to love learning. Our STEM Academy will be hands-on, and include science-inquiry labs, and projects-based learning that have meaning and purpose such as doing our part to reduce pollution, and create a healthier planet.

Our teachers will be trained to deliver the highest quality STEM lessons based on the Next Generation Science Standards, and Georgia Core Standards. Teacher professional development will include:

- **A better way of teaching students to understand STEM,**
- **Personalizing STEM learning in the classroom,**
- **Making STEM relevant in the lives of students,**
- **STEM professional learning communities,**
- **Incorporating STEM and project-based learning in the classroom,**
- **Infusing technology into science education.**

We believe that learning should be rigorous, intensive, meaningful, and stretching (going beyond the easy stuff to the big ideas). If we can excite our children, they will want to learn about STEM, and where it can take them in the future. Our Scholars will be encouraged to always "work hard." Because of their effort and hard work, they will achieve more than they may believe possible. Our goal is to create life-long learners that don't give up when something gets hard, but to push until they conquer it with a smile on their face; because they are champions!



COMMITMENT TO EXCELLENCE

DIA Staff commits to fulfilling our mission and vision in the following ways:

- 1. We will arrive at our school and report for duty daily by 7:20 AM (Monday- Friday).**
- 2. We will remain at our school until 4:00 PM (Monday- Friday).**
- 3. On Tuesdays, I will remain at school until 5:00 or 5:30 PM for Staff Meetings or Professional Development sessions as scheduled by the Principal.**
- 4. We will demonstrate SHARING by caring, supporting, and encouraging each other.**
- 5. We will have HOPE that our hard work matters to those around us, and we will have a positive impact on the lives of scholars, and have confidence they will have a promising future.**
- 6. We will TRUST in the ability of ourselves and our colleagues to educate our scholars in ways that increase their academic achievement, and prepares them for college.**
- 7. We will RESPECT one another in words, deeds, actions, and attitudes. We will model respect for our scholars. and expect respect from them.**
- 8. We will demonstrate HONESTY every day by telling the truth, speaking the truth, and leading our scholars in a positive direction.**
- 9. We will show TEAMWORK and LEADERSHIP by collaborating with one another around effective instructional practices. strategies, and best practices to create a superb learning environment, and school culture for scholars.**
- 10. We will teach using research-based curriculum, best practices. and materials, and do *whatever It takes* to help our scholars learn and achieve.**
- 11. We will always make ourselves available to scholars, parents, and address any concerns or questions they may have.**
- 12. We will always do our best to make sure our scholars and parents feel valued and respected.**
- 13. We will always protect the safety, interests, and rights of all individuals in our classrooms.**
- 14. Paraprofessionals agree to remain at our school on Tuesdays to 5:00 PM or until after the *After-School Academy* Teacher returns from Staff Meetings or Professional Development sessions.**

Failure to adhere to these commitments can lead to our being de-selected as a DIA staff member.

Signature _____ Date _____



COMMITMENT TO EXCELLENCE

FAMILY COMMITMENT:

We commit to fulfilling DIA's mission and vision in the following ways:

- 1.) We will make sure that our child arrives at school every day between 7:30-7:55 AM (Monday- Friday).
- 2.) We will honor and reinforce our **DIA Values:** Sharing, Hope, Trust, Respect, Honesty, and Team work!
- 3.) We will help our child in the best way we know how and we will do whatever it takes for him/her to learn.
- 4.) We will always make ourselves available to our children, the school, and any concerns they might have.
- 5.) We will notify the office as soon as possible if our child is going to miss school, and we will read carefully all the papers, emails, ad correspondence that the school sends home to us.
- 6.) We will allow our child to go on educational field trips.
- 7.) We will make sure our child follows the **DIA School Dress Code** and **Student Code of Conduct** behavior standards.
- 8.) We understand that our child must follow the school expectations so as to protect the safety, interests, and rights of all individuals in the classroom. As parents, we, not our school, are responsible for our child's behavior and actions.

We understand that not fulfilling these commitments will result in consequences for our child's academic progress, growth as a student, and his/her privileges at DuBois Integrity Academy.

Parent Signature _____ **Date** _____

Student Signature _____ **Date** _____



COMMITMENT TO EXCELLENCE

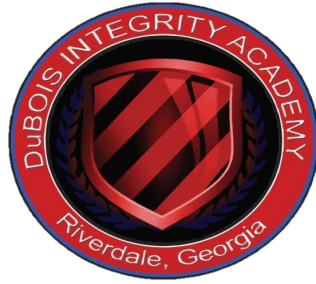
SCHOLAR'S COMMITMENT:

I promise that:

- 1.) I will come to school every day ON TIME.
- 2.) I will WORK HARD and do my best, keep trying, and I will never give up.
- 3.) I will be KIND and CONSIDERATE to my teammates and teachers and apologize if I make a mistake.
- 4.) I will wear my SCHOOL UNIFORM every day.
- 5.) I will FOLLOW my teachers' instructions.
- 6.) I will SHARE class materials with my teammates.
- 7.) I will have HOPE in myself and my teammates' ability to go great work.
- 8.) I will TRUST my ability to grow, achieve, and learn new things.
- 9.) I will have RESPECT for myself, my teammates, and my teachers and staff at the school.
- 10.) I will show HONESTY by telling the truth, completing my own work, never cheating, and doing the right thing, even when no one is looking.
- 11.) I will believe in the power of TEAMWORK and LEADERSHIP-by working together, we can accomplish more.

I understand that If I do not keep these promises, I will lose privileges and It will make It harder for me to have good achievement at school.

Print Name: _____ **Date:** _____



6479 Church St.
Riverdale, GA 30274
770-997-4860

Dr. S. Payne – Deputy Superintendent
Dr. L. Yusuf – Elementary Principal
Mr. K. Scott – Middle Principal

2023-2024 Revised 09/5/2023 This compact was jointly developed.

What is a School-Parent Compact?

A compact describes how we will strive to work together as parents, scholars, teachers, and administrators to make sure all DuBois scholars achieve success at the highest standard.

Who are the Stakeholders?

Parents ~ Students ~ Teachers ~ Administrators

What's our Goal?

The percentage of students scoring at Developing Learning or above on the Georgia Milestone Lang. Arts will increase by five percent. The percentage of students scoring at Developing Learning or above on the Georgia Milestone math will increase by five percent. The percent of DIA K-8th grade students scoring proficient in Math and Reading on MAP will increase annually 10 point from Fall to Spring.

PARENT /GUARDIAN RESPONSIBILITIES

I want my child to achieve, therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for reading nightly and practicing math fluency with my child nightly.
- Attend parent-teacher conferences and communicate regularly with my child's teacher to ensure his/her academic success in math and reading.
- Support the school and staff in maintaining proper discipline.
- Ensure my child abides by the dress code.
- Check my child's homework folder in math and reading and agenda daily for correspondence.

SCHOLARS RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time to improve my math and reading skills.
- Complete assignments and homework in math and reading.
- Come to school prepared with supplies to study math and reading.
- Work cooperatively with classmates, teachers, and staff.
- Abide by the school dress code.
- Follow all school norms: (SLANT)

Sit Up
Listen
Ask Questions
Nod
Track the Speaker

TEACHER RESPONSIBILITIES

It is important that my scholars achieve, therefore I will:

- Hold high expectations for all scholars, believing that all scholars can learn in math and reading.
- Show respect for all scholars and for their families as they work together to improve math and reading skills.
- Provide high-quality instruction in math and reading in a supportive and non-threatening environment.
- Communicate regularly with my scholars and their families through conferences, newsletters, phone calls, and PBIS by giving tips and activities related to math and reading.
- Update Infinite Campus weekly.
- Promote and model school norms.

Date ____

Parent/Guardian Signature _____

Teacher Signature _____

Student Signature _____

Administrator Signature ____

Strategies to meet our Goals

Teachers, Parents, Students, and the school will collaborate to meet the needs of our Scholars by:

- Parent Nights are provided throughout the year to promote literacy and math strategies as well as fluency.
- Technology workshops are provided to parents. Parents are trained on the technology that students use in their classroom as well as at home to complete assignments and connect with their teachers.
- Parents are given newsletters and pacing to inform them of what students are learning in their classes.

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act the **DuBois Integrity Academy** would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact Dr. Stephanie Payne, at (770)997-4860.

Sincerely,

Dr. Stephanie Payne, Deputy Superintendent

DuBois Integrity Academy

DUBOIS INTEGRITY ACADEMY PARENTS AND SCHOLARS HANDBOOK

PARENT VOLUNTEER INFORMATION

DuBois Integrity Academy Parent Volunteer Information

DuBois Integrity Academy emphasizes and supports the use of parent volunteers within the school community while ensuring the safety of all scholars at **DuBois Integrity Academy**. We strongly encourage each parent/family to volunteer at least 30 hours during the school year. Parents offering to volunteer during the school day will be assigned to a specific duty by the administrative team.

School safety is a top priority. By keeping track of parents who have agreed to volunteer at the school we can ensure that every adult who is on campus should be on campus. We can keep track of those individuals if presented with an emergency situation during the school day.

SCHOOL PROCEDURES FOR BACKGROUND

After much consideration and consultation with the Georgia Department of Education and The State Charter School Commission of Georgia, the Governance Board of DuBois Integrity Academy has adopted the following policy for Parent Volunteers.

All parents/guardians that volunteer or participate in activities involving DuBois Integrity Academy Students during school hours or school sponsored field trips by state law must attend a "Mandated Reporting Seminar on Child Abuse & Neglect " and receive a certificate of completion. FERPA Guidelines for parent/ guardian volunteers require that ALL parent volunteers must watch a very brief (about 3 minute) video that outlines the FERPA guidelines that must be followed and how they relate to volunteers working in schools. Anyone volunteering must watch the video and sign the agreement.

All parents/guardians that volunteer or participate in activities involving DuBois Integrity Academy Students during school hours or school sponsored field trips must complete a criminal background check and submit evidence of compliance confidentially to the School Administrative office located at 6504 Church Street, Riverdale, Georgia 30274. You can obtain the criminal background check by visiting the Headquarters of the Clayton County Police Department located at 7911 N McDonough Street, Jonesboro, Georgia 30236. The fee is \$20.00 and they will process the document while you wait.

Parent Volunteer Expectations for DuBois Integrity Academy

All information that a parent comes across in the classroom is considered confidential and should not be discussed with other students, parents or staff outside of the classroom environment. For safety reasons, parents who volunteer at **DuBois Integrity Academy** should check into the office prior to assisting in the classroom and sign inside of the Parent Volunteer Binder. Parents should list the classroom and timeframe they will be in that classroom. This way all school personnel know you are on campus and also know your exact whereabouts in the event of a disaster.

Parents are asked to check in with the administrative office and carry out the assigned directives. Parents are asked to wear a Parent Volunteer I.D. so that support staff can identify the parent while on campus. Parents must sign in daily.

Parents should not bring other children onto campus with them while volunteering. Parents are important to DIA and we encourage kind, positive and enthusiastic comments and actions by all **DuBois Integrity Academy** community members. **Please be aware that anything adults say or do is observed by children.**

Top 10 Things Parent Volunteers Can Do to Help

- 1.** Joining and supporting the PTO.
- 2.** Volunteer to chaperone an educational field trip.
- 3.** Volunteer in my school's office, play works or cafeteria.
- 4.** Volunteer for our school's fundraising campaigns.
- 5.** Volunteer to be a "Reading and Math Buddy."
- 6.** Volunteer to be a tutor, mentor, or project partner.
- 7.** Volunteer to help in our school's STEM Lab.
- 8.** Volunteer to help with other school projects.
- 9.** Volunteer my professional skills and expertise.
- 10.** Volunteer to make copies for teachers and students of handouts and other needed classroom materials.

Parent Volunteer Agreement

I acknowledge that I am strongly encouraged; however, not required to volunteer at **DuBois Integrity Academy a minimum of 30 hours during the school year**. I also acknowledge that by signing this Agreement and agreeing to abide by the requirements that I am setting an example for my child to follow at **DuBois Integrity Academy**. I agree to abide by the Parent Volunteer Agreement and requirements of **DuBois Integrity Academy** and pledge as follows:

1) I pledge that I will not enter **DuBois Integrity Academy** premises under the influence of alcohol, drugs, or any other intoxicating or hallucinating causing substances. I understand that if I attempt to enter **DuBois Integrity Academy** premises under the influence of these substances I WILL NOT BE ALLOWED to enter.

2) I understand and agree that upon entry **DuBois Integrity Academy** premises I will refrain from using alcohol, tobacco products of any sort, drugs, or any other intoxicating/hallucinating causing substances. If I am found to have used any of these mentioned items while on the premises of **DuBois Integrity Academy**, I will be asked to vacate the premises, and I agree to LEAVE THE PREMISES AND NOT RETURN.

3) I understand and agree that should I be asked to exit the premises of **DuBois Integrity Academy for disrupting the educational environment**, I will not be allowed to re-enter the premises. I agree NOT to use profanity or exhibit any other loud disorderly unprofessional behavior on DIA premises.

4) I understand that if a concern arises dealing with a scholar (not my child), I will involve a teacher or faculty member; and in no way have inappropriate contact with children.

5) I understand that all information that I may come across is confidential and cannot be shared outside the classroom environment.

Parent Volunteer Printed Name: _____

Parent Volunteer Signature: _____

Date: _____

School Year: _____

DUBOIS INTEGRITY ACADEMY

PARENT INVOLVEMENT OUTREACH PLAN

Our Outreach Strategies for Parental Involvement

Type I-Parenting

Assisting families with parenting and child rearing skills, understanding child and adolescent development, setting home conditions that support children as students at each age and grade level, and assisting schools to understand families

Type II-Communicating

Designing effective forms of school-to-home and home-to-school communications about school programs, skills required to pass all subjects in each grade, and children's progress

Type III-Volunteering

Recruiting, organizing, and recognizing volunteer help and support occurring in the school and outside of the school

Type IV-Learning at Home

Providing information and ideas to families about how to help students at home with homework and other curriculum related activities, decisions and planning

Type V-Decision Making and Advocacy

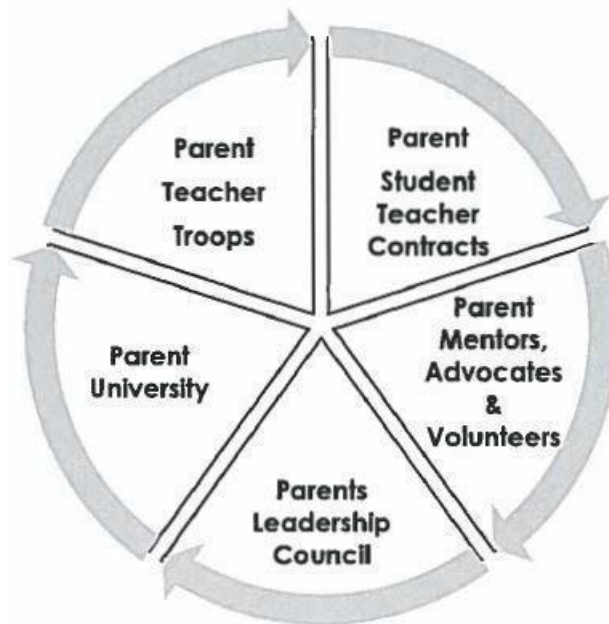
Including families as participants in school decisions and developing parent leaders and representatives from all groups

Type VI- Collaborating with the Community

Identifying and integrating resources and services from the community to strengthen school programs, family practices, and student learning and development

Source: Epstein Framework/or Six Types a/ School, Family and Community Partnerships

MODEL FOR PARENT AND FAMILY ENGAGEMENT



Parent/Student/Teacher Contracts: *Contracts* are written and communicated agreement between parents, teachers, and students that define a set of values, expectations and school culture that revolve high expectations for learning and behavior.

Parent Mentors, Advocates & Volunteers: *Parent Volunteers* will serve as their child's most "appreciated" advocate when it comes to ensuring their child(ren) is receiving a "quality" education without excuses. In doing so, parents will be encouraged to ask questions, take advantage of the school's open-door policy, provide suggestions and input and attend school board meetings and school events.

Parent Volunteers: Parents will serve as school volunteers upon agreed upon schedule, tasks, responsibilities, and experiences. Parents will serve as mentors which will include; but not be limited to serving as "tutors and reading and project buddies."

- . **Parents Leadership Council: Parents Leadership Council** is a group of parents selected by the school and their peers to serve as an empowerment to the Parent-Teacher Organization/Parent Leadership Council (PLC) for the Charter School Leader, the DIA Governance Board and other parents.
- . **Parent Ambassadors:** The PLC will also serve as Parent Ambassadors for the community at large focused school improvement.
- . **Parent University: *Parent University*** is a collection of strategies/ courses that the School Leader and consultants will use to immerse parents in authentic interactions with School staff and the Community to ensure a "connectedness" built around student achievement. parent involvement, and school safety goals.
- . **Purposeful Parent Involvement:** Parent University will engage parents in self- improvement initiatives such as financial literacy, health and wellness seminars, workforce development opportunities, and other parental training opportunities. Partnerships will be developed with colleges and universities and industry leaders to empower parents to break the cycle of generational poverty in the community.

Parent/Teacher Troops: *The Parent/Teacher Troop* is a Partnership between parents, school and teachers designed to accomplish these goals:

- Train unemployed parents and grandparents to serve as substitute teachers for the charter school in the event the teacher is sick or on other approved leave. (Background checks will be conducted prior to hiring subs.)
- Provide a respectful substitute teacher stipend to unemployed parents and grandparents who serve as substitute teachers. (The "It takes a village to raise a child approach.")
- Involve parents and grandparents in the charter school in meaningful ways while giving them pride and ownership in the school as a whole.



Before and After Care Rate Sheet

- Registration Fee: \$25.00 per child
- Before Care: Kinder – 5th Grade 5:45AM – 7:25AM Church St. Campus for \$27.50 per child; per week
- Before Care: 6th Grade – 8th Grade 5:45AM - 7:55AM Main St. Campus for \$27.50 per child; per week
- After Care: Kinder – 5th Grade 3:45 PM – 6:30PM Church St. Campus for \$57.50 per week
- After Care: 6th Grade – 7th Grade 4:15PM – 6:30PM Main St. Campus for \$57.50 per week
- Drop-in Before Care is \$11.00 per day; per child w/paid registration \$21.00 per day; per child w/out registration.
- Drop-in After Care is \$21.00 per day; per child w/paid registration, \$31.00 per day; per child w/out registrations.

DuBois Integrity Academy accepts CAPS.

Families must provide a copy of their CAPS scholarship with DIA listed as the provider in order to receive the approved CAPS rate.

Parents are responsible for all BAC fees until their paperwork is received. There will not be any refunds issued.

****A scholar riding the bus to/ from the W. Fayetteville Campus AUTOMATICALLY infers a charge for Before/After Care****

ACADEMIC AND ASSESSMENT GOALS

OUR ACADEMIC PROGRAM

At DuBois Integrity Academy, we utilize a team approach to ensure that all students experience high-quality instruction. These whole-school implementations lead students to achieve at high levels and allow those who are behind or need intervention to catch up. To further support these academic structures, all teaching staff utilize similar classroom instructional methods, which are based on research, and best practices for classroom teaching.

OUR WHOLE SCHOOL INSTRUCTIONAL MODELS

- Georgia Standards of Excellence Instructional Methods
- Enrichment Academy and Saturday Academy
- STEM Education
 - Blended Learning
 - Technology in the Classroom
 - Projects-Based Learning
 - Standards-Based, Aligned Curriculum
 - Focus on Planning
 - Data-Driven Instruction
 - Explicitly Teach Strong Study Habits and Good Habits of Learning
 - Tiered-Based Grouping and Instructional Organization
 - Multi-Layered System of Intervention
 - A Teach Like a Champion School

OUR CLASSROOM INSTRUCTIONAL METHODS

- 5-Day lesson Cycle
- Incorporating Teach like a Champion SLANT, Hand Signals, and Teaching and Learning Strategies
- Writing Across the Curriculum
- Daily Use of Data to Inform Instruction
- Flipping the classroom
- Purposeful Homework
- Direct and Guided Instruction, Small Group, and Independent Work
- Integrating Technology and Blended Learning into Instruction

OUR STANDARDS-BASED ALIGNED CURRICULUM

DuBois Integrity Academy uses Georgia Standards of Excellence to guide the curriculum and help teachers determine what to teach so that students master the expectations for each grade level. It is extremely important that teachers in a K-8 school are aligning their teaching to Georgia Standards of Excellence, so that teachers know what material students have learned and mastered in previous grades, know what material they are responsible for getting students to master in the current grade, and know what new academic content students will face in upcoming grades.

Our united focus on standards, ensures our school will provide a comprehensive K-8 approach to education. In order to meet the needs of our students while reaching the levels of rigor in the Georgia Standards of Excellence, our teachers and curriculum teams will design their own curriculum scope and sequence based on best practices.

OUR ASSESSMENTS AND DATA-DRIVEN INSTRUCTION

DuBois Integrity Academy Teachers are committed to the constant pursuit of information about student learning and use assessments to inform their planning and teaching. All students are assessed for their reading, math, language, and writing skills using curriculum-based assessments, benchmark assessments, progress reports, report cards, teacher-made assessments, blended learning, progress monitoring assessments, Discovery Assessments, and the following Georgia State Assessments:

- **Georgia Kindergarten inventory of Developing Skills (GKIDS)**
- **Georgia Milestones Assessment System**
- **Georgia Online Formative Assessment Resource (GOFAR)**
- **Georgia Lexile Framework for Reading**
- **Georgia Student Growth Model (GSGM)**

These local and state assessments allow us to track students' progress over time and in comparison, to same-grade peers across the country. Data from these assessments guide our placement of students in intervention groups and allows us to tailor each child's students are on track to meet their yearly goals. In addition, regular student progress monitoring assessments track student mastery of the standards taught, ensuring that students are on track to meet their yearly goals.

THE PURPOSE OF HOMEWORK

Homework is a component of our DIA academic program in which teachers have the autonomy of how and when they assign it. The purpose of homework is not only to review and reinforce skills and concepts, but also to devote a specific period of time, in some way, to learning in the home environment. A home study period, including a specific time and place for scholars to complete assignments, should be established at home by parents.

Homework may be assigned on a weekly basis from Kindergarten to Grade 8 scholars. Parents are asked to read to and with scholars daily at home and practice math fluency skills if there is no homework assigned. If a child is having a problem with completing the homework assigned, parents are welcome to call their child's teachers for assistance.

For Kindergarten, homework will require the support of the family. For grades First through Eighth, homework will be practice on skills already covered in the classroom, and should therefore be principally independent practice.

SCHOLARS WITH DISABILITIES AND IEPs

Our SST/RTI Intervention Plan

At DuBois Integrity Academy, our teachers believe in doing whatever is necessary to prepare our scholars for future academic and social success in school and in the world. Because of this belief, we will create an academically engaging and socially stimulating environment that meets the diverse needs of our scholars. DIA utilizes an early intervention model to provide extra support for our scholars who need it in the areas of social, behavioral, self-help, and academic skills in order to create a strong foundation for their future academic success.

As we get to know our scholars, the school's **Student Support Team (SST)**, and **Response to Intervention (RTI)** Team that includes the principal, teachers, curriculum coordinator, counselor, and other service services staff may provide social and academic screenings, support services and recommendations for scholars who need that extra push toward gaining the foundation skills necessary for future successes.

Our Individual Educational Plans (IEPs) and Scholars with Disabilities

Parents of new scholars should advise the Special Education Coordinator of any previous IEPs or special services their child received in the past. If a teacher believes a scholar should be evaluated beyond the SST/RTI Tier 3 interventions, parental permission will be sought and obtained before any formal evaluation is undertaken. Such evaluations will begin with an in-school committee consisting of the principal, a certified special education teacher, a regular teacher, the referring teacher, SST coordinator and the parent. If warranted, the evaluation will continue with a specialized external team, which will also involve the parent. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment.

DIA Placement and Referral Plan for Scholars with Disabilities

The administration, teachers, and staff at DuBois Integrity Academy will accommodate scholars with disabilities who enroll or wish to enroll at the school. DIA will provide a free and appropriate public education to all enrolled students with disabilities. Each scholar with disabilities **Individual Education Plan (IEP)** will be thoroughly reviewed within 30 days of the child enrollment at the school, and an IEP meeting will be held with parents to ensure the scholar's IEP needs and accommodations are met.

DUBOIS INTEGRITY ACADEMY GRADING SYSTEM

For Grades K-8, the final, year-end grade for an academic content area is the average of the four marking periods. Grades are rounded to the nearest whole number. DIA will utilize standards-based report cards on which scholars receive a performance rating based on levels of mastery on prioritized standards for the grading period. DIA's grading scale is as follows:

- **A** = 90-100%
- **B** = 80-89%
- **C** = 71-79%
- **D** = 70%
- **F** = 69% and below

Parents will have a parent portal access to Infinite Campus (very soon in progress) to view real-time grades for their children enrolled at DIA.

The grade codes for marking the achievement section for scholars in grades 1-5 (for Reading, Math, Language Arts, Science, Social Studies, and Enrichment Classes) are as follows:

Description of Letter Grades

A = Outstanding Achievement. The scholar has mastered the objectives in the subject area, shows initiative, applies knowledge gained to new situations, and accepts responsibility for learning.

B = Above Average Achievement. The scholar has mastered most of the objectives in the subject area, is above average in initiative, application of knowledge, and accepting responsibility for learning.

C = Satisfactory Achievement. The scholar has mastered the basic objectives in the subject area and with direction and stimulation by the teacher is progressing in initiative, application of knowledge and accepting responsibility for learning.

D = Below Average (Needs Improvement in) Achievement. The scholar has mastered few of the basic objectives in the subject area.

F = Unsatisfactory Achievement. The scholar has not mastered the basic objectives in the subject area.

Grading Guiding Principles:

- Report cards should focus on clearly providing the most important information to families.
- Grades should clearly show what standards scholars have mastered or not mastered.
- Grades need to align with assessments so that grades are based on accurate information.
- Academic and behavior grades should be separate categories so that academic grades are only based on scholar's content mastery.
- Scholars should not "pass" or get an "A" based on hard work, participation, or anything other than their academic achievement.

In evaluating the performance of scholars in a given subject area, the teacher considers tests, daily work, homework, classroom participation, oral and written reports, projects, etc., as they relate to the Common Core State Standards as stated in the specific skills continuum, and curriculum standards for each grade and subject. Students will receive a report card at the end of each grading period for parents to review, sign, and return to school.

GRADES MANDATORY PARENT CONFERENCES

For parents whose child receive a grade of C or below in any core subject are required to schedule a parent conference with their child's teacher within three (3) days of signing their child's report card. If we are to become a "school of excellence," parents and teachers must work together to place student learning and achievement as the school's **TOP PRIORITY.**

If parents do not contact teachers within 3 days for a parent conference, the teacher will follow up with the parent to ensure the conference is held in a timely manner.

SCHOOL CULTURE SCHOLAR EXPECTATIONS

DuBois Integrity Academy will create a positive, respectful, and consistent school and scholar culture using the strategies of *Doug Lemov's Teach Like a Champion 2.0: 62 Techniques That Put Students in The Path to College*. We believe our scholars will flourish academically, and gain motivation, satisfaction, and happiness when they know what is expected of them, receive guidance when they are not meeting expectations and believe they are part of a strong, caring and collaborative school community. DIA will employ a school-wide behavior management system, of routines, procedures, core values, and communication that supports creation and reinforcement of a positive, consistent school culture.

School-Wide Expectations

1. Work Hard.

- Pay attention in class.
- Listen well.
- Do your best.
- Ask questions and participate in class.
- Be a Leader.
- Show Grit: Stick with it until the work is done.

2. Be Considerate.

- Use materials the right way.
- Keep your space neat.
- Speak kind words and do kind deeds.
- Help a teammate with a smile.
- Don't be mean to teammates.
- Don't be rude to teachers and staff.

3. Be a Leader and Stay Safe.

- Always follow directions the first time.
- Stay in your assigned area.
- Keep your hands, feet and objects to yourself.
- Use the designated noise level.
- Always respond appropriately to the "everyone quiet" signal [hand raised in the air].

Scholars will be explicitly taught how to meet these expectations through modeling of desired behavior.

DUBOIS INTEGRITY ACADEMY PARENTS AND SCHOLARS HANDBOOK

DIA SCHOLARS READY TO LEARN STRATEGIES

To ensure that our scholars are ready to learn, we define a Ready Position as:

1. **EYES** are watching
2. **EARS** are listening
3. **LIPS** are closed
4. **HANDS ARE IN LAP**, still and silent
5. **FEET ON THE FLOOR**, still and silent

SLANT Classroom Management and Attentive Strategies:

1. **SIT UP**
2. **LISTEN**
3. **ASK & ANSWER QUESTIONS**
4. **NOD YOUR HEAD (PAYING ATTENTION)**
5. **TRACK THE SPEAKER**

Hallways and movement Strategies:

1. **Hands** by your side
2. **All eyes** forward
3. **Lips** zipped
4. **Low speed**

DIA Scholars Being Respectful Learners:

Follow Instructions

1. **LOOK** at the teacher/speaker
2. **NOD** your head and SAY "Yes, Ma'am" or "Yes, Sir"
3. **DO** it right away

Accept "No"

1. **LOOK** at the teacher/speaker
2. **LISTEN** without talking
3. **MOVE ON** (KEEP IT MOVING)
4. **GET IT RIGHT** (Made a mistake, get it right)

Accept Feedback

1. **LOOK** at the teacher/speaker
2. **LISTEN** without talking
3. **USE** to improve

Get the Teacher's Attention

1. **LOOK** at the teacher
2. **RAISE** your hand
3. **WAIT** silently

Ask for Permission

1. **RAISE** your hand silently until the teacher calls on you
2. **ASK** your question nicely
3. **WAIT** silently for the answer

SCHOOL DISCIPLINE EXPECTATIONS AND BEHAVIOR

MANAGEMENT SYSTEM

PBIS:

PBIS stands for Positive Behavioral Interventions & Supports. It is an evidence-based framework used by schools to improve school culture and student behavior, promoting a safe environment for learning. PBIS is based on several decades of research by major universities across the country. A key aspect of PBIS is focusing on more positive behaviors and lessening negative behaviors.

Positive Behavioral Incentives

1. Warm/Affirming Feedback (Evidence/Impact)
2. Earning PBIS points for exhibiting S.O.A.R.
3. Positive Phone Calls Home
4. Class and School Store Privileges, Block Parties
5. Scholars of the Month Recognitions and Y.O.U. Passes

CONSEQUENCES FOR MISBEHAVIOR

Consequences: Classroom and Office Managed

1. Warning and one-on-one and/or peer conferences
2. Loss of Privilege
3. Phone Calls Home and/or Behavior Note
4. Principal or Assistance Principal Conference
5. Referrals which can lead to ISS or OSS based on infraction



DUBOIS INTEGRITY ACADEMY

Scholars at DIA are expected to abide by our school's Commitment to Excellence and Student Achievement at all times. For scholars who choose not to follow the expectations within this agreement, there will be consistent consequences in place. In Grades K-8th, PBIS is the primary means for administering consequences and rewards, and it will be used for disciplining scholars in most situations.

Consequences associated with this system include:

Lunch/Recess Detention, Parent Conference, etc. Scholars with several discipline infractions may be placed on an Individual Behavior Support Plan.

Other consequences for disciplinary problems may include, but are not limited to:

- / Verbal correction
- / Phone call home to parents
- / Teacher-scholar-parent conference
- / Behavior Contract
- / Removal from extracurricular activities
- / Additional assignments to be completed at home and/or at school
- / 1 day of mandatory parent care
- / Loss of special class period / In-class time-out
- / Loss of incentives and school trips
- / Parent Care (removal from school for a period time based on the infraction)
- / Short-term suspension (removal from school for a period of ten or fewer days)
- / Long-term suspension (removal from school for a period of more than ten days)
- / In-school suspension

POLICIES AND PROCEDURES FOR SERIOUS DISCIPLINARY INFRACTIONS

Due Process

The scholars shall be given an opportunity to deny or explain the charges. The Principal or administrative designee also shall immediately notify the parent(s) or guardian(s) in writing that the scholar has received, parent care, a short-term or long-term suspension. The school administrator shall provide written notice to parent(s), and/or guardian(s) by personal delivery, express mail delivery, behavior notice signed by the parent, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension at the last known address.

Such notice shall provide a description of the incident, or incidents, which resulted in parent care and shall offer the opportunity for an immediate informal conference with the Principal. Whenever possible, notification shall also be informed of the short-term or long-term suspension by telephone call if the school has been provided with a contact telephone number for the parent(s) or guardian(s). The parent will be allowed to fulfill parent care consequence by attending class with their scholar for the period of 1 or 2 days. The parent may only attend class if he/she has cleared the background check and mandated reporter training on neglect and child abuse.

Due Process Hearing Procedures

Students facing long-term suspension shall be afforded the following due process hearing by the school:

- 1) The right to be represented by legal counsel**
- 2) The right to be told of the charges, either in person or in writing:**
- 3) The right to admit or deny the charges:**
- 4) The right to be told about the alleged evidence, after denying the charges: and**
- 5) The right to tell his or her side of the Incident.**
- 6) The right to formulate his or her side of the Incident in writing to the school's hearing officer**



Short-Term Suspension: (9 days or less)

The Principal or designee may impose a short-term suspension at their discretion. Before imposing a short-term suspension, the Principal or Assistant Principal shall verbally inform the scholar of the suspension, the reason for it, and whether it will be served in parent care or out of school suspension. The scholar shall be given an opportunity to deny or explain the charges. The Administrator also shall immediately notify the parent(s) or guardian(s) in writing that the scholar has been suspended from school.

Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension at the last known address.

Whenever possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall offer the opportunity for an immediate informal conference with the Administrator.

Long-Term Suspension: (10 days or more)

The Principal may impose a long-term suspension of 10 days or more after a formal hearing. Such a suspension may be imposed only after the scholar(s) have had the opportunity for a hearing; opportunity to present and confront witnesses; the opportunity to present evidence; and the opportunity to be represented by legal counsel; and the opportunity for appeal. Upon determining that a scholar's action warrants a possible long-term suspension, the Principal will verbally inform the scholars that he or she is being suspended and is being considered for a long-term suspension.

Parent Notification for Long-Term Suspension

The Principal shall immediately notify the scholar's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address.

Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in a long-term suspension and shall offer the opportunity for a hearing within 48 hours of the incident.



At the formal hearing, the scholar and/or parent(s) or guardian(s) shall have the right to present evidence and ask questions. The Principal, in consultation with the Executive Director is responsible for making the final decision with regard to long-term suspensions.

Discipline Appeal Process

Scholar(s) and parent(s)/legal guardian(s) may appeal any disciplinary action resulting in a suspension up to expulsion.

The parent may write an appeal letter to the Chair of the school's Governing Board within (5) five days of the Disciplinary Hearing. The appeal must give

specific reasons why the decision is being appealed. Issues not addressed during the initial Disciplinary Hearing will not be heard on appeal. Within (10) ten school days, the Governing Board will rule on the appeal request.

The Governing Board's decision following an appeal ruling is final.

Parental Actions School Restrictions Policy

If the parent, parents, and/or guardian(s) of a DIA Scholar demonstrates behavior or behaviors unbecoming of a reasonable-minded parent, the parent(s) will be subject to being restricted from coming to the school. Such unbecoming parental behavior may include, but not be limited to, the following inappropriate behaviors, actions, or threats that could lead to their not being allowed on the property of DuBois Integrity Academy, shown as violations numbers 1-8 below:

- 1.** Disorderly conduct on school grounds Including drop-off and pick-up lanes
- 2.** Verbal confrontations with school staff that Involve profanity or violence
- 3.** Making verbal threats to do bodily harm to school staff, students, other parents or threatening to destroy school property and materials
- 4.** Attempting to do bodily harm to school staff, students, other parents
- 5.** Destroying or vandalizing school property
- 6.** Making unauthorized entry in a threatening manner on the school's campus, cafeteria, foyer, classrooms, or office spaces
- 7.** Refusing to cooperate with school officials when given specific Instructions that involve school safety, student safety, or staff safety
- 8.** Other violations deemed extremely inappropriate, dangerous, or abusive



Alternate Instruction for Suspended Students

Scholars who are suspended out of school will be provided with alternate instruction. Arrangements will be made between the school and each individual family for the delivery of services, pickup/delivery of work, and the making up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for scholars with disabilities.

Due Process Procedures for Students with Disabilities

Scholars with disabilities have the same rights and responsibilities as other scholars, and may be disciplined for the same behavioral offenses listed above. If a scholar with disabilities has an IEP that includes disciplinary guidelines, then that scholar will be disciplined according to those guidelines as required by IDEA. Scholars for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.



Due Process Procedure for Students Disciplinary Action under IDEA

Overview:

The code of conduct for students at each of the schools in DuBois Integrity Academy Charter School System applies to ALL students unless a student's IEP provides otherwise. It is best practice to place an increased emphasis on proactive approaches rather than reactive behavior management. A student's case manager is responsible for ensuring that the parent/guardian/surrogate and the student receive notice of the rules and regulations applicable to students with disabilities regarding student discipline. This should be done when the student enters the special education program and at the annual IEP review. A student with a disability, who has an IEP in effect, can be removed like any other student for up to a total 10 school days for violations of the code of conduct or school rules during one school year. It is not necessary for the IEP team to meet. The administrator should notify the special education caseload teacher concerning all disciplinary actions made involving students with disabilities prior to implementation.

In most cases, disciplining students who have IEPs is no different than disciplining other students. However, IEPs afford these students some protection. One protection includes the right to continuation of services indicated by the IEP if the student is removed (i.e., expelled) from school for more than 10 cumulative days within a school year. This protection is extended due to the requirement for FAPE and evolved from a court case involving the Office of Civil Rights.

In addition to the right to continue special education services, students with IEPs may receive a consequence different from that of other students if the IEP team decides that the student's misbehavior was substantially related to or caused by the student's disability. This team also examines the student's IEP and BIP, and it reviews details of the misconduct. In this same meeting, the IEP team decides if the school system implemented the student's IEP/BIP correctly.

This type of meeting is called a Manifestation Determination and by GA State Rules, must occur by the 11th day of suspension. In addition, this type of meeting must be held anytime a student with an IEP is under consideration for a "change in placement" due to his/her misconduct.

If the IEP team decides that the student's misbehavior was not substantially related to the student's disability and that the IEP and BIP were properly implemented, then the student is treated the same as a student without an IEP would be treated. In other words, the student may be suspended beyond the 10 days; hence, the student would receive the same consequences any other student would be given. The only difference would be the continuation of special education services to provide FAPE as guaranteed by federal law. If the IEP team determines that the student's misbehavior was a manifestation of the disability, the team must ensure that there is a current FBA and BIP in place and review/modify both as necessary. The student returns to the original placement unless the parent and IEP team agree to a change in placement as part of the modification of the behavior intervention plan.

Any student with a disability whose behavior impedes his or her learning or the learning of others should have a Functional Behavior Assessment completed to determine target behavior and a Behavior Intervention Plan developed as part of the IEP. The behavior intervention Plan includes positive behavior interventions, strategies, and supports to address the behavior.

Functional Behavior Assessment (FBA):

Federal law mandates that school systems conduct Functional Behavioral Assessments (FBA) when taking certain disciplinary actions with students who are disabled. The process is based on the concept that if you understand the functioning of a challenging behavior, you can have great impact on changing it. This assessment is a comprehensive and individual approach to examining variable that promote the continuation of challenging behaviors.

Steps to Follow:

Although it is acceptable for the team to informally determine the function of a behavior, the process of conducting an FBA is best done in systematic stages:

1. The team specifies the problematic behavior and considers student variables that may impact the behavior. This provides a clear focus for discussing strategies that may be used to modify the behavior.
2. The team collects information about the student's behavior and the environments in which it occurs. This enables the team to determine the function of the behavior and have data to assist in developing an intervention plan.
3. The team considers how and to what degree the behavior intervention support is faded to promote generalized behavior changes.
4. The team may need to meet to problem solve and discuss on-going modifications.

***Before conducting the FBA, be sure to obtain a consent to evaluate.**

Conducting the FBA:

1. Identify problem behaviors

- List all student behaviors that have resulted in missed instructional time and possible disciplinary action.

- Decide if any of the behaviors typically occur together or in a "chain"

Usually, a student goes through stages of less disruptive behavior that escalates to a highly disruptive behavior.

When a list is developed, prioritize behaviors, and choose the top 1-3 to focus on for the functional assessment.

- Team may choose to focus on behaviors that occur early in the chain or those that are most intolerable in school

- Clearly articulate the behavior. Describe the behavior in such a way there is no doubt in anyone's mind as to what the behavior looks like and when it is occurring.

2. Strategies Attempted

- The team should spend time recalling everything that has been tried in the past.

- Prevention techniques include things such as:

 - *change of seating

 - *modifying assignments

 - *have student work with a partner

 - *teaching anger management strategies

- Past consequences may have included:

 - *loss of points

 - *loss of favorite activity

 - *suspension (ISS and OSS)

-Reviewing this past information assists the team in identifying what goal the student achieves through the behavior.

3. Recognition of Student Individual Variables

- Personal factors shape and determine an individual student's actions
- In the classroom setting, however, expectations of group behavior may supersede individual needs-you give up something for the good of the group.
- Teachers should consider individual characteristics in order to help explain why a student is unwilling or unable to meet behavioral expectations.
- Student variables may be physical, emotional, cognitive, social, and academic.

4. Analyze the Available Data

- Collect and review data from a variety of sources:
 - *notes written by teachers, parents, the student, and/or others
 - *previous discipline referral slips
 - *discipline record
 - *point card, behavior charts
 - *self-management documentation
 - *police reports
 - *video tapes of behavior
- If data is not available, times need to be spent in data collection. The needs of the student and the severity of the behavior may indicate that more formal approaches to data collection are indicated.
 - *Informant Interviews
- Adults who know the student well respond to questions about the student's behavior
 - *Direct Observation
- Adults directly observe the behavior in the natural context and record contexts, antecedents, consequences, and reactions by the student.
 - *Student Interviews

-Interviewing cooperative students provide quick and accurate information
*Ecological Interviews

-These consider the external variables common to the school environments (Classroom arrangement, curriculum, difficulty or ease of assigned work, length of work periods, grading policies, etc.)

Sufficient data needs to be collected to allow the team to answer these 6 questions:

1. How often does the target behavior occur and how long does it last?
2. Where does the behavior typically occur? Where does it never occur?
3. Who is present for the occurrence/nonoccurrence of the behavior?
4. What is going on during the occurrence/nonoccurrence of the behavior?
5. When is the behavior most/least likely to occur?
6. How does the student react to the usual consequences that follow the behavior?

Identifying the Function:

A functional assessment of an individual's behavior is based on the assumptions that all behaviors

serve some purpose for that person. Behavior are reported by an individual because they are rewarded (the purpose of the behavior is fulfilled).

In the school setting most behaviors occur to "get" or "get away from" something.

- Work
- Failure
- Boredom

Specific antecedents and consequences are associated with each function. Antecedents associated with attention/access behavior that increase the likelihood the behavior will occur:

- Presence of favorite people, objects, activity
- Observation of attention to others
- Receiving low level of attention
- Unoccupied or bored
- Observations of others with a favorite object/activity
- Access to favorite object/activity denied

Consequences associated with attention/access behavior that keep the behavior occurring:

- Contact with teachers increases
- Verbal responses to the behavior increase
- Attention from peers
- Student is redirected to preferred activity, immediately or eventually

Some children want to get sensory feedback from self-stimulation. The function of self-stimulatory behavior is difficult to determine because the student's sensory feedback is not observable.

Typically, self-stimulatory behavior can be hypothesized if the following are true:

- Inconsistent antecedents and consequences associated with the behavior
- Problem behavior occurs when a person is alone or unoccupied, and continue even when others approach
- Problem behavior occurs repeatedly for long periods of time when no one is around
- Student appears calm and unaware of what is going on around him when Engaged in the behavior
- To get out of something (escape or avoid)

Antecedents associated with escape/avoid behaviors that increase the likelihood the behavior will occur:

- Transitions or lack of predictability
- Repetitive tasks, tasks which are easy or difficult, or non-preferred activities
- Too much or too little work
- Lack of choice or control
- Instructions, being told what to do
- Interruptions of routines
- Particular individuals
- Anticipation of an unpleasant event

Consequences associated with escape/avoid behaviors that keep the behavior occurring include:

- Task is made easier or modified in some way
- Student gets out of the task (sent to office) immediately or eventually
- Student is left alone
- Teacher provides extra assistance

<i>Goal of Misbehavior</i>	<i>Examples Of Misbehavior</i>	<i>What Student is Saying</i>	<i>How Teacher Feels</i>	<i>Student Reaction To Reprimand</i>	<i>Some Correctives</i>
<i>Attention Getting</i>	The Show Off The Clown Obtrusiveness (Brash) The walking question mark The infant terrible Cute remarks The model child (By age 8 or 9 usually moves to more complex i.e. Power)	I only count when I am being noticed or served.	Active: Annoyed, Bugged Passive: Wants to remind	Temporarily stops disturbing action when given attention. If intensifies, then goal is likely power.	Ignore – attend at pleasant times
<i>Power</i>	Argue, Contradict Continue forbidden acts Bad Habits Temper Tantrums Masturbation Untruthfulness Laziness Stubbornness Being late	I only count when you do what I want you to do.	Active: Provoked, loss of control, challenged Passive: “I’ll make him do it.” “You can’t get away with that.” “How dare you think you can”	Intensifies action when reprimanded. Student wants to be boss.	~Establish equality ~Consistent expectations ~Don’t argue, refrain from talking – use one sentence when tempted to use 5. ~Let limits speak for themselves. ~Redirect to constructive action
<i>Revenge</i>	Vicious Stealing Bed-wetting Violent Passivity (Vulgar, obnoxious)	I can’t be liked, I don’t have power, but I’ll count if I can hurt somebody.	Active: Hurt, Mad Passive: “How could he do this to me?”	Wants to get even when reprimanded. Makes self disliked.	~Respect – by allowing choices, don’t overpower ~Positive – allow preset limits and natural consequences instead of undue attention ~Provide support and faith, like him not behavior
<i>Displaying Inadequacy</i>	Stupidity Ineptitude Hopeless	“I can’t do anything right, so I won’t try to do anything at all.	Active: Despair Passive: “I give up.” “It’s useless.”	No reprimand, therefore, no reacting Teacher gives up. Student gives up.	Behavior Modification Regard mistakes as inevitable Encouragement, Encouragement, Encouragement, Don’t do it for him. Don’t give up.

Developing the Relationship Statement:

The team should be able to write a relationship statement after looking at the data that has been collected. This statement defines the relationship between the environment and the behavior. The relationship statement is formatted as follows:

Antecedent – Behavior – Consequence (A – B – C)

The statement documents what happens before and after the behavior that predicts the occurrence of the behavior.

Example:

- (1) Antecedent-Difficult work soon to
be given Behavior-Student throws
book across the room
Consequence-Student is sent to ISS and has an adult available to help him
- (2) Antecedent-Student bored by the assignment
Behavior-Makes remark under breath to
another student Consequence-Fight ensues
and there is much excitement
- (3) Antecedent-Student
feeling ignored Behavior-
Leans back in chair
Consequence-Teacher attends and tells student to put chair legs on the floor

A final note to take into consideration:

- For some students, one behavior may serve several functions.
- For other students, several behaviors may serve the same function.

According to the *Implementation Manual for the Special Education State Rules*, if an IEP team has adequate information to develop a BIP, an FBA may not be required. Although not required, best practice is to conduct an FBA prior to the development of a BIP. An FBA does not have to be re- written each year but should be reviewed periodically throughout the year with changes made as appropriate. The FBA drives the BIP. All students who meet eligibility criteria in the area of Emotional Behavior Disorder must have a BIP.

Components for a Behavioral Intervention Plan (BIP):

- Target/problem behavior, the hypothesized function of the behavior, and a summary of data collected that led to the hypothesis included in the plan.

Behavior intervention plans are driven by the hypotheses and the FBA data collected. They are individualized for the student and include:

*positive (preventive) strategies to avoid the target behavior (e.g., antecedent modifications) that can include instructional modification, behavioral precursors as signals, modification of routines, opportunities for choice/control, clear expectations, pre-correction, errorless learning, etc.

*select new skills that replace problem behaviors that can be as or more effective than the problem behavior (replacement behaviors may include communication skills, social skills, self-management/monitoring skills, choice making, etc.)

*instructional methods to teach replacement behaviors that can include pre-instruction, modeling, rehearsal, social stories, incidental teaching, peer buddy, meeting sensory needs, direct instruction, verbal, physical, and/or visual prompting, etc.

*consequences that promote the learning of the replacement behavior that are based on student preferences

*consequences that address the occurrence of the target behavior

*the desired outcomes of the behavioral intervention plan for the student

Action plan for the implementation of the BIP should include:

*activities, dates, and documentation describing who is responsible for completing each task

*materials, training, and support for the implementers of the plan

*how data will be collected and analyzed

*timelines for team meetings, data analysis, and monitoring the success of the BIP

If necessary, a crisis intervention plan is developed when the safety of the student or of others is a concern.

Fostering School-Wide Positive Behavior Strategies:

School-wide positive behavior strategies cut off discipline problems before they become serious. Adhering to the following core principles assures positive intervention strategies:

- **Positive behavior strategies should teach and reinforce expected behavior and negative behavior should receive consequences that are meaningful and instructive.** Problem solving teams should be used to identify events in the environment that contribute to problem behavior.
- **Try to understand why a student behaves in a particular way.** It is usually driven by two principles: First, the behavior allows the youth to “get” something desirable, “escape” something undesirable or communicate a message or need. Second, behavior occurs in a particular context, either in a certain setting, under a certain condition or during an activity.
- **Address a student’s problem behavior with a functional behavioral assessment (FBA).** An FBA is a team problem-solving process that relies on a variety of techniques and strategies to identify the purposes of specific behaviors. It helps individualized education program teams select interventions to directly address that problem behavior. The assessment looks beyond the behavior itself and identifies (through observation and student, teacher and peer interview) significant, pupil- specific social, sensory, physical, affective, cognitive or environmental factors associated with the occurrence of specific behaviors.

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Teamwork plays an important part in addressing student behavior problems. It is critical that General Education Teacher be involved in the process from beginning to end.

Formulate a behavioral intervention plan for children exhibiting problem behaviors. It should include strategies and supports, program modifications and supplementary aids and services as needed to address the behavior. BIPs emphasize the skills students need to behave in a more appropriate manner.

Integrate supports into a child's BIP. Such support can include peers, family, teachers and paraprofessionals, language specialists, other school staff (custodians, cafeteria workers or volunteers and community agency service providers).

Reinforce appropriate behavior at least twice as often as the problem behavior was criticized.

In School Suspension:

In-school suspension may not be considered removals from school if the student with disabilities is provided with educational services to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of the student's IEP.

The provision of educational services can be accomplished by the following:

- The ISS program must require students' regular education teachers to submit missed class work for students to work on.
- The student must receive any service

The IEP services can be provided by the following:

- The student with disabilities is allowed to attend regular scheduled special education classes while serving time in ISS.
- The special education teacher can go to the ISS classroom to provide services according to the IEP.

It is important that the ISS program and the special education teacher keep accurate records to document that the student did, in fact, receive special education services.

Administrators should use common sense when determining appropriate consequences for students with disabilities. Collaborative brainstorming with a student's special education teacher may result in consequences that are more effective for the student.

Teachers for students with disabilities should carefully examine repeated assignments of the student to the ISS for patterns. In some cases, assignments to ISS may be rewarding to students so they can avoid the demands of the regular classroom.

Out of School Suspensions (OSS):

When a student with disabilities is suspended from school for disciplinary reasons, it is considered a removal from school.

Federal law and Georgia regulations mandate that students with disabilities cannot be removed from school for more than 10 cumulative school days in one year:

- 10 consecutive school days, or
- A series of removals that cumulate to 10 days in one year

Removals beyond 10 school days in a school year constitute a change in the educational placement for the student.

It is not required that the school provides educational services for removals of 10 school days or less.

However, for students with disabilities who are removed from school for more than 10 school days in a school year, it is required that the school provide educational services to the extent necessary to enable the student to progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

Removals from School:

Removals from school are actions taken such as sending a student home for the remainder of the day or officially suspending the student from the school. It is imperative that administrators and special education teachers keep accurate records of any such actions for disciplinary reasons.

Disciplinary

removals can result in a change in the student's current educational placement if the following occurs:

- (1) The removal is for more than 10 consecutive school days; or
- (2) The student is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year.

Disciplinary Actions of 10 School Days or Less:

A student with a disability, who has an Individualized Education Program (IEP) in effect, can be removed to OSS, another setting, or an appropriate interim alternative educational setting (IAES), just as any other student without a disability can, for up to a total 10 school days, for violations of the code of conduct or school rules. The 10 days can be consecutive or cumulative and can occur during one school year. It is not necessary for the IEP team to meet when this occurs. Likewise, it is not necessary for a manifestation determination to be completed, a functional behavior assessment to be conducted, a behavior intervention plan to be developed, or for any special education services to be provided if the removal is for 10 or fewer school days in the school year.

Disciplinary Actions beyond 10 Days:

When frequent disciplinary actions add up to more than 10 school days in a school year, or when frequent disciplinary actions clearly indicate a pattern that is a change in placement, the IEP team must determine appropriate services that allow the student to continue to participate in the general education curriculum **and** progress toward meeting the goals outlined in the student's IEP, although in another setting.

After a student has been removed for 10 school days in the same school year, and a subsequent removal is not for more than 10 consecutive days and is not a change in placement, then the district personnel and at least one of the student's teachers must determine the extent of services needed so the student can continue to participate in the general education curriculum **and** progress toward meeting the goals outlined in the student's IEP, although in another setting.

If school administrators want to suspend a student from school for more than 10 consecutive school days, or to have a student's educational setting changed to an interim alternative educational setting for up to 45 school days for weapon or drug possession or for infliction of serious bodily injury on another person, school officials must notify the parent immediately of this decision. The administrator must also notify the Director of Special Education of this decision.

If a Functional Behavior Assessment has not been done prior to the misconduct resulting in suspension, or if the FBA is inappropriate, the IEP team completes an FBA.

If a Behavior Intervention Plan (BIP) has not been done prior to the misconduct resulting in suspension, or if the BIP is inappropriate, the team completes a BIP.

Placements in the In-School Suspension program, detention program, opportunity room, etc. are not considered a change in the student's educational placement as long as IEP services are provided to the student by the appropriate special education teacher. Administrators and special education teachers should keep careful documentation in order to substantiate that special education services were provided.

Continuation of FAPE Services:

Administrators will contact the Director of Special Education to inform her that the student has exceeded more than 10 cumulative days within the school year.

- The administrator issuing the discipline will review the plan for continuation of services with the student and parent and obtain the required signatures. A copy of the notification letter will then be faxed to the special education office.
- Indicate Continuation of Services in Power School with a "Y" Code.
- Failure to show continuation of services in Power School, even if services are being provided, suggests that the DuBois Integrity Academy Charter School System is out of compliance with federal and state regulations.
- The Special Education Department will maintain a log of services provided to students who have been removed for more than 10 cumulative days.

Manifestation Determination:

Within 10 school days from the beginning of a disciplinary action that either exceeds 10 school days in a row or that constitutes a pattern of removals (a change in placement), the student's IEP team must meet to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or whether the conduct was a result of the district's failure to implement the student's IEP. These steps are referred to as a "manifestation determination." In making this determination, the district, the parent, and relevant members of the IEP team (as determined by the parent and the district), will review

- the student's IEP,
- the student's behavior intervention plan,
- any relevant teacher observations, and
- any other information provided by the parents

If the IEP team finds that the student's behavior was caused by or had a direct and substantial relationship to the student's disability, or that the behavior was a direct result of the district's failure to implement the IEP, then the behavior is a manifestation of the student's disability. In this case, if the student does not have a behavior intervention plan, the IEP team must conduct a functional behavioral assessment and implement a behavior intervention plan to address the behavioral violation. If the student already has a behavior intervention plan that addresses the conduct in question, the IEP team must review and modify it as necessary to address the behavior.

If the IEP team finds that the student's behavior was not a manifestation of the student's disability, the same disciplinary actions can be imposed on the student with a disability as those imposed on any student. If these actions include expulsion, the IEP team must determine how the student will continue to receive educational services that allow him or her to continue to participate in the general education curriculum and progress toward meeting the goals in the IEP. In addition, the IEP team, if appropriate, will conduct a functional behavior assessment and develop a behavior intervention plan.

Note:

1. Always inform the Special Education Director about MD meetings as soon as possible
2. Thoroughly review the student's IEP, BIP, and placement prior to the meeting. For example, the BIP should be written based on individual student's needs and should not reiterate the school's discipline ladder. Let the Director of Special Education know if you have any concerns well in advance of the meeting. Do not wait until the last minute to do this review.
3. Manifestation Determination meetings may be highly charged emotionally for the parent, student, and sometimes the staff. Practice use of deflation techniques if anyone in the meeting becomes overly aroused.

Referral to Discipline Tribunal:

If a student with disabilities engages in an activity that warrants long-term suspension, the principal may remove the student by out-of-school suspension for a period up to 10 days and request a discipline tribunal. If referred for a system level tribunal, the administrator of the school will notify the Director of Special Education or the caseload manager as soon as possible to review the records on the student and schedule a Manifestation Determination Review meeting with appropriate personnel and parents.

Not later than the date on which the decision to take that action is made, the parents must be notified of that decision and provided the procedural safeguards notice (Parent Rights in Special Education). The superintendent or designee is responsible for delivering a letter to the parent informing of the request for a discipline tribunal. The student's caseload manager notifies the parent in the same delivery of an IEP meeting scheduled for the purpose of manifestation determination and ensures that the parents receive copies of their Rights in Special Education.

Georgia Rules specify that the manifestation determination must be scheduled no later than 10 school days after the date the student was suspended from school. Note: If the student has accumulated out-of-school suspension days prior to this incident, the manifestation meeting must be scheduled in less than 10 school days. The IEP team will determine if the behavior is a manifestation of the student's disability. If the behavior is determined to be related to the student's behavior, the student may remain in his/her current placement. If not, the IEP committee determines the most appropriate placement. If the behavior was related to drugs, weapons, or serious bodily injury, school administrators will notify the Tribunal Hearing Officer to schedule a tribunal hearing. The student may be referred to an alternative placement no matter the outcome of the Manifestation Determination. Factors influencing the timing of the meeting may include resolution decided upon for the current offense by the administrator, and the number of days the student has already received Out of School Suspensions (OSS) or ISS without special education services. The IEP committee will need to determine how the student shall receive FAPE if suspensions exceed 10 days. If the parent wishes to sign a waiver of their rights to a tribunal and Alternative School is recommended, the student shall continue to receive special education services at the home school until the intake appointment is conducted at the Alternative School unless consequences for discipline such as suspension prohibit them from doing so. If the parent does **not** wish to waive their rights to a tribunal, An IEP Meeting will be scheduled immediately following tribunal to review the recommended placement decision. The IEP committee will determine how to provide special education services to the student until the tribunal occurs. Parents will have a right to appeal the decision of the IEP Committee. It is the home school's responsibility to monitor the number of days of OSS and advise the special education department if FAPE beyond the allowable 10 days are needed. The committee is responsible for consulting the special education handbook on discipline for further details if needed regarding this process.

Referral Due to Transfer from Alternative Setting for Discipline from Another County:

If a special education student has previously been enrolled in DuBois Integrity Academy Charter School System within the last year, a special education transition meeting may be scheduled immediately. If the student has been away from DuBois Integrity Academy Charter School System for a year or longer, or never been enrolled in this system, the student must first go to the registration office prior to having the IEP meeting or enrolling. The Alternative School Director is notified to expect the student if Alternative School is to be considered and will request a meeting with the Director of Special Education.

It is recommended that the IEP meeting be held prior to enrollment. Records should be requested and received from prior placement before meeting.

If the IEP committee recommends placement at the Alternative School, he/she is not considered enrolled until intake has occurred. At this time, the secretary for the Data Management Technology Specialist will add the student in Power School.

Incarcerated Students:

Students eligible for special education services who have an IEP and who are in a facility operated by the Department of Juvenile Justice (DJJ) or the Department of Corrections (DOC) must receive their educational programs. Each of these agencies provides the services to students within their facilities in Georgia. Each agency has the responsibility to identify, evaluate, determine eligibility, and provide special education and related services to students. These agencies will contact the most recent public school attended by a student to obtain copies of educational records so that FAPE can be provided. DJJ and DOC are public schools and should be treated as other public schools when providing records in an expeditious manner.

Adult students who are between the ages of 18 and 21 who, prior to being in the correctional facility (jail), did not have an IEP the last time they attended school, are the exception. These students do not have an entitlement to FAPE. A student with a current IEP who is in the community jail, such as those managed by city or county agencies (i.e., the sheriff's office), is also entitled to FAPE. In these circumstances, the district where the student is incarcerated is responsible for providing services. DuBois Integrity Academy Charter School System will work closely with the local jail in order to gain access to the student and to deliver services. The main concern of the local sheriff or other enforcement agency is safety, while the district's obligation is to provide FAPE.

Appeals Process:

If a parent of a child with a disability disagrees with the decision regarding placement or the manifestation determination, or it is believed that the current placement would cause injury to the child or others, the parent may appeal the decision by requesting a hearing. The hearing is requested by filing a due process hearing request. The written appeal must be filed with the Director of Special Education and include the name and home address of the child; the name of the school the child attends, and a statement of the reasons why the decision is being appealed.

Once the appeal is filed an administrative law judge or hearing officer who is not employed by the school system will hear the facts and decide regarding the appeal. Parents will be provided with a list of persons who serve as administrative law judge /hearing offices as well as a statement of their qualifications.

During the appeals, the child will remain in an interim alternative educational setting pending the decision of the administrative law judge/hearing officer or until the expiration of the time period specified in the disciplinary code or federal law, whichever occurs first, unless the parent or school system agree otherwise.

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Interim Alternative Educational Settings (IAES):

Serious behavior problems can result in removal to an Interim Alternative Educational Setting for up to 45 school days. This can happen even if the conduct is determined to be a manifestation of the student's disability. Removing the student for these offenses does not require parent consent or agreement, nor does it require a tribunal hearing. In these cases, DuBois Integrity Academy Charter School System officials must notify the parent immediately of this decision and provide parental rights.

School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days if:

- (1) The student carries a weapon to school or to a school function, or possesses a weapon at a school or a school function under the jurisdiction of Clayton County.
- (2) The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of Clayton County.

Referral to and Action by Law Enforcement and Judicial Authorities:

Disciplinary actions that warrant referral to law enforcement agencies are specified in the DuBois Integrity Academy Charter School System Code of Student Conduct. As such, school administrators will report a crime committed by a child with a disability to appropriate authorities as specified in the Code of Conduct. In accordance with Family Educational Rights and Privacy Act (FERPA) regulations, copies of the student's special education records and disciplinary records will be provided to the appropriate authorities upon written request by the student's parents or if the student is over 18, the student may make the written request him/herself.

Referral Due to Return from Youth Detention Centers (YDC), Regional Youth Detention Centers (RYDC), or Department of Juvenile Justice DJJ Custody:

In accordance with State Board Rule 160-4-8-.17 (Case Management Consultation for Agency Placed Transfer Students) the Department of Juvenile Justice caseworker(s) have been informed to contact Student Services to coordinate a transition meeting for a student returning/entering from YDC or RYDC. For special education students, Student Services will notify the Director of Special Education when the student is enrolled and notify the special education department when the transition meeting has been completed. The transition meeting will occur within five days of the student enrolling in the school system.

If a special education student has previously been enrolled in DuBois Integrity Academy Charter School System within the last year, the student will return to their last placement pending the determination of services from the transition meeting. The IEP committee will convene after transition services are determined if a change in placement is to be considered.

If the student has been away from DuBois Integrity Academy Charter School System for a year or longer, the student must first go to the administrative office. An IEP meeting will be scheduled prior to enrollment. Records should be requested and received from prior placement before meeting. In addition to the required documentation for special education purposes, documentation of the Case Management Consultation (CMC) will be obtained from the School Social Worker.

The IEP team may convene if CMC documentation indicates that additional services or a change of placement is needed.

If the IEP committee recommends placement at the Alternative School, he/she is not considered enrolled until intake has occurred. At this time, the Data Management Technology Specialist will add the student in Power School.

Contact the Director of Special Education for more detailed information.

Serious Violations:

(Bringing drugs or weapons to school, or inflicting serious bodily injury on another person)

- Serious behavior problems as outlined above can result in removal to an Interim Alternative Educational Setting (IAES) for up to 45 days.
- This can happen even if the conduct is determined to be a manifestation of the students' disability.
- Removing the student for these offenses does not require parent consent or agreement, nor does it require a tribunal meeting.
- In these cases, system officials must notify the parent immediately of this decision and provide Parental Rights.

Additional Considerations:

System personnel may consider all circumstances when deciding if a change of placement is the right action to take for a student with disability. System personnel may consider various forms of information such as the following:

- Student's disciplinary history
- Ability to understand the consequences
- Expression of remorse, and
- The supports that were provided to the student prior to the behavioral violation

Protection for Children Not Yet Eligible:

If a child has not been identified as a student with disabilities and the district has no knowledge of a child's disability, he/she is not given consideration as a child with a disability. However, if the child who has violated the code of conduct has a parent, teacher or administrator who have expressed concerns about the child's behavior, or a parent has requested an evaluation for services the child must be given consideration as a child with a disability. Also, if the school knows a child has a disability before the behavior that caused the disciplinary action occurred then the student would have provisions as a student with disabilities. If the parent had not allowed an evaluation or refused services, then the student does not have provisions as a student with an IEP. If a request for an evaluation is made during the time a student is subjected to disciplinary measures, school authorities determine placement until the evaluation is completed.

1. At the beginning of each school year, and as often as necessary, the Director of Special Education reminds school administrators to check for the special education flag in Power School when suspending students and to maintain ongoing communication with the special education case manager and special education office about the discipline of students with disabilities.
2. School administrators will review Georgia Rule Number 160-4-7.10 regarding appropriate and legally based disciplinary procedures for special education students at the beginning of each school year and periodically as needed throughout the year.
3. Special education case managers will ensure that school administrators, general education teachers, and other staff members are aware of all disabled students with which they interact, and are provided with a copy of the BIP (where appropriate). School administrators may also access the BIPs from Go IEP.
4. The administrator responsible for discipline should monitor the days of removal for students with disabilities.
5. Students who are prone to Code of Conduct Violations should be monitored frequently. Each school should develop a procedure of checks- and balances to ensure that students are not overlooked. Middle and high school special education students will also be monitored by the caseload manager.
6. Students who accumulate 7 days, or fewer if deemed appropriate, of removal (bus, ISS, OSS) will be placed on Tier II of the behavior intervention scale.
7. Use ISS before OSS, if at all possible, so that we can at least have the special education students in some sort of educational environment. Academic work must continue while in ISS. However, it is **not appropriate**; to have a student in ISS for an extended time without an IEP meeting to determine if this is an appropriate alternative setting.
8. The case manager should monitor the discipline of students on their caseloads and should notify the special education office if a student is given ISS or OSS chronically.
9. If a student is given ISS or OSS chronically (more than 7 days or fewer if deemed appropriate), a meeting will need to be held to determine whether or not the behaviors are a manifestation of the student's disability.
10. If a student is sent to ISS, the school administrator must arrange for the student's IEP services to be given by appropriate personnel each day that s/he is in ISS. Each teacher who delivers the ISS services should sign in to document the date services were given and to whom.

11. A student is **NOT** to be given more than 10 days of OSS (compiled or all at once) without a behavior manifestation meeting AND without access to services **beginning the 11th day** that he is out of school. **The plan for services will be developed by the IEP team after the 7th day of removal.**
12. The administrator will contact the Director of Special Education if they are considering suspending a student from school for more than 10 consecutive school days, or recommends placement at the alternative school for weapon or drug possession or for infliction of serious bodily injury on another person.
13. Discipline data will be reviewed at school leadership team meetings. School discipline data will also be reviewed at monthly administrators' meetings. Data will be used to plan professional development activities and to make appropriate recommendations for revision of policies and procedures.
14. A report showing the disciplinary actions each school and system has taken with students with disabilities are among the requirements the State Department of Education has for each school district. Reports from the student information system on disciplinary actions administered to students with disabilities are compiled and sent to the DOE at the end of the school year.
15. One of GA's performance goals for students with disabilities is to "decrease the percentage of students with disabilities who are removed from school for disciplinary reasons." For this reason, if at all possible, the student should be maintained in his school environment. If he does not have a behavior intervention plan (BIP) and he is exhibiting behaviors that are causing him to be sent to the office on a regular basis, a BIP should be considered by the IEP team. It may not be appropriate to suspend a student for the same behavior more than once without a BIP, as this would seem to be interfering with the student's educational performance (keeping the student out of class by having him/her in ISS).
16. GADOE personnel look at ISS data as well as OSS data to determine if we are disproportionately disciplining students with disabilities.

Alternative School Referral and Placement Procedures:

Special education students are referred to the Alternative School through the Individualized Educational Program (IEP) process. Students generally are considered for the program if they have been referred to a system level tribunal for a major offense or for cumulative offenses that were a chronic disruption to the learning environment. Students may also be considered for Alternative School placement if they are transferring from an alternative placement in another school system or returning from YDC, DJJ placement or residential setting.

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education students who are referred to tribunal or entering the system from an alternative setting for discipline issues.

Before recommending a special education student for placement at Alternative School, the IEP committee should consider several factors such as the student's chronological age and grade placement, credits earned, nature of the disability, motivation and/or attitude of the student, nature of the offense (whether it occurred at school, home or in the community), and safety of students within the traditional school setting. The IEP committee is charged with deciding the most appropriate setting to meet the student's individual needs.

Seclusion and Restraint for All Children:

Enhancing School Safety: Appropriate Use of Restraint Procedures

Both our state and federal legislatures have proposed bills to regulate the use of restraint and seclusion in public schools. DuBois Integrity Academy Charter School System has established policy and procedure documents to make sure our staff is in full compliance of the law. (HR 4247 and S 2860)

The use of seclusion (the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving), prone restraint (intentionally placing face-down on the floor or another surface, and physically applying pressure to the student's body to keep the student in the prone position) and mechanical or chemical restraints (use of devices or medication to limit a student's freedom of movement) is explicitly ***prohibited*** in Georgia schools. [Code 160-5-1-.35]

Physical restraint may be used in extreme circumstances as an emergency procedure to prevent risk of injury to self or others but certain conditions must be met by the district:

- All staff is trained in prevention of behavior problems, including de-escalation techniques, use of system-wide positive behavior supports to teach and reinforce appropriate behavior and familiarity of social skills curriculum.
- Some school staff are trained in physical intervention (restraint) and only trained personnel will employ these procedures. *Physical restraint is prohibited as a form of discipline or punishment, or when the restraint would result in harm to the student because of psychiatric, medical or physical conditions as described in the student's educational records.*
- All physical restraint will be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.
- All physical restraints will be observed and monitored by appropriate school staff.
- Written parental notification will be given within one school day when physical restraint is used with their student.
- The school will maintain documentation of each incident of restraint (incident report form)
- Debriefing with school administration will be required following each restraint incident to discuss necessity of restraint and alternative techniques that might be employed in the future.

The keys to success for DuBois Integrity Academy Charter School System attempting to reduce and eliminate instances of restraint and seclusion are as follows:

- A comprehensive and clear policy and procedure
- Restraint must be the intervention of last resort
- Staff must be trained in de-escalation techniques
- Adequate and well-prepared staff
- Consumer (student) involvement
- A system of data collection and analysis
- Strategies for organizational change
- Performance measurement systems
- Emphasis on staff and consumer (student) strengths
- Cultural competence
- Effective consumer (student) and staff debriefing
- An environment that prioritizes consumer (student) dignity

PROHIBITED BEHAVIORS

DuBois Integrity Academy has adopted the following policies regarding specific prohibited behaviors:

1. **Tobacco:** All tobacco products are prohibited at DuBois Integrity Academy. Penalties for scholars found with tobacco products range from short-term suspension to long-term suspension.
2. **Electronic Communication Devices:** Electronic communication devices (including paging devices, cellular phones, walkie-talkies, etc.) are prohibited at DuBois Integrity Academy grades K-8. The Official Code of Georgia Annotated 20-2-1183 prohibits scholars from possessing a pager or cellular phone or other electronic communication device [such as, but not limited to, cell phones, pagers, a walkie-talkie) at school or on a school bus [including field trips and extracurricular activities). On the first violation, the device will be confiscated and will only be returned to the child's parent. Additional violations will result in the child being suspended. The school also reserves the right to confiscate the device for an extended period of time if it is brought back on campus.
3. **Cell Phones:** Due to the potential disruption a cellular telephone may cause to the instructional environment, the disciplinary actions outlined in the Electronic Device Policy will be strictly enforced if cell phones are visible during the school day. The use of cellular telephones is forbidden for all scholars at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the scholar is directed to use a cellular telephone by a DIA employee or other official.
4. **Weapons and/or Explosive Devices:** A scholar shall not possess, handle, or transport any explosive, weapon, dangerous object or object that can reasonably be considered a weapon. Disciplinary actions will include long- term suspension. Additionally, as required by state and federal law, DuBois Integrity Academy shall report the infraction to local law enforcement authorities, which could subject the scholar to additional legal actions.
5. **Firearms:** A scholar shall not possess, handle or transport any pistol, revolver, or any other firearm designed or intended to propel a missile of any kind, including an imitation gun or weapon that look real or a stun gun. A stun weapon refers to any mechanism that is designed to emit an electronic, magnetic, or other type of charge or shock for the purpose of temporarily incapacitating a person. Any scholar who is determined to have brought a firearm to school shall receive a long-term suspension and shall be reported to the local law enforcement agencies for further legal actions.
6. **Cutting Instruments/ Objects:** A scholar shall not carry, conceal, display or use any straight edge razor, box cutter, razor blade, disk, bowie knife, switchblade knife, ballistic knife, or any other knife, spring stick, metal knuckles, blackjack, bat, club, or other bludgeon-type weapon, or any flailing instrument which may be known as nun-chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind. Items will be confiscated and turned over to a police officer. In addition to any criminal penalty, scholars are also subject to disciplinary action up to and including long-term suspension. (This includes any object that can cause bodily harm to another individual.)
7. **Explosives:** A scholar shall also not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc., including but not limited to: fireworks of any type or size, smoke bomb, paint bomb, stink bomb, any homemade bomb, or any form of gasoline, kerosene, explosive or corrosive chemicals, etc. Scholars found to be in violation of this policy are also subject to disciplinary action up to and including long-term suspension as well as legal action by the local law enforcement agencies.

8. **School Safety Zone:** In addition, The Official Code of Georgia Annotated 16- 11-127.1 states that "It shall be unlawful for any person to carry to or to possess or have under such
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- persons control while within a School Safety Zone or at a school building, school function, field trip, or school property or on a school bus or other transportation furnished by the school any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.
9. **Threatening or Violence Against Staff:** Scholars shall not threaten, harass, or cause inappropriate bodily contact with and/or cause damage to the property of any school employee. Scholars found to be in violation of this policy shall be subject to short-term suspension or long-term suspension, as well as are the local law enforcement agencies. Parents of scholars verbally threatening to cause physical violence to any staff member, using profanity, disorderly, unruly conduct disrupting the school environment or premises of DuBois Integrity Academy on any parts of the campus will be grounds to cause the parent to be restricted from the school premises as well as being referred to local law enforcement agencies.
10. **Illegal/Dangerous Drugs:** Scholars shall not use, purchase, possess, sell, distribute, consume, be under the influence of, or have the odor of any kind of controlled substance as defined by state law. These prohibitions include, but are not limited to: anabolic steroids, substances that look like drugs, cigarettes, imitation controlled substances, drug paraphernalia and other substances such as crack, glue, LSD, heroin, cocaine, marijuana, etc. Scholars may also be subject to prosecution under the Official Code of Georgia § 16-13-32.4 which states: "It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate subsection (a) of this Code section shall be guilty of a felony and upon conviction shall receive the following punishment: (1) Upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000.00, or both; or (2) Upon a second or subsequent conviction, imprisonment for not less than five years nor more than 40 years or a fine of not more than \$40,000.00, or both. It shall be mandatory for the court to impose a minimum sentence of five years which may not be suspended unless otherwise provided by law."
11. **Drug Related Violations Zero Tolerance:** DuBois Integrity Academy maintains a zero tolerance for consuming, possessing, buying, sharing or being under the influence of drugs on school property or at any school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate long-term suspension.
12. **Alcohol:** DuBois Integrity Academy maintains a zero tolerance for consuming, possessing, buying, sharing or being under the influence of or having the odor of any kind of alcoholic beverage on school property or at any school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate long-term suspension, and reported to the local law enforcement.
13. **Destruction or Theft of Property:** Destruction of, theft of, and/or threats to destroy or damage or deface school, private, or public property will result in immediate disciplinary action ranging from short-term suspension to long-term suspension, and referral to local law enforcement agencies.
14. **Violence:** Violence at DuBois Integrity Academy will not be tolerated. Verbal threatening, fighting or intimidating scholars with or without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm is defined as an "assault" and will result in penalties ranging from short-term suspension to long-term suspension. Fighting or making physical contact of an insulting, offensive, or provoking nature with another scholar is defined as "simple battery" and will result in penalties ranging from short-term suspension to long-term suspension, and referral to local law enforcement agencies.

15. **Violence/Aggravated Battery:** Scholars guilty of "aggravated battery"¹ (maliciously causing bodily harm to another) or "aggravated assault" (an assault made with a deadly weapon or with an object or device that is likely to result in serious bodily harm) are subject to immediate long-term suspension and referral to local law enforcement agencies. Scholars who participate in a fight by running to an altercation or by encouraging others to participate are also subject to punishment ranging from Suspension to mandatory transfer. In addition to school sanctioned disciplinary actions, scholars may also be referred to the appropriate law enforcement agency.
16. **Gangs (secret societies) & Gang-Like Activity:** DuBois Integrity Academy maintains a zero tolerance for gang activities on any school campus or school sponsored event. Violators will be reported immediately to the appropriate law enforcement agency. Violators will also be subject to immediate long-term suspension.
17. **Gang-Like Activities or Association:** Scholars may also be disciplined for gang-like activity. Gang-like activity is any association, or group of three or more persons associated in fact, whether formal or informal, which engages in a pattern of gang activity. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti. or attire or other distinguishing characteristics.
18. **Gangs State Statute:** Gangs, as defined in state statute, are forbidden to gather or co-mingle at school system sites or school related events. Individuals who engage in gang-related behavior at school sites or at school-sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur. **Examples of gang-related behavior may include, but are not limited to:**
- a) The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.
 - b) Initiation, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to scholars or staff.
 - c) Threatening to commit, or actually committing any crime with the purpose of terrorizing another, causing the evacuation of a school system facility or school bus, causing disruption of the orderly operation at any school system facility, or acting in reckless disregard of the risk of causing such terror or disruption.
 - d) Using, employing, or relying up on gang members or affiliation to threaten, intimidate, or to harass scholars and/or staff.
 - e) The use of certain hand signals or gestures that may, in any way, be linked to gang or gang-related activity or behavior.
 - f) Graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
 - g) Identifying oneself as a member of a gang.
 - h) Recruiting or soliciting membership in a gang or gang-related organization.
19. **Consequences of Gang Behavior:** Scholars who engage in gang-related behaviors are subject to consequences in accordance with DuBois Integrity Academy's progressive discipline procedures up to, and including, suspension, expulsion, and referral to the appropriate legal authorities.

20. **Bullying/Harassment:** In accordance with Georgia law, bullying is strictly prohibited and will result in immediate disciplinary action. Bullying is defined as
1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
21. **Operational Definition of Harassment:** Harassment, which includes any form of behavior that would contribute to or cause psychological harm to someone else and/or urges scholars to engage in such conduct, shall also be prohibited at the school. Examples are verbal. Written or physical taunts, insults, or challenges, which are likely to intimidate and/or provoke a negative response from the scholars being treated in this manner.

Additional examples of bullying/harassment behaviors Include but are not limited to:

- Physical: hitting, kicking, grabbing, spitting, giving wedgies, etc.
- Verbal: name calling, racist remarks, put-downs. extortion, etc.
- Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's possessions, etc.
- Written/electronic: e-mail/blogs or other similar means, notes, and/or graffiti, containing harassing or bullying messages etc.

Grounds for disciplinary action may apply whenever the scholar's prohibited behavior is reasonably related to school or school activities, including but not limited to on/off school grounds, school sponsored activities. traveling to or from school or a school activity, and the greater community.

22. **Rude or Disrespectful Behavior:** scholars at DuBois Integrity Academy are expected to operate with the utmost integrity at all times, and therefore discourteous or inappropriate language and/or behavior or gestures toward a staff member or scholars will result in penalties ranging from a scholar dollars paycheck system deductions/demerit to short-term suspension. Consistent rude or disrespectful behavior may result in mandatory transfer.
23. **Skipping Class:** Any scholar caught skipping class is subject to immediate consequences ranging from short-term suspension to long-term suspension.
24. **Classroom Disturbance:** The value of "champion teaching and learning" is of the utmost importance at DuBois Integrity Academy, and therefore classroom disturbances will not be tolerated. Any behavior that disrupts the instructional process, distracts scholars and/or teachers from classroom activities and studies, and/or creates a dangerous or fearful situation for scholars and/or staff will result in penalties. As outlined in PBIS rewards.
25. **School Disturbance:** Any acts that may cause disruption of the school environment and/ or threaten the safety or well-being of scholars, teachers and/or staff.
26. **Profanity or Obscenity:** Scholars at DuBois Integrity Academy are expected to uphold the value of integrity at all times, and any use of profanity or obscenity will be considered a violation of this value. Such use includes, but is not limited to, profane, vulgar, obscene words or gestures: possession of profane, vulgar, or obscene material; accessing, viewing, and/or sending obscene material via the Internet. email, cell phones (e.g. 11 sexting") or other electronic means; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions. Penalties may range from a Principal Office visit, or Suspension, depending upon the severity of the violation.

This Includes parents, relative, guardians or family members of scholars can result in these being restricted from the school's premises.

- 27. Failure to Accept Disciplinary Action:** Scholars are expected to follow the disciplinary actions set forth by any staff member at the school, and any scholar who fails to do so is subject to immediate and harsh consequences. Refusing or failure to serve ISS, OSS, or Parent Care, or carry out any other disciplinary action imposed by a teacher or school administrator is grounds for immediate suspension.
- 28. Bus Misbehavior (When Made Available):** Scholars at DuBois Integrity Academy must recognize that riding the bus is a privilege, not a right. Therefore, the privilege of riding the bus to and from school, field trips, or school events may be denied to any scholar who consistently misbehaves while on the bus. In addition, any behavior that disturbs or distracts a bus driver, or causes a dangerous situation for a bus driver and/or scholar, or that disturbs the orderly operation of a bus, or that creates a dangerous for vehicles operating near a bus (including throwing things out of the window or using reflective devices to distract drivers, etc.) may result in immediate suspension.
- 29. Prohibited Items on School Buses When Made Available:** The following items are prohibited while on a school bus: electronic devices (such as cellular phones, pagers, audible radios, tape or compact discs without headphones), food, drinks, candy, glass objects, nuisance items, animals, drugs, weapons, mirrors, lasers, flash cameras, or any other device that might interfere with the driver's operation of the school bus. Scholars who do not follow the school bus rules may be suspended from the school events temporarily or for the entire year, depending upon the severity of the violations.
- 30. Conduct Outside of School Hours:** It is imperative that scholars recognize that as a DuBois Integrity Academy, they are always representing the school. Therefore, any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, or well-being of other scholars or staff members may result in punishment by the school. Such penalties may range from verbal warnings to suspension. (For example, a Facebook feud, disagreement, or argument between students that spills over at school resulting in a serious disruption or fight.)
- 31. Gambling:** Gambling in all forms is strictly prohibited at DuBois Integrity Academy. Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia may result in a variety of consequences ranging up to Suspension.
- 32. Providing False Information:** Scholars engaging in any act that entails providing false information to the school will be subject to immediate consequences. Such offenses include such acts as falsifying school records, forging signatures, making or providing false statements, bribery, using an unauthorized User ID or password, etc. Penalties for such infractions may range Principal Office Visit to being placed on Suspension. ng required to transfer.
- 33. Cheating/Plagiarism:** Cheating will absolutely not be tolerated at DuBois Integrity Academy. Scholars found to be cheating will receive a consequence ranging from Principal Office Visit to suspension along with a written assignment. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc. Repeated cheating may result in a short or long-term suspension in addition to other consequences.

- 34. Operational Definition of Plagiarism:** Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. Scholars who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Plagiarizing is considered against the law and will be punished at DuBois Integrity Academy. Penalties may range from detention to suspension.
- 35. Sexual Misconduct:** Sexual misconduct between or among scholars on school property or at any school activity or event, including, but not limited to, sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors, indecent exposure, insulting comments about sexual orientation, stalking etc. will be subject to swift and harsh consequences ranging from short-term suspension to long-term suspension. Such matters will also be referred to law enforcement when appropriate.
- 36. Trespassing on School Property:** Scholars at DuBois Integrity Academy are not allowed to enter the premises of the school after hours or on the weekend without authorization or permission from the principal. Scholars found to be trespassing may be suspended. When a scholar or a scholar's parents or guardians refuses to leave the school property and/or returns to the school after being instructed to leave the property, the scholar will be in violation of this policy and the matter will be referred to law enforcement. Scholars who have been suspended are strictly prohibited from entering the premises of the school at any time during the length of their suspension.
- 37. Soliciting/Selling Merchandise:** Scholars are not permitted to solicit or sell merchandise to other scholars or staff members without administrative authorization. Such activity is prohibited during all school functions, including but not limited to: on school grounds, during school sponsored activities, or traveling to or from school or school activities. Soliciting or selling illegal substances will result in further consequences up to long term suspension.



DuBois Integrity Academy Students with Disabilities Policies and Procedures

CHILD IDENTIFICATION/CHILD FIND PROCEDURES

In accordance with federal regulations, the *DuBois Integrity Academy* assumes responsibility for the location, identification and evaluation of all children from birth through age 21 that require special education and related services. All children who are suspected of having a disability and who are in need of special education are part of the child find process at the school.

This Includes students who are:

- Students enrolled at the charter school;
- Students advancing from grade to grade;
- Students enrolled by their parents in private elementary, including religious schools located in our County (regardless of the severity of their disability); and,
- Students who are wards of the state and children who are highly mobile, such as migrant and homeless children.

The DuBois Integrity Academy has a child identification process that includes the location, identification and evaluation of a child suspected of having a disability or suspected of being gifted and talented. Our Special Education Department Chair coordinates the child identification process. She uses staff, a variety of community resources, and conducts many systematic activities in our efforts to identify children requiring special services.



ROLE OF THE GENERAL EDUCATION TEACHER

Determines Areas of Most Concern/ Limited to 2 areas of most concern as follows:

STEP ONE:

- Basic Reading
- Reading Fluency
- Reading Comprehension
- Math Calculation
- Math Reasoning
- Written Expression
- Listening Comprehension / Oral Expression
- Behavior
- Speech (Speech Identification Process)
 - o The general education teacher completes a speech screener,
 - o The screener then serves as a referral for the speech/language therapist to conduct a speech evaluation on the student,
 - o On the screener, the teacher will outline the area(s) of concern, i.e., articulation or stuttering concern,
 - o Once the screener is completed. the special education teacher will send home for parents' signature a parental consent to evaluate for speech,
 - o Upon receiving parental approval, the speech therapist will evaluate the student for possible speech services,
 - o If through the evaluation, the speech therapist determines that there exists a speech/language deficit area(s). an Individualized Educational Plan (IEP) will be developed and implemented.
 - o An eligibility meeting will be held with the Speech/Language Team and an Eligibility Report will be developed,



- o At the start of the meeting, Parental Rights are given in writing to the parents and an explanation is offered by the Speech/Language Therapist,
- o The meeting team will "agree" or disagree" on whether the student would qualify to receive Speech/Language services through the IEP,
- o The meeting team will then develop Speech/Language supportive services, goals, and objectives at the meeting with parental and teacher input.

STEP TWO:

Determine an Intervention that Addresses the Area[s] of Concern from the Intervention Manual modeled from the local school district.

- Make sure the Interventions prescribed matches the correct Tier and location (within classroom or pull-out setting)
- A copy of the Actual Intervention (Page) is placed in the Student File.

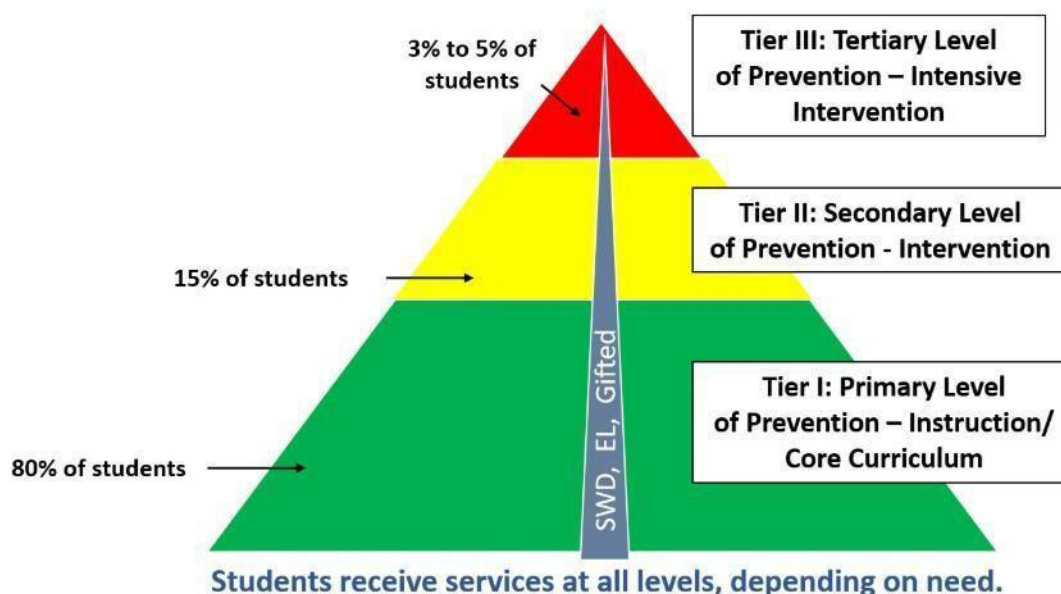


RESPONSE TO

STATE OF GEORGIA PYRAMID OF INTERVENTIONS

Special Education Rules Implementation Manual

Essential Component: Multi-Level Prevention System



STEP THREE:

The Interventions Implemented by the Early Intervention Program Teacher and General Education Teacher (s):

Tier 1:

Standards-Based Classroom Instruction / Learning, Progress Monitoring, Universal Screening benchmark data collected for at least one grading period

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Tier 2:

- Academic - 2 Times / Week
- Behavior - Daily
- Speech- 1 Time / Week

Tier 3:

- Academic - 3 Times / Week
- Behavior - Daily
- Speech- 2-3 Times / Week

- Document Frequency of Intervention on the *Tracking Sheet*
- For Behavior Concerns-20 days of Specific Behaviors are documented on RTI-B1 Form

STEP FOUR:

Progress Monitoring Interventions (Access Using AIMS Web Probes):

Tier 1:

Standards-Based Classroom Tests and Teacher-Led Observations for at least one grading period

Tier 2:

- Academic - 2 Times / Month
- Behavior - Daily
- Speech- 1 Time / Week

Tier 3:

- Academic - 1 Time /Week
- Behavior -Daily
- Speech- 1 Time /Week

STEP FIVE:

Teachers Bring to the FIRST Meeting of the School Year:

- Work Samples (Reading/Writing/Math) **No More Than two for each area*
- Statement of Status **Formerly Named Teacher Skills Inventory*

Teachers Bring to EVERY Meeting of the School Year:

- Copy of Intervention
- Tracking Sheet
- Results of Progress Monitoring Assessments (Graphed) - 4 Weeks
- Behavior Observation Form - *If Behavior Concerns*

DUTIES OF THE SST DEPARTMENT CHAIR

1. Initiate / Complete Tier 2 Meetings:
 - a. Consider initiating Tier 2 when student is failing a core academic area, has 3 or more behavior referrals or parent has concerns.
2. Complete "Request for SST Assistance" when needed: Notify Counselor after two meetings has been held. Make sure all documentation is in the file.
3. Review all SST (Red) Files - Document on File Review Form
4. Implement interventions in all areas of concern - (Make Copy of Intervention)
5. Document Frequency on Tracking Sheet
6. Progress Monitor
 - Academic -Weekly
 - Behavior- Daily
7. Graph Progress Monitoring before each meeting
8. If Behavior Concerns also document specific behavior incidents
9. Bring all data to every SST Meeting

10. Review all SST (Red) Files - Document on File Review Form
11. Implement interventions in all areas of concern - (Make Copy of Intervention)
12. Document Frequency on Tracking Sheet
13. Progress Monitor
 - Academic -Weekly
 - Behavior- Daily
14. Graph Progress Monitoring before each meeting
15. If Behavior Concerns also document specific behavior incidents
16. Bring all data to every SST Meeting

ROLE OF THE STUDENT SUPPORT TEAM

The *Student Support Team (SST)* at *Dubois Integrity Academy* ensure that the student meets the eligibility requirements of the Individuals with Disabilities Education Act as amended in 2004 ("IDEA") and state regulations. In all cases, the SST will not determine that a student has a disability if the suspected disability is because of a lack of instruction in reading or math. If the student is not proficient in English, our SST will not identify the student as disabled if the limited English proficiency is the cause for the suspected disability.

IDENTIFICATION OF SCHOOL-AGE CHILDREN (5-21)

Transfer Students:

The Principal of *Dubois Integrity Academy* signee of the school reviews the records of any new student transferring from another school system whether transferring from a school within County (local school district) or from out of state.

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If the records indicate that the student has been identified as a student with disabilities and that the student requires special education and related services, the student is immediately enrolled in school and, in consultation with parents, given an appropriate program including services comparable to those described on the student's IEP. If the *Individualized Education Program* (IEP) from the sending school requires revision, an *IEP Amendment Meeting* by the special education teacher is held at the earliest possible opportunity to develop, adopt and implement a new IEP. For students transferring from another state, the school may also conduct an evaluation if determined to be necessary and develop a new IEP, if appropriate.

Currently Enrolled Students:

Currently enrolled students are identified through anecdotal records, conversations with parents, individual performance records and standardized test results (including, but not limited to, the *Georgia Milestone State Assessments*. Students attending *DuBois Integrity Academy* receive the ongoing attention of professional personnel to help support their successful learning. Students whose behavior, attendance, or progress in school is considered unsatisfactory, at a marginal level of acceptance (i.e., potential retainees), or are suspended repeatedly, are promptly referred to an SST by completing the school's *SST Referral Process*; which includes the following forms:

1. Parent Invitation to Student Support Team Meeting Form:
2. Tier 2 Initial Meeting Agenda;
3. Tier 2 Intervention Plan;
4. After the Data Collection Process of Tier 2 interventions
5. Tier 3 Meeting Form, if needed;
6. Assessment at Tier 3, if Interventions were Successful or Unsuccessful, Determination for continued interventions or referral to the school psychologist for possible placement with special education services:

7. If referred to the school psychologist, parents will sign a consent for evaluation modeled from the Georgia Department of Education web resources for public schools;
8. Upon the meeting team assembling, the special education department head brings a draft eligibility report to present to the team modeled from the Georgia Department of Education web resources for public schools;
9. After the evaluation is conducted, the special education department head will schedule eligibility meeting with the special education teacher(s), general education teacher(s), parents, and the school psychologist;
 - a. Steps to Eligibility, the following areas are also considered in addition to the school's psychologist's recommendations in determining whether a student qualifies to receive special education services:
 - i. School Performance Data which are formal and informal test scores,
 - ii. Attendance,
 - iii. Discipline records,
 - iv. Student hearing and vision screening results,
 - v. Progress-monitoring data,
 - vi. Universal screener,
 - vii. Teacher input (analyze classroom work sample form for reading, writing, and math, narrative of academic and behavior functioning form, statement of status form that is an assessment of the student's academic strengths and weaknesses,
 - viii. Parents' informational assessment that gives pertinent background information on the child.
10. At the start of eligibility meeting, Parental Rights are given to the parents in writing, and an explanation is offered by the special education teacher,

11. During eligibility assessment, the school psychologist will discuss the results of the psycho-educational report with the parents and teachers, during that the psychologist makes recommendations and supportive instructional strategies that will assist the students with learning strategies and instructional models for teachers to use in the classroom:
12. The school psychologists at the meeting will make her determination as to the diagnoses of the student's disability. The meetings team than makes a final determination as to whether the student will qualify to receive an Individualized Education Plan [IEP] at *Dubois Integrity Academy* through services from the Department of Special Education at the school;
13. All meeting participants must "agree" or "disagree" with for student placement in special education:
14. If all the meeting team "agrees" then an IEP will be devised and implemented for the students by special education and inclusion teachers;
15. The meeting team will then develop Speech/Language supportive services, goals, and objectives at the meeting with parental and teacher input.

PARTICIPATION IN COMPLIANCE WITH IDEA FEDERAL LAW FOR SPECIAL NEEDS STUDENTS

Dubois Integrity Academy will adhere to IDEA requirements to service students with disabilities. For example, if a student with a disability receives a long-term suspension a packet will be prepared by the special education department to include the child's IEP goals, accommodations and classwork assignments for the student to complete at home during his/her suspension. The parents will sign for receipt of the work packet when they are notified by the Special Education Department to pick it up. Upon the students return from suspension, the student will make up any additional missed assignments to include but not limited to test, quizzes and projects. All assignments completed at home will be counted toward full credit toward the student's cumulative grade. In addition, DIA's Governing Board has approved a Character Education class [CEC] to service all students including those students with disabilities. The Character

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Education class is in lieu of out of school suspension. Unlike traditional in school suspension settings, if a student is assigned to CEC he/she will receive full instruction from a certified teacher and paraprofessional support. In addition, those students with disabilities that are assigned to CEC will receive instruction from the CEC certified teacher; paraprofessional support as well as the assigned special education teacher will push into the CEC class to service those students during the regular school day as they would if the child were not assigned to CEC.

SST Referral Forms:

Dubois Integrity Academy uses referral forms to document all referrals to the Student Support Team (SST). The forms are available at the Special Education Department Head's office. Concerned parents and/or staff may complete the form. Once the form is completed, it is given to the school's Principal or his/her designee. The completion of this referral form initiates the SST process. Once the process is completed, if it is determined that the student requires further evaluation, the Parent will be contacted in order for consent to be given for further evaluation. If consent is not granted, the child will continue to receive the tier three services.

IDENTIFICATION PROCESS FOR GIFTED AND TALENTED STUDENTS

Dubois Integrity Academy identifies students in our school in grades Kindergarten(K) - who may be gifted and talented those are referred and evaluated using the following process and procedures. The State of Georgia's definition of students requiring special education includes students identified as gifted and talented. At *Dubois Integrity Academy* this includes any exceptional child who has extraordinary learning ability or outstanding talent.

GIFTED AND TALENTED DEFINITIONS COMPLIANCE

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PARENTS ANDSCHOLARS
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Dubois Integrity Academy's definition of students requiring special education includes students identified as gifted and talented. In our school, this includes any exceptional child who has extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond those ordinarily provided in the regular school programs but which may be provided through special education as part of the public-school program.

Dubois Integrity Academy adheres to the following state definitions for "gifted and talented" students in accordance with guidelines published by the Georgia Department of Education:

"Gifted and talented" means a child identified by the planning and placement team as (1) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (2) needing differentiated instruction or services beyond those being provided in the regular school program in order to realize their intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability and children with outstanding talent in the creative arts as defined by these regulations.

"Extraordinary learning ability" means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity or both. The term refers to the top five percent of children so identified. (Note: The term means 5% of the children so identified as gifted and talented within the school.)

STEPS TO IDENTIFYING GIFTED AND TALENTED STUDENTS:

1. Parents are notified in writing when the student is referred to the SST for a consideration of identification of gifted and talented and, after the SST has



reviewed the assessment information, notified in writing if the student has met the criteria for eligibility as gifted or talented.

2. If the school recommends further evaluations and use an individual assessment procedure (e.g., an individual intelligence test), certain procedural safeguards must be followed. Individual assessment requires proper notice and informed consent. Parents are notified that their child has been referred for evaluation and written consent for the evaluation must be obtained. Parents are informed of the results of the evaluation and informed whether or not the child has been identified as gifted and talented.
3. If group assessment procedures are used to identify gifted and talented students, consent to perform such assessments may not be required. Group assessments (e.g. achievement tests) given to all students within the school are nonspecific and, therefore consent is not required. If a group of students are to be evaluated specifically to determine identification as gifted and talented, notice and consent are required.
4. If a school district uses individualized assessment procedures, an individual SST may be held with the parents to discuss eligibility. However, districts are not required to hold individual SSTs with parents, since an IEP will not be developed.
5. For purposes of determining eligibility where either individual and/or group assessments are used, it is acceptable for the SST to review student assessment data and to identify a group of gifted and talented students during a single meeting.
6. Parents have the right to review and inspect any educational records related to their child. This includes records related to the determination of a child's identification as gifted and talented.
7. If at any time in the evaluation process the parents disagree with the decisions of the SST, the parents have the right to challenge those decisions. For example, if the parents disagree with the school's refusal to evaluate the child, the parents may request either mediation or due process hearing to challenge this refusal.



8. If the SST determines that the child is neither gifted nor talented, the parents may challenge this determination by requesting either mediation or a hearing. Parents may request an independent educational evaluation to challenge the evaluations conducted by the school.
9. Parents have the right to obtain an independent evaluation of their child, conducted by a certified person not employed by the school.
10. The school is not required to provide programming for children identified as gifted and talented. Instead, programming is permissive.



DuBois Integrity Academy Homeless Education

HOMELESS EDUCATION COMPLIANCE

HOMELESS EDUCATION COMPLIANCE

DuBois Integrity Academy **fully complies with the Georgia Department of Education's guidance regarding the McKinney-Vento Education for Homeless Children and Youth. The program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.), (McKinney-Vento Act).**

DuBois Integrity Academy **seeks to ensure that each homeless student has equal access to the same, free, appropriate public education, including a public education, as provided to other students.**

HOMELESS EDUCATION DEFINITIONS

DuBois Integrity Academy **complies with the McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:**

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;



- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

DuBois Integrity Academy students will be considered displaced or in transition as long as he or she is in a living situation described above. A child classified as displaced or in transition will retain that designation for the remainder of the academic year.

LEA/SCHOOL IMPLEMENTATION OF HOMELESS EDUCATION DEFINITIONS

In compliance with the *McKinney-Vento Act*, *DuBois Integrity Academy* considers an **unaccompanied child or youth** is a youth not in the physical custody of a parent or guardian, who is displaced or in transition as defined above. **Enroll and enrollment** means attending school and participating fully in all school activities. Immediate means without delay.

Parent means a person having legal or physical custody of a child or youth. **A guardian** Is someone legally appointed to manage the affairs of a person incapable of acting for himself, i.e., a child or youth. **The school of origin** is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. If the school of origin is determined not to be in the best interest of the child or youth, he or she may enroll in a local attendance area school at the parent's request.

LEA LOCAL HOMELESS EDUCATION LIAISON APPOINTED WITH DUTIES

The *McKinney-Vento Homeless Assistance Act* and the *Georgia State Plan* requires each local education agency to have a board-appointed homeless education local

liaison. The local liaison is responsible for carrying out the duties required by the McKinney-Vento Homeless Assistance Act.

The duties of the LEA local liaison Include:

- (1.) Assist with immediate enrollment of children and youth displaced or in transition and aid with obtaining academic and medical records;
- (2.) In consultation with school administrators, make school placement decisions based on the best interest of the child and wishes of the parent, guardian, or unaccompanied youth;
- (3.) Handle enrollment disputes;
- (4.) Prohibit the segregation of homeless children and youth;
- (5.) Provide/arrange transportation and inform the parent, guardian, or unaccompanied youth of the transportation services available and assist the with accessing transportation to and from school;
- (6.) Inform parent, guardian, or unaccompanied youth of the educational and related opportunities available to them;
- (7.) Disseminate public notice of the educational rights of homeless children and youth in places where he or she receives services;
- (8.) In collaboration with school personnel and community organizations, identify children and youth displaced or in transition both in and out of school;
- (9.) Instruct school registrars and secretaries to inquire about possible displaced or transition situations upon enrollment and withdrawal of every student and refer any suspected cases;
- (10.) Keep data on the number of children and youth displaced or in transition in the school;
- (11.) Train school personnel on possible indicators that children and youth are displaced or in transition using well respected national and state resources.

<http://center.serye.org/nche/brlefs.php>

In meeting these responsibilities, local liaisons must assist homeless children and youth with such activities as the following:

- Enrolling in school and accessing school services;
- Obtaining immunizations or medical records;
- Informing parents, school personnel, and others of the rights of homeless children and youth;
- Working with school staff to make sure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement;
- Collaborating and coordinating with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

OTHER RESPONSIBILITY OF THE SCHOOL'S HOMELESS EDUCATION COORDINATOR

DuBois Integrity Academy's designated Homeless Education Coordinator responsibilities are:

- Develop and carry out the school's *McKinney-Vento plan*;
- Gather valid, reliable, and comprehensive information on the problems faced by homeless children and youth, the progress of the LEAs in addressing those problems, and the success of *McKinney-Vento* programs in allowing homeless children and youth to enroll in, attend, and succeed in school;
- Conduct a comprehensive survey twice per year to identify potential Homeless children and youth;
- Coordinate services on behalf of the *McKinney-Vento* school program;
- Provide professional development and technical assistance for the school's coordination with the teachers to ensure that LEAs comply with the *McKinney-Vento Act*; and

- Collect and transmit to the *U.S. Department of Education*, upon request, a report containing the information that the school determines is necessary to assess the educational needs of homeless children and youth.

DU BOIS INTEGRITY ACADEMY ENROLLMENT PLAN

DuBois Integrity Academy Enrollment Plan ensures that enrollment under the *McKinney- Vento Act* may not be denied or delayed due to the lack of documentation normally required to enroll. **Such documentation Includes:**

- Proof of residency
- Transcripts/school records
- Immunization or health records
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of uniforms
- Any factor related to the student's living condition
- Any other document requirements

UNACCOMPANIED HOMELESS YOUTH ENROLLMENT

Unaccompanied youth may enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison. The school's enrollment process includes completion of a *Displaced Student Enrollment Checklist* which is designed to ensure the student's rights are protected and that all needed services are provided. The law allows charter schools to adhere to enrollment caps imposed by its charter. However, charter school enrollment policies, including enrollment caps, may not be used to override a displaced student's right to continue his or her education in the school of origin in any case in which the student becomes displaced between academic years, during an

academic year, or for the remainder of the academic year if the student becomes permanently housed.

ACCOMMODATING DISPLACED STUDENTS

Students who are displaced or in transition may have difficulty meeting enrollment deadlines. *DuBois Integrity Academy* administrators in conjunction with the local liaison will explore enrollment options outside of the normal parameters to accommodate the wishes of displaced students and those in transition on a case-by-case basis.

TRANSPORTATION

Transportation will be provided to and from the school if requested by the parent/ guardian where required by federal law at 42 U.S.C. § 11432(g)(l)(j)(iii). In the case of an unaccompanied youth, the transportation request will be made by the Homeless Liaison (Form JBC(l)-3

MEALS FOR HOMELESS EDUCATION STUDENT

The U. S. *Department of Agriculture* has determined that all children and youth displaced or in transition are automatically eligible for free meals.

Child Nutritional WIC Reauthorization Act of 2004, Pub. L. No. 108-265, Sec. 104). On the day a child or youth is identified as displaced or in transition enrolls in school, a school administrator will prepare a memo for the food service provider identifying the student as eligible for free meals. The parent is not required to complete the customary free and reduced lunch application.

EDUCATIONAL SERVICES FOR HOMELESS EDUCATION STUDENTS

DUBOIS INTEGRITY ACADEMY PARENTS AND SCHOLARS HANDBOOK

DuBois Integrity Academy offers children and youth displaced or in transition comparable services offered to other students in the selected school, including, but not limited to:

- School Bus Transportation (not available)
- Title I, Part A services
- Services for which the student meets eligibility criteria, including special education,
- English language learners' programs, etc.
- Before and after school programs

Children and youth displaced or in transition are frequently not evaluated or provided appropriate special education and related services. Children suspected of having a disability will receive a timely, complete evaluation. Frontier will fully comply with the provisions of the *Individuals with Disabilities Education Act*. If a displaced or in transition student has an existing *Individualized Education Plan* (IEP) it will be implemented immediately. Any necessary IEP meetings or re- evaluations will then be conducted expeditiously. If complete records are not available, IEP teams will determine the best course of action to avoid disruption in appropriate services. It is unlawful for children and youth displaced or in transition to be stigmatized or segregated from school services or activities based on their *McKinney-Vento* status.

STRATEGIES FOR IDENTIFYING HOMELESS PRESCHOOLERS

DuBois Integrity Academy's local liaison (Homeless Education Coordinator) will identify preschool-aged homeless children by working closely with shelters, preschools, community-based organizations, faith-based organizations, homeless shelters and transitional housing agencies, and social service agencies in our area. In addition, the liaison will work with school personnel, who can inquire, at the time they are enrolling homeless children and youth in school, whether the family has preschool-aged children.

The LEA liaison will also collaborate with the school district special education program. The *Individual with Disabilities Education Act* (IDEA) requires that highly mobile children with disabilities, such as migrant and homeless children who need special education and related services, are located, identified and evaluated. Additionally, IDEA requires that homeless preschoolers and all homeless children be included in the **Child Find** process for early identification of special education needs.

LEA COLLABORATION OF TITLE I AND MCKINNEY VENTO ACT

DuBois Integrity Academy uses the following strategies to ensure collaboration and coordination between the school's Title I services and *McKinney Vento Act*. The school's designated Local Homeless Education/Homeless Education Coordinator will:

- Ensure that LEA local liaisons attend Title I conferences and in-services, and that Title I coordinators attend homeless education conferences and in-service professional development.
- Ensure collaboration between local Title I coordinators and LEA local liaisons on a plan that identifies ways that Title I will serve children and youth experiencing homelessness.
- Ensure collaboration between the State Title I coordinator and the State McKinney-Vento coordinator on the State Title I plan or the State consolidated plan.
- Share Title I and Homeless Education handbooks with other program staff.
- Collect and share within and across districts concrete data on the needs of children and youth in homeless situations.
- Initiate district efforts to make organizational accommodations for eligible students, as necessary, in such areas as transportation, remaining in the school of origin, records transfer, class scheduling, and special services that will help them enroll, attend, and succeed in school.

- Ensure that the needs of highly mobile students are included in the school improvement plans and not addressed as a separate issue.
- Establish and widely disseminate information on district-wide policies, procedures, and guidelines to identify and serve eligible students.
- Ensure LEA homeless liaison representation on the State Committee of Practitioners.
- Include homeless parents in Title I parental involvement policies and create opportunities for homeless parents to be involved.

**Policy and Procedures Resource: EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, AS AMENDED BY THE NO CHILD LEFT BEHIND ACT OF 2001, NON-REGULATORY GUIDANCE**

APPENDIX

HOMELESS EDUCATION LIAISON TOOLKIT

EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT.

AS

AMENDED BY THE NO CHILD LEFT BEHIND ACT OF 2001.

NON- REGULATORY GUIDANCE



DUBOIS INTEGRITY ACADEMY ATTENDANCE POLICY

Terms to Know:

Absence: The act of not being present for a full or partial day of school.

Excused Absence: Any absence accompanied by a valid and documented reason.

Unexcused Absence: Any absence that does not have a valid and documented reason.

Tardy: The act of being late to school or class.

Excused Tardy: Any tardy accompanied by a valid and documented reason.

Unexcused Tardy: Any tardy that does not have a valid documented reason.

(5 or more unexcused tardies = 1 day of absence)

Early Release: Any scholar picked up prior to regular dismissal (Note: **Early releases end at 2:30pm and are for emergencies only. Excessive early releases (3 or more per quarter/term) will result in a student attendance meeting. Examples of emergencies include but are not limited to family emergencies, illness, etc.**

Extended Absences: Any absence consisting of 3 or more consecutive days (**Note: Extended Absence requests must be approved by the principal via an extended absence request form and supporting documentation**) Extended absences not reported beyond the 10th consecutive absence will result in a report to the Department of Family and Child Services and withdrawal.

Quarter/Term: There are 4 quarters/terms in a school year:

QT1: Aug-Oct

QT2: Oct-Dec

QT3: Jan-Mar

QT4: Mar-May

Semester: There are 2 Semesters in a school year:

QT 1 + QT2= Semester 1

QT 3 + QT 4= Semester 2

Parent Note: A written or emailed notification alerting the DIA attendance office of an absence or tardy (**Note: parent notes are applicable to one day and are subject to approval based on the notification details. Please include the full name of the scholar and the date of the absence/tardy in question**).

Doctor's Excuse: A formal signed document detailing the scholar's attendance at any scheduled/non-scheduled visit to a doctor. (**Note: Please ensure the name on the document mirrors the name of your scholar in Infinite Campus**)

DIA Attendance Office: Parents may always contact the DIA Attendance Office with any questions at diaattendance@duboisintegrityacademy.com

GEORGIA STATE COMPULSORY ATTENDANCE:

Georgia's Compulsory School Attendance Laws require that every child must be enrolled in school between their sixth and sixteenth birthdays, except those who have successfully completed all requirements for a high school diploma O.C.G.A 20-2-690.1 (a). Also, any student enrolled for 20 days or more prior to their seventh birthday is subject to the Compulsory School Attendance Laws (Georgia Code Section 20-2-690 through 20-2-701), and the rules and regulations of the Georgia State Board of Education relating to compulsory school attendance. O.C.G.A 20-2-150 (c).

A parent/guardian or other person residing in the State of Georgia who has control or charge of a student who is enrolled in a public school is responsible for ensuring that the student attends school in accordance with the law. Any such person who violates this code shall be considered guilty of a misdemeanor and shall be subject to penalties which includes fines, imprisonment, community service, etc.

Elementary Start Time: Classes begin promptly at 8:00am. Any scholar not in class at 8:00am when class attendance is taken will be considered absent.

Middle School Start Time: Classes begin promptly at 8:10 AM. Any scholar not in class at 8:10am when class attendance is taken, will be considered absent.

The following guidelines have been established to minimize scholar absenteeism. The Georgia Board of Education allows for **documented excused** absences due to:

- Personal Illness
- Death or Serious Illness in the family
- Recognized religious holidays
- Absences caused by order of the government
- Inclement weather or dangerous conditions

Scholars who have 5 or more unexcused absences will be considered truant and the parent/guardian must have a mandatory attendance improvement meeting (Student Attendance Meeting) with the school's principal or designee. Parents who have scholars with 10 or more unexcused absences are subject to receiving a referral to attend a truancy court with the Clayton County Juvenile Justice Dept.

Scholars are also subject to retention if an excessive amount of unexcused absences are accrued (see school retention policy (<https://www.duboisintegrityacademy.org/policies>).

Please be mindful that tardiness and early releases factor into a scholar being truant.

- 3 Unexcused Absences: Parents will receive a notification from the teacher.
- 5 Unexcused Absences: Parents must attend a mandatory Student Attendance Meeting
- 7 Unexcused Absences: Parents must attend a mandatory 2nd Student Attendance Meeting
- 10 Unexcused Absences: Referral submission to Clayton County Juvenile Justice Dept. for truancy.

Of Note: DIA does not provide a transportation service for scholars therefore families are solely responsible for ensuring that scholars arrive to school daily and on time. Lack of transportation will not be accepted as excusable however; if there are any issues prohibiting your scholar(s) from attending school, arriving on time, or having excessive early releases please notify the School Social Worker, Mr. Jackson at djackson@duboisintegrityacademy.com to set up a parent conference.

SUBMITTING PARENT NOTES AND DOCTORS EXCUSES

ALL SCHOLARS ARE WARRANTED 5 PARENT NOTES PER SEMESTER (See Terms to Know for semester definition)

There are two ways to submit parent notes and doctors' excuses:

#1: Submit a parent note or doctor's note directly to the attendance office at <https://www.duboisintegrityacademy.org/general-7>

OR

Step 1: Go to duboisintegrityacademy.org

Step 2: Click the parent tab at the top of the page

Step 3: Click Attendance Office in the drop-down box

Step 4: Click the tab that says SEND PARENT EXCUSE NOTE OR SEND DOCTORS NOTE

#2: Submit a written parent note or formal signed doctor's note to your scholar's respective admin assistant at your scholars respective building *

***No parent note or doctors excuse should be emailed or given to a scholar's teacher**

- PARENT NOTES SHOULD CONTAIN THE DATE OF SUBMISSION, THE SCHOLARS FULL NAME AS IT APPEARS IN INFINITE CAMPUS, THE DATE OF THE ABSENCE AND A DETAILED REASON FOR THE ABSENCE.
- PARENT NOTES AND DOCTORS EXCUSES WILL NOT BE ACCEPTED BEYOND THREE DAYS OF A SCHOLARS RETURN TO SCHOOL.,
- PARENT NOTES ARE ACCEPTABLE FOR 1 DAY ONLY. IF 2 DAYS ARE NOTED ON A PARENT NOTE THAT NOTE WILL COUNT AS 2 NOTES.
- ANY SCHOLAR WHO IS ABSENT 3 OR MORE CONSECUTIVE DAYS WILL REQUIRE A DOCTORS NOTE IN ORDER FOR DAYS TO BE EXCUSED OR APPROVAL FROM THE PRINCIPAL VIA THE EXTENDED ABSENCE REQUEST FORM (SEE NEXT SECTION)
- IF YOU ARE WRITING NOTES FOR MORE THAN 1 SCHOLAR, EACH SCHOLAR NEEDS A SEPARATE NOTE.

SUBMITTING A REQUEST FOR AN EXTENDED ABSENCE

In the event your scholar will be out for 3 or more consecutive days of school you must submit a request for an extended absence. All extended absences must be supported by the appropriate documentation and be approved by the principal.

No Extended Absence will be approved beyond 10 days.

The Extended Absence Form is available at Dubois Integrity Academy here:

<https://www.duboisintegrityacademy.org/general-7>

OR

Step 1: Go to [duboisintegrityacademy.org](https://www.duboisintegrityacademy.org)

Step 2: Click the parent tab at the top of the page

Step 3: Click Attendance Office in the drop-down box

Step 4: Click the tab that says Submit Extended Absence Form

MAKE UP WORK

Make up work will be provided only for days excused. All make up work must be submitted in accordance with the days excused. (EXAMPLE: if your scholar has 2 days excused, your scholar will have 2 days to complete and submit any make up work).

ARRIVAL TIME AND LATE ARRIVALS

Elementary School (K-5): Arrival time is between 7:30am-7:55am. Any scholar not in class at 8:00am will be considered absent. If a scholar arrives late, the parent must escort the scholar into the building and properly sign the scholar in at the main office. Failure to follow this procedure accordingly could result in a scholar being marked absent.

Middle School (6-8): Arrival time is between 7:45am-8:05am Any scholar not in class at 8:10am will be considered absent. If a scholar arrives late, the parent must escort the scholar into the building and properly sign the scholar in at the main office. Failure to follow this procedure accordingly could result in a scholar being marked absent.

OF NOTE: Any scholar who is checked in after 11:30am will be considered absent for the school day

Any scholar who is checked out prior to 11:30am will be considered absent for the school day.

WITHDRAWALS

In the event that a parent needs to withdraw a scholar(s) the parent must follow the proper withdrawal procedure by requesting the appropriate withdrawal documents from the DIA enrollment office at ftomas@duboisintegrityacademy.com Failure to follow this procedure will result in consecutive absences and a possible report to the Department of Family and Child Services.

ATTENDANCE AND RETENTION

Any scholar(s) who is absent for 10 percent of the total number of school days is subject to being retained.

PERFECT ATTENDANCE

Perfect Attendance pertains to any scholar who has been present and on time 100% of the school year.

It is important to check your email consistently as all school notices pertaining to attendance inquiries, attendance meetings, etc. will be distributed via email.



BIRTHDAY CELEBRATIONS FOR SCHOLARS

The staff at DuBois Integrity Academy recognizes the Importance of birthdays in a student's life and will do their best to make each scholar's birthday special. In that regard, the class will honor all scholar's birthdays on the last Friday of the month. If a parent wishes to distribute home birthday party invitations at school, the invitations must be distributed to all scholars in the class. Parents may not distribute invitations at school to a select group of scholars in the class. If a **parent wishes to celebrate their child's birthday at school, the following protocol must be followed:**

- Parent must give the teacher and school at least one week's notice
- This is to allow the teacher time to have the nurse pull the class allergy list
- Birthday treats will only be served during lunch or at the end of the day during closing circle time in homeroom, and will be limited to 10 minutes of celebration time.
- All birthday treats must be store-bought and sealed prior to being brought to school.
- No homemade birthday treats will be passed out to scholars
- No treats with peanut ingredients shall be served at the school or in goodie bags.
- Parents must bring enough treats for the entire class.
- It is likely that several birthday s will be celebrated on the same month.
- In order to alleviate an excessive number of treats on the last Friday of the month in your child's class, please coordinate with their teacher so that they can manage the items for the celebration.

If we find that birthday celebrations are Impacting the academic program, the Principal may limit or prohibit birthday celebrations at school.



Entering the Building/Visitors

Once in the building, visitors are to report directly to the reception area and sign-in. You will be asked to show your identification and it will be verified. All visitors must wear a visitor's badge, including parent volunteers. Those who do not follow our building security system will be asked to leave the school immediately. If they do not leave immediately, the police will be called. Visitors are asked to only use the front door to obtain entrance into DIA.

Volunteers

Volunteers provide a valuable service to DIA. and we encourage our parents to volunteer in the school. DIA's Principal and Executive Director will assist in securing volunteers at DIA. Volunteers must be assigned to a specific area or activity during the school day.

There will be a folder in the reception area for volunteers to sign-in to monitor the hours our volunteers put forth into the school. All volunteers must also sign in the office as a visitor and follow our building security plan. If you would like to volunteer at DIA, please contact the school's Principal and/or the School's Executive Director through the office phone number.

Annual School Emergency Procedures

At the beginning of the school year, each teacher will review emergency procedures with their scholars. Each room will have an emergency evacuation route posted on the wall by the door. Scholars should know where these are posted and should understand the plan for evacuation for each room in the building.

Fire Drill Procedures

Fire alarms should be taken with the utmost seriousness at all times. In order to prepare for real fire emergencies and to comply with state fire code mandates, the school will hold fire drills throughout the school year. Teachers and scholars will not necessarily know in advance of such drills, and during inclement weather, the drills may be postponed. When a fire alarm goes off, teachers are expected to line their scholars up immediately and exit the building following the outlined fire escape plan.

All scholars will be given specific instructions in fire exit drills prior to each drill.

The instructions will be as follows:

- Scholars should walk, not run, when proceeding to the exits.
- Scholars are not allowed to talk during fire drills so that they may hear instructions that might be given in the event of a real emergency.
- If a fire alarm sounds while a child is not in the regular classroom, he or she should exit the building by the quickest route and proceed to the designated meeting place for his grade level.
- Scholars are not allowed to secure or recover clothing or other personal property after the fire alarm has sounded.



In addition, teachers and scholars should familiarize themselves with the location of the Interior fire alarm striking stations and should be familiar with how to pull these alarms in the event of an emergency.

When a fire alarm has sounded, teachers should follow the following procedures:

- Line scholars up immediately.
- Bring their grade book or scholar roster that includes updated emergency contact information for scholars and parents.
- Close and lock all windows and doors.
- The teacher should be the last person to exit a classroom, and should ensure that all occupants have safely evacuated after an alarm.
- Assist any physically or otherwise handicapped scholars in exiting safely.
- Bring scholars in an orderly fashion to the designated exit and meet the rest of the school in the designated meeting place.

Notification of Fire Drills and Communication Procedures

Prior to a fire drill, the administrative staff will be made aware of the impending drill. If the alarm goes off when a drill has not been planned, the office manager is in charge of calling 911 immediately and making them aware of the situation. After which, the office manager will assist the principal in "sweeping the building" by looking in bathrooms and unsupervised common areas (providing the situation is safe enough for such a search to occur).

After the building has been quickly swept, the office manager and principal will help direct scholars to the appropriate gathering place outside in an orderly fashion.

The principal will be in charge of determining the cause of the emergency and will seal off any high-risk areas. In the event of a real emergency, the principal will also secure the school's Emergency Kit.

It is the principal's responsibility to communicate promptly with emergency personnel and/or teachers regarding the situation. Following a fire drill, the principal will also determine when it is appropriate to re-enter the building.



Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) ACCESSING STUDENT RECORDS:

The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

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

(2) AMENDING STUDENT RECORDS:

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

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

If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) DISCLOSING STUDENT RECORDS:

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 the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a school or District approved volunteer; a person or company that is under the direct control of the school with respect to the use and maintenance of education records and with whom the school has contracted or who volunteers to perform a service or function for which the school would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent/guardian or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

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

(4) COMPLAINT PROCEDURE:

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920



(5) DIRECTORY INFORMATION

The school may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with school procedures. 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, date and place of birth, grade level, work samples as included on school blogs, websites and/or videos; dates of attendance and most recent previous school attended, degrees/ honors/awards received, photograph, participation in school activities and sports, as well as weight and height of members of athletic teams; and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s Social Security Number, in whole or in part, cannot be used for this purpose.)

The school may include personally identifiable information in school publications such as a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports event publications, such as a football game program. Student work samples may also be included in publications such as those listed above, as well as on school blogs, websites and/or videos. In addition, student work samples may also be displayed as part of public performances including, but not limited to, art shows, curriculum nights, etc.

Directory information may also be released without prior written parental/guardian consent to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, Clayton County Public Health, Georgia Department of Public Health, District Attorney and Solicitor’s Offices, the Professional Standards Commission, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, other State, Federal, and Local governmental agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools (Advanced) for non-political purposes. Schoolteachers, may also display a student’s name, most recent previous school attended, awards received, participation in school activities and sports, as well as weight and height of members of athletic teams on classroom or websites or blogs for the purposes of recognizing student achievement, instructional purposes or informing the community about school events.

The school also records and maintains audio recordings and video or photographic footage (including accompanying audio) 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 publications and websites. In many cases, videos contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class, riding the school bus, attending to classroom or school activities, eating lunch, participating in club or performance activities, accepting awards and/or engaging in academic activities. Audio recordings of students may also include day-to-day peripheral recordings of noises or voices related to students, including but not limited to, student voices or noises in hallways, classrooms, at public performances, class presentations and/or during class participation.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing or being involved in a violation of law or School Rule, Procedure, or Policy. The school may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis. Peripheral or day-to-day recordings, images, or video footage (including accompanying audio) of students may be released without prior written parental/guardian consent, subpoena, and court order to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor’s Offices, the Professional Standards Commission, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools (Advanced) for non-political purposes. School may also post these

images or recordings on school classroom or school websites or blogs.

A student or the parent/guardian of a student involved in any prohibited conduct may review a recording of prohibited conduct, which may contain other students' peripheral video or audio information. This review may be allowed without obtaining the consent of the peripheral student(s) or his/her parent(s)/guardian(s). However, if any other students are involved in the recorded prohibited conduct, the school will require compulsory process or appropriate written consent from those parents/ guardians/eligible students prior to the review of the recording.

OBJECTION PROCEDURE:

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should notify the principal of their school in writing within 10 days of enrollment.

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. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system’s Section 504 Coordinator at the following address:

Greta Hunt 749 Main Street Riverdale, GA 30274, ghunt@duboisintegrityacademy.com 770-629-1235

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides 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 the school system’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 the school system 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 the school system 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 the school system’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 the school systems 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 district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’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 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 the school system’s Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. **Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.



Section 504 Procedural Safeguards (continued)

Within 10 business days from receiving the grievant Requestor Hearing, the Section 504 Coordinator will acknowledge the requestor 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.

3. **Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her requestor Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. 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 Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, 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.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. 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.
- e. 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 the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. 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.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. 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.
- k. 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.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. 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.

5. **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.

6. **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.



Chart of Responsibilities for Responses to Civil Rights Concerns

Policies/Rules require full compliance with all federal and state non-discrimination laws, including:

- Title VI and VII of the **Civil Rights Act of 1964**, along with Title IX of the Educational Amendments of 1972
- **Age Discrimination and Employment Act (ADEA)**
 - Age Discrimination Act (Age Act) of 1975, 42 U.S.C. Sections 6101, et seq., 34 C.F.R. Part 110
- **Americans with Disabilities Act** of 1990 (ADA, Title II)
- Section 504 of the **Rehabilitation Act** of 1973
- Public Law 101-476, **Individuals with Disabilities Education Act (IDEA)**

These laws prohibit, and DuBois Integrity Academy forbids discrimination on the basis of race, color, sex (including pregnancy and related conditions), religion, national origin, age, military status, disability, or any other legally protected status in all District programs and activities. This includes school academic, extracurricular, athletic, Homeless Education Programs pursuant to the McKinney-Vento Act, and other school programs, as well as during field trips, and in school classes or training programs that take place off school grounds. Sexual harassment of students is a form of sex discrimination prohibited by Title IX. The school is committed to upholding these laws and takes discriminatory behaviors seriously.

Below is a list of individuals designated to handle inquiries or concerns regarding the school's non-discrimination policies/rules. Alternatively, a parent or student may contact the Dean or the Executive Director to share concerns.

DuBois Integrity Academy – Dean of Students Mr. Myron Jones, M.Ed. Email: mjones@duboisintegrityacademy.com (770) 629-1534 Who should replace me

Discrimination complaints may also be filed directly with:

The Equal Employment Opportunity Commission Sam
Nunn Atlanta Federal Center
100 Alabama Street, SW, Suite 4R30 Atlanta,
Georgia 30303

The U.S. Department of Education Atlanta Office
For Civil Rights
61 Forsyth St. S.W., Suite 19T70 Atlanta, GA
30303-3104

(800) 669-4000

Employees or applicants with
complaints alleging discrimination
on the basis of race, color, national
origin, sex, disability, age,
retaliation, or religion

(404) 562-6350

Individuals with complaints
alleging discrimination on the
basis of race, color, national
origin, sex, disability, or age



Information Regarding Discrimination and/or Harassment

Any student (or parent/guardian or friend of a student) who has been the victim of discrimination and/or harassment by any person, including a fellow student, teacher, administrator, or other school system employee, is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. The school takes such conduct very seriously.

All students and their parents/guardians are urged to carefully review Rules (Equal Educational Opportunities) and (Harassment Reporting and Investigation).

The school does not tolerate discrimination and/or harassment based upon race, creed, color, national origin, religion, sex, age, or disability. Students or employees found to have engaged in such acts will be promptly and appropriately disciplined in such a way as to eliminate and deter future conduct related to discrimination and/or harassment. The school encourages collaboration with students and parents to prevent discrimination and/or harassment on the basis of race, creed, color, national origin, religion, sex, age or disability.

Any person who knowingly makes a false charge of discrimination and/or harassment may be subject to disciplinary action, as well as criminal or civil penalties.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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 students are 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/guardian;
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/guardians; or
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 material 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.

The school has developed rules, 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. Parents/guardians may provide written suggestions for these local school rules to our Administrative Office.

The school will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The school will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The school will make this notification to parents/guardians at the beginning of the school year if the school 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/guardians 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/guardians 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.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920



Boy Scouts of America - EQUAL ACCESS TO PUBLIC SCHOOL FACILITIES.

(a) **SHORT TITLE-** This section may be cited as the Boy Scouts of America Equal Access Act'.

(b) **IN GENERAL-**

(1) **EQUAL ACCESS-** Notwithstanding any other provision of law, no public elementary school, public secondary school, local educational agency, or State educational agency that has a designated open forum or a limited public forum and that receives funds made available through the Department shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in title 36 of the United States Code (as a patriotic society).

(2) **VOLUNTARY SPONSORSHIP-** Nothing in this section shall be construed to require any school, agency, or a school served by an agency to sponsor any group officially affiliated with the Boy Scouts of America, or any other youth group listed in title 36 of the United States Code (as a patriotic society).

(c) **TERMINATION OF ASSISTANCE AND OTHER ACTION-**

(1) **DEPARTMENTAL ACTION-** The Secretary is authorized and directed to effectuate subsection (b) by issuing and securing compliance with rules or orders with respect to a public elementary school, public secondary school, local educational agency, or State educational agency that receives funds made available through the Department and that denies equal access, or a fair opportunity to meet, or discriminates, as described in subsection (b).

(2) **PROCEDURE-** The Secretary shall issue and secure compliance with the rules or orders, under paragraph (1), through the Office for Civil Rights and in a manner consistent with the procedure used by a Federal department or agency under section 602 of the Civil Rights Act of 1964. If the public school or agency does not comply with the rules or orders, then notwithstanding any other provision of law, no funds made available through the Department shall be provided to a school that fails to comply with such rules or orders or to any agency or school served by an agency that fails to comply with such rules or orders.

(3) **JUDICIAL REVIEW-** Any action taken by the Secretary under paragraph (1) shall be subject to the judicial review described in section 603 of the Civil Rights Act of 1964. Any person aggrieved by the action may obtain that judicial review in the manner, and to the extent, provided in section 603 of such Act.

(d) **DEFINITION AND RULE-**

(1) **DEFINITION-** In this section, the term youth group' means any group or organization intended to serve young people under the age of 21.

(2) **RULE-** For the purpose of this section, an elementary school or secondary school has a limited public forum whenever the school involved grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.



Medications and Health Care at School - Questions and Answers

1. Does the school provide medications?

No, the school does not provide medication. Medication must be brought to the front office or school clinic by the parent/guardian except as otherwise permitted. An "Authorization to Give Medication" Form must be completed and filed with the School Clinic.

2. Where can I find authorization forms?

Authorization forms are found in the school front office PS school clinic.

3. Why do medications have to be in the original container?

The original container provides information from the manufacturer about over-the-counter medications, including the name of the medication, the proper dose, how the medication should be given, how often the medication can be given, possible side effects, when the medication is no longer effective (an expiration date), the patient's name, BOE the prescribing health care provider. All of this information is necessary for the School Nurse to administer medication in a safe manner.

4. What if my child's medication or dosage changes?

Parents/guardians must inform the School Nurse of any medication changes. New medication or different doses will not be given unless the parent/guardian completes a new medication form. The information on the prescription bottle label must match the new consent form.

5. May my child carry over-the-counter medication at school? /0

All (i.e.: Advil, Motrin, Midol), acetaminophen (i.e. Tylenol), aspirin, antacids, cough drops, throat lozenges and oral antihistamines NVTU IBWF B completed DPOTFOU GPSN and administered by the school nurse.

6. Can my child carry their epinephrine auto injector, insulin or asthma inhaler at school? NO

All inhalers, epinephrine auto injectors or insulin must have a completed consent form and administered by the school nurse.

7. How much time do I have to get to the school if the nurse calls me to pick up my child because he's sick?

You, or a person you designate, should arrive within one hour of being called. Most school clinics have an area where your child can rest for a short period of time. You, or a person you designate, must arrive within 15 minutes if your child has a fever of 104 degrees F or higher. Otherwise, 911 will be called.

8. What happens to my child's medication at the end of the school year?

All medications not picked-up by parents/guardians by the last day of school will be destroyed.

9. Can my child take herbal medication at school?

No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.

For any additional questions or concerns, please contact our office.

Field Lessons: Projects-Based Learning

Field lessons and projects-based learning are one of the many ways we give our scholars a well-rounded education. Field lessons extend the classroom learning. When your child enrolls at DIA, families will be asked to sign a **DIA Field Trips** permission slip which will allow your child to be transported to all field lessons. Each individual field lesson will have its own unique permission slip, please review and sign all permission slips in a timely manner so that you will be informed of all times when scholars will be out of the building.

Walking Field Lesson

When your child first enrolls at DIA, you will be asked to sign a walking permission slip which allows your child to leave the building on-foot under the supervision of their teachers. This permission slip allows the scholars to walk to nearby playing fields, libraries and other educational activities.

Chaperones

We welcome parent chaperones on our field lessons throughout the year. Please complete the chaperon of the field lesson permission slip if you are willing and able to chaperone a particular trip. Please note that non-DIA siblings are not allowed to attend DIA field trips and chaperones are not allowed to have non-DIA children with them on the trips. We would like to give all of our families the opportunity to participate in field lessons.

Student Meals

All families must fill out a **Federal Eligibility Application** for free and reduced-price meals. Families that qualify will receive breakfast and lunch for free, full price, or at the reduced price.

Meals for Children with Disabilities and Food Allergies

USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability or students with specific meal restrictions (such as food allergies) must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician.

School food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Each special dietary request must be supported by a medical statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority and must include:

- **An Identification of the medical or other special dietary condition which restricts the child's diet;**
- **The food or foods to be omitted from the child's diet; and**
- **The food or choice of foods to be substituted**

Vegetarian options are available for children who do not wish to eat meat, poultry or fish.

Cafeteria Program

Breakfast is served from 7: 30 AM until 7:55 AM @ Church Street/F.O.F. & 7:45 until 8:10 @ Main Street. In **the event of late arrivals, scholars will not be served breakfast.**

We have a 30-minute lunch period. Scholars may bring their own lunch from home. Please pack a healthy lunch: glass bottles. soda, sugary juice. gum. chips. fast food. cookies. donuts, any type of candy. or any other food with excessive sugar or salt **Are Not Permitted.**

Breakfast and Lunch Rules:

1. Follow directions the first time they are given.
2. Scholars must have permission to leave their seats. Raise your hand if you need assistance.
3. Scholars may talk to one another using an appropriate indoor voice.
4. The first 20 minutes of breakfast and lunch will be silent eating time to ensure that all scholars are given time to complete their meals. The last 10 minutes scholars will be allowed to fellowship with their peers.
5. Keep hands, feet and objects to self.
6. Sit in your assigned seating area only.
7. Leave your table and area cleaner than you found it.
8. No talking with food in your mouth.
9. Do not be wasteful or play with food.
10. Clean up after yourself and others.



INCLEMENT WEATHER PLAN

DuBois Integrity Academy will often follow the guidance of Clayton County Schools when determining whether to close for Inclement weather however, the Principal and Executive Director reserve the right to alter school delay or closing decisions based on particular situations or circumstances.

Inclement Weather Decisions Before the School Day Begins

- DIA will follow the Clayton County School District closing and delayed opening schedule. In the event of a closing or delay, DIA will also post this decision on the website at www.duboisintegrityacademy.org

Inclement Weather Decisions During the School Day

In the event of inclement weather during the school day in which it appears that conditions may be hazardous for travel in the afternoon, the Executive Director and the Principal will decide to release school early within 2 hours from which the decision was made (e.g. a decision made at 11 AM would result in an early release of 1 :00 PM). The latest point at which a decision would be made for early release would be 1:00 PM, in which case school would be released at 3:00 PM.

INTERNET AND ACCEPTABLE USE POLICY

Use of School's Internet and Technology Services Use Policy

Computers are used to support learning and enhance instruction. Scholars will use computers frequently in their regular classrooms. However, all computer privileges depend on a scholar's using the technology in a responsible, efficient, ethical, and legal manner. **A scholar may not:**

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, Instagram, Twitter, etc.)
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else's privacy;
- Share his/her password with anyone except adults at the school.

All scholars will not be allowed to access the Internet or email until the scholar and a parent/guardian have signed a **DIA Technology Release Agreement**. Unacceptable use of the Internet will result in immediate revocation of access privileges.

Safety and Acceptable Use of the Internet by Scholars, Staff, and Educators Policy

Background:

As the use of telecommunication networks by scholars and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

Internet and Acceptable Use Policy Content

This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.

Internet and Acceptable Use Policy Purpose

This policy includes the new federal regulations regarding issues of child safety and acceptable use of the Internet and follows Universal Service Fund for Schools and Libraries (E-rate) guidelines. This policy establishes criteria for the safety and acceptable use of the Internet by scholars, educators, school personnel at DIA.

Internet and Acceptable Use Policy Scope

The Internet superhighway connects millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide scholars and educators with electronic mail, information access and sharing.

With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials.

It is the responsibility of the scholars, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused or misused by students and staff.

Access to the Internet Acceptable Use Guidelines

Access to the Internet for DIA is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of DIA. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

Internet and Acceptable Use Privileges

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each scholar who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file.

The system administrators and/or local teachers may deny user access at any time. Additionally, DIA may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

DIA's administrative information systems are to be used exclusively for the business of the organization. DIA reserves the right to enter an employee's information system files whenever there is a business need to do so.

Internet and Acceptable Use Policy Accountability and Responsibility

The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All scholar use of Internet-related applications must be authorized by the educator.

Specific examples of unauthorized use include, but are not limited to:

- Creating, storing, and sending, unsavory internet material, or viewing pornographic material.
- Downloading software. uploading and/or executing viruses.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- „Hacking" or any other unlawful online activities.
- Disclosing, using, or disseminating personal information regarding minors.
- Viewing shopping sites, or conducting online shopping or business transactions
- Using internet resources for online gambling or gaming
- Uploading distasteful or harmful content about another scholar or individual
- Writing or posting abusive messages to others or about others
- Posting images or pictures of yourself or others using school networks

The school administration will install and monitor filters to prevent the abuse and misuse of the school's internet resources by scholars and staff.

DuBois Integrity Academy is committed to equitable and swift resolution of harassment Issues.

Any scholar experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. Make a record of when, where and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
3. If you are not comfortable confronting the offender alone, ask a friend or adult to accompany you, or write a letter to the offender, keeping a copy.
4. Inform the school's principal of any incident of harassment or perceived harassment.
5. Scholars should notify the Principal. or if they are uncomfortable doing so, they should speak with another adult.

As soon as possible, the adult notified will report to the Principal. The Principal will notify the authorities, If necessary.



REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

DuBois Integrity Academy's reporting process is as follows:

A. Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other School employee is urged to make an oral report of the act to any teacher, counselor or administrator at the school immediately or call the National Child Sexual Abuse Hotline at 1(855)422-4453 – 1(855) GACHILD

B. Any teacher, counselor, volunteer or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make a report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Executive Director or the Executive Director's designee.

C. Any school principal, or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 O.C.G.A. § 19-7-5 including any reports made against a teacher, administrator, or other school employee, shall make an oral report immediately to the Division of Family and Children Services of the Department of Human Services, but in no case later than 24 hours from the time of receiving the report of abuse.

The Child Protection Report may be submitted via telephone, fax, or in written form to the Division of Family and Children Services of the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

D. If reports of acts of sexual misconduct against a student by a teacher, administrator, or other school employee is proven to be true, the Professional Standards Commission Ethics Division will be notified of any acts of sexual misconduct by said teacher, administrator, or other school employee.

State law requires that all children in elementary, middle, and high school must have an updated Georgia Certificate of Immunization.

Immunizations are required for measles, rubella, tetanus, diphtheria, polio, mumps, whooping cough and hepatitis B. Georgia DHR Form 3231 is acceptable for scholars in prekindergarten programs; the Georgia DHR Form 3231, Certificate of Immunization, must be used for scholars in grades K-12. A local health department computer-generated form is acceptable.

Absence Due to Illness

If a child is sick in the morning; the school expects him/her to stay home for the day. Parents are expected to call in the morning to inform the school of the child's absence and to arrange a way to pick up or receive the child's makeup work. After more than three consecutive absences for illness, students will need to bring a doctor's re-admittance form to school on their first day back to school to receive an excused absence for missed days.

The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. The school does not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

Administration of Medicine

DIA will only administer medicine to a student who has an official note from his or her doctor on file, describing the prescribed medicine, the required dosage, and the required frequency. Such notes must be brought to the school by the parent along with the medication required. Medicine will be kept at the main office or clinic and administered by the school's designated individual. Parents are responsible for ensuring that their child receives their medicine at the regularly scheduled time by informing the school health professional or designee and signing in the medication to the clinic or main office with correct dosage instructions.

It is the parent's responsibility to ensure that the school has up-to-date contact and health information. If a child has needs we do not know about, we cannot provide for those needs, and if a child has an emergency, we must be able to reach the parent.



OUTSTANDING FEES POLICY

Scholars may be subject to fees for a variety of reasons, including but not limited to: breakfast and lunch fees, lost or damaged textbooks or instructional materials, or childcare fees related to tardy pick-ups. As a general rule, parents have 10 to 30 days to pay any outstanding fees, depending on the type of fee(s) owed. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation.

The school may prevent children with outstanding fees from participating in the school's enrichment program (which costs the school additional money), field lessons, etc. Report cards will also not be issued to scholars with outstanding fees. Additionally, if a child is not eligible for free lunch, and their meal balance is beyond 30 days, the school may provide an alternate meal to the child.

However, all DIA scholars will have access to their academic/instructional programs and academic transcripts/records outstanding fees.



Scholar Uniform Policy for School Year

The scholar dress code policy at DIA is that ALL scholars are expected to wear the required uniform every day, unless otherwise indicated.

Elementary K-5th Grade

- Gray Polo with DIA Logo + Navy or Khaki bottoms
- Wednesday only - Dress Up Day: White Collar Shirt with Plaid Skirt (girls) or Navy Pants (boys) and Tie

Middle School 7th-8th Grade

- Burgundy or Gray Polo with DIA logo + Navy or Khaki bottoms
- Wednesday only - Dress Up Day: White Collar Shirt with Plaid Skirt (girls) or Navy Pants (boys) and Tie

Additional Rules

- All skirts, shorts, and shirts must reach scholars fingertips when standing.
- Socks or stockings should be navy, black, khaki, beige, or white (no bright colors, prints or distractions).
- Belts must be worn and shirts and blouses must ALWAYS be tucked inside.
- **NO SAGGING WILL BE ALLOWED.**

The following guidelines will be used to govern adherence to our uniform policy.

Exception: Religious Attire

- DIA permits exemptions from such policies for students to wear religious attire.

Disciplinary Procedures

1. Any scholar who is in violation of the uniform policy will receive a verbal warning.
2. Any scholar who is in violation of the uniform policy a second time will be sent to ISS (In-School Suspension) for the day.
3. Any scholar who is in violation of the uniform policy a third time will have a parent conference with administration.
4. After the verbal warning, ISS, and attending a conference with administration, if the parent continues to refuse to comply with supporting the culture we are establishing at DuBois Integrity Academy the scholar will be at risk of being suspended.

DIA school uniform provider website is: www.goschoolzone.com

**School Zone: Location: 5400 River Station Blvd. Ste. #106
College Park, GA. 30349 (470) 488-1533**



SEARCH AND SEIZURE POLICY

Procedures for Search and Seizure

School personnel may search the scholar, or anything on school property such as lockers, and personal belongings, upon reasonable suspicion that the search will yield evidence that an offense was committed. Unauthorized items and/or items that threaten the safety of others will be seized and appropriate disciplinary action will be taken.

Personal property of a random group of scholars can be searched with reasonable suspicion that an offense has been committed. The search must be done by a staff member who is the same sex as the scholar and there must always be a second staff member present as a witness.

Scholars and parents are responsible for checking clothing, book bags, purses and all scholar personal possessions for illegal and unauthorized items before entering the school safety zone (defined as on or within 1000 feet of any realty property owned or leased to any public or private elementary school, secondary school, or school board, and used for elementary or secondary education).

PARENT NETWORK INFORMATION

DIA personnel having reasonable cause to believe a family member, caretaker, staff member or any other adult has abused a child, shall report that abuse to child protective services. **The "Official Code of Georgia Child Abuse or Neglect Act" (Sections 16- 10-50 and 19-7-5)** mandates persons working in certain professions of sustained contact with children report suspected child abuse/neglect to protective services.

Under no circumstances shall any person in charge of reporting suspected neglect or abuse to the proper authorities exercise any control, restraint, modification, or make other changes to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

Agencies and individuals making a report in accordance with the state law or participating in a resulting judicial proceeding is presumed to be acting in good faith and, in doing so, is immune from any civil or criminal liability that might otherwise be imposed.

1. Employees of DIA shall immediately notify the School Principal or designee of any cases of suspected child abuse.
2. The School Principal or designee shall immediately (without delay) report suspected child abuse to the appropriate child protective agency. (within 24hrs)
3. DIA will conduct annual training regarding the identification and reporting of child abuse to all employees.
4. Specific school-based guidelines outlining the procedure for reporting child abuse shall be published and disseminated to all DIA employees at the start of each school year.



Restroom Procedures

Children can go to the restroom at the teacher's discretion and during planned restroom breaks during the day and whenever necessary throughout the day. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

It is the parent's responsibility to ensure that their child has extra clothing at school (a complete set includes: underwear, socks, shoes, pants/shorts and shirt) at all times.

Retention Policy and Procedures

Promotion of a DIA scholar shall be determined as follows: DuBois Integrity Academy retention policy as required by Georgia Law of O.C.G.A. § 20-2-283 and SBOE rule 160- 4-2-.11. O.C.G.A. § 20-2-283 requires students in third and fifth, grade to not be promoted to the next grade if the student scores lower than a Developing Learner on the Georgia Milestones assessment. O.C.G.A. § 20-2-283 allows the student to be promoted to the next grade if the student scores as a developing learner or above on a second administration of the Georgia Milestones. If a student does not score as a Developing Learner or above on a second administration of the Georgia Milestones, a parent, guardian, or teacher can appeal the decision to retain the student, and the school must convene a placement committee to determine the student's grade placement in the next school year Scholars in grades 3rd–8th must meet grade level standards in the core content areas (including reading, language arts, math, science, and social studies) to be promoted to the next grade level. Promotion will be based upon standards established for each subject. Attendance of less than 85% will also serve as a major consideration in the decision to retain a scholar.

DIA scholars in grades K-5th will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the grade level team, learning specialist, and principal. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Class work
- Social/developmental characteristics
- Other pertinent data

A scholars' retention is recommended when it is considered to be in the best interest of the scholar. Retention may be considered at any grade level. The decision to retain should be based on sufficient data gathered over time with the intention of placing the child in the grade level and educational program where he or she will ultimately be the most successful.

Scholars qualifying for special education will also receive consideration on a case-by-case basis in a manner consistent with the Individualized Education Plan (IEP).

Scholar Cell Phones

Scholars are not permitted to carry a cell phone to school at this time. If you would like to present a special circumstance regarding this guideline, please speak directly with the principal.

Scholar Materials

DIA Teachers will provide scholars parents with a classroom supply list annually.

Scholar Privacy

DIA recognizes an individual's right to privacy and prohibits the release of scholar information to any unauthorized entity. Copies of scholar records may be obtained only through the submission of appropriate written application, with the approval of a parent or guardian.

Scholars Records and Privacy:

Accurate and complete scholar academic and discipline records shall be maintained electronically and in paper format for each scholar enrolled in DIA. Confidentiality of scholar records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, eligible scholars (those eighteen years of age or older, or those enrolled in postsecondary educational institutions); to professional educators with legitimate educational interests.

Special Education

Scholars with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment, and may receive special education services according to a written Individualized Education Plan (IEP). Scholars who received special education services at their previous school will receive services at DIA as so designed in an IEP meeting, which will take place within the first 30 days of school.

If your scholar has previously received special education services or has been given a Section 504 plan, please make sure to immediately notify the principal. If you believe that your child may be eligible for special education services, please notify the principal as soon as possible in writing. If you are interested in more information on special education, please contact the principal.

Toys and Electronics

Scholars are not permitted to carry CD players, iPods, toys, games, or candy to school. All of these items will be held by the teacher or in the office and only returned to the parents. If an item is for show and tell, please contact your child's homeroom teacher to confirm that the item in question is supposed to be brought to school.

Bus Transportation

School bus transportation is currently not available at DIA.

DuBois Integrity Academy Anti-Bully Prevention Policy

Policy Statement

DuBois Integrity Academy believes that all students have a right to a safe and healthy school environment. DuBois Integrity Academy has an obligation to promote mutual respect, tolerance, an acceptance among students, staff, and volunteers. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts students' ability to learn and a school's ability to educate students in a safe environment; therefore; behavior that infringes on the safety of any student will not be tolerated.

Definition:

DuBois Integrity Academy defines "bullying" as follows: The repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at another student that:

- **Causes physical or emotional harm to a student or damage to a student's property;**
- **Places a student in reasonable fear of harm to him/herself or of damage to his/her property;**
- **Creates a hostile environment at school for a student;**
- **Infringes on the rights of a student at school; or**
- **Materially and substantially disrupts the education process or the orderly operation of a school.**

DuBois Integrity Academy defines "cyber-bullying" as follows: Bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet.

It includes, but is not limited to, email, instant messages, text messages, social networking, and Internet postings.

DuBois Integrity Academy defines "retaliation" as follows: Any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, witnesses bullying or has reliable information about bullying.

Examples of Bullying and Cyber-bullying Include:

- **Hurting someone physically by hitting, kicking, tripping, pushing, etc.**
- **Stealing or damaging another person's things**
- **Impersonating another person in order to use the Internet to intimidate someone**
- **Ganging up on someone in person or on the Internet**
- **Teasing someone in a hurtful way**
- **Using put-downs or verbal assault, such as making fun of someone's race, looks, or gender**
- **Touching or showing private body parts**
- **Spreading rumors about someone**
- **Creating a Web page to hurt, embarrass, or scare someone**
- **Excluding someone on purpose or trying to get other students not to play with someone**
- **Sending hurtful text messages**

DuBois Integrity Academy recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiation (race, color, religion, ancestry, national origin, sex, socioeconomic status, gender identity, sexual orientation, etc.) or by association with a person who has or is perceived to have one or more of these characteristics.

Reporting Bullying Procedures

Students, School Counselor, or School Social Worker. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Staff Receiving a Report from a Student: DuBois Integrity Academy's staff receiving a report of bullying will begin by affirming the student's feelings. They will look into the incident by asking questions of the reporter. The staff will then assess the student's safety by asking questions about what the student needs in order to feel safe. Finally, the staff will tell the student that a report will be made and identify who the student can look to for support.

Staff/Students/Parents Reporting to Administration: When reporting incidents of bullying to Administration, staff, students, and parents will report using the "DuBois Integrity bullying Reporting Form," documenting the date and time of the incident, who was involved, where the incident occurred, the behaviors or verbal interactions witnessed, immediate safety concerns (if any), specific concerns regarding the students involved, and immediate action that was taken.

Protecting Students Who Report: Retaliation against students for reporting bullying is prohibited. Students who retaliate against others will immediately receive consequences as identified in this policy. Students may report bullying anonymously. No disciplinary action will be taken solely on the basis of an anonymous report unless substantiated by further investigation. False accusations of bullying against others are not allowed and will result in consequences outlined in this policy. When interviewing the student accused of bullying or other students about the bullying incidents, staff will make every effort to maintain confidentiality. In some cases, however, the bullying incidents may be too severe or jeopardize safety and warrant breach of confidentiality. In these cases, students will be assured that adults will do everything possible to protect them from retaliation.

School Procedures for Investigating Reports

The following actions will be taken when bullying is reported:

1. Investigate

- o Upon receipt of any report of bullying, DuBois Integrity Academy will direct an immediate investigation involving appropriate personnel. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members, and reviewing video surveillance if available. The School Counselor, School Social Worker, and/or other support staff will be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

- o At an appropriate time during or after the investigation, parents/guardians of the accused and the victim will be notified. If the incident involves an injury or similar situation, appropriate medical attention will be provided and the parent or guardian should be notified immediately.

3. Discipline

- o Upon confirming that bullying has occurred, the accused student will be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

4. Follow Up

- o Follow up is important to the accused and the victim. A planned method to provide after-care and follow up will be implemented by the Dean of Students, School Counselor, or School Social Worker. All previously stated prohibition on retaliation will be reiterated.

Consequences and Appropriate Remedial Actions

Bullying, harassment, or intimidation will not be tolerated. Remedial actions/disciplinary actions will be taken after each incident of bullying and upon a finding of guilt.

Disciplinary action may include but is not limited to the following:

- **Loss of privileges**
- **Reassignment of seats in the classroom, cafeteria, or school bus**
- **Reassignment of classes**

- **Parent Conferences**
- **In-school suspension**
- **Out-of-school suspension Detention**
- **DIA shall require that, upon a finding by the disciplinary hearing officer, or panel, of school officials provided for in this subpart that a student in grades six through 8 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.**
- **If necessary, counseling and other interventions will also be provided to address the social emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. (Reviewing and emphasizing school behaviors, expectations, and rules; conflict resolution and problem-solving conferences with the aggressor, etc.)**

Staff Education and Responsibilities:

Each year, DuBois Integrity Academy will provide written notice to all school staff of the bullying prevention and intervention policy. Staff will be trained annually on the plan, policy, and curriculum chosen by the school. The training will cover ways to prevent and intervene in bullying, information about the complex nature of bullying, research on bullying and children who may be more vulnerable to bullying by others, and information on cyberbullying and Internet safety. Staff at DuBois Integrity Academy will do the following things to prevent bullying and help students to feel safe at school:

- Closely supervise students in all areas of the school
- Watch for signs of bullying and stop it when it occurs
- Teach lessons that support social and emotional skills
- Teach students about bullying
- Respond quickly and sensitively to all reports of bullying
- Take families' concerns about bullying seriously
- Utilize consequences for bullying based on the school bullying policy

Information Regarding Discrimination and/or Harassment

Any student (or parent/guardian or friend of a student) who has been the victim of discrimination and/or harassment by any person, including a fellow student, teacher, administrator or other school system employee, is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. The school takes such conduct very seriously.

All students and their parents/guardians are urged to carefully review Rules (Equal Educational Opportunities) and (Harassment Reporting and Investigation).

The school does not tolerate discrimination and/or harassment based upon race, creed, color, national origin, religion, sex, age, or disability. Students or employees found to have engaged in such acts will be promptly and appropriately disciplined in such a way as to eliminate and deter future conduct related to discrimination and/or harassment. The school encourages collaboration with students and parents to prevent discrimination and/or harassment on the basis of race, creed, color, national origin, religion, sex, age or disability.

Any person who knowingly makes a false charge of discrimination and/or harassment may be subject to disciplinary action, as well as criminal or civil penalties.

Infectious Disease/Pandemic Resources

Resources

Centers for Disease Control and Prevention

<https://www.cdc.gov/flu/school/cleaning.htm>

Centers for Disease Control and Prevention: Covid-19

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html

Centers for Disease Control and Prevention: Covid-19 and

children <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children>

Pandemic Influenza Continuity Plan template provided by

FEMA <https://www.fema.gov/media-library/assets/documents/93250>

Georgia Department of Public Health

<https://dph.georgia.gov/covid-19-daily-status-report>

Georgia Department of Education

<https://www.georgiainsights.com/coronavirus.html>

Georgia Department of Education Path to recovery

https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgiainsights.com_path_to_recovery_for_k-12_schools_-_v7-30-2020.pdf



Title II ADA Policy & Procedures Handbook

DuBois Integrity Academy

Mrs. Greta Hunt
(504 & Title II ADA Coordinator)

6504 Church Street Ste 1 & 2
Riverdale GA, 30274
(770) 997-4860

DUBOIS INTEGRITY ACADEMY

Title II ADA Procedural Safeguards

Complaint Procedures

Responding to Title II ADA Discrimination Complaints

Title II ADA of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act prohibit discrimination against students with a disability. No discrimination against students with a disability will knowingly be permitted in any of the programs or activities of the DuBois Integrity Academy Charter School.

A parent/guardian who believes that their child has been discriminated against under Title II ADA may file a grievance with the school, file a complaint with the Office of Civil Rights (OCR), or request a due process hearing. Students protected under Title II ADA may also file a grievance on behalf of themselves if they believe they have been discriminated against because of their disability. Complaints must be filed within 180 days of the reputed violation.

Parents who wish to file a complaint with the school system should be provided with a copy of the **Title II ADA Complaint Form**. The form must be submitted to the Title II ADA Coordinator. A copy of the **Title II Parental Rights** must be provided to parents when a complaint is filed. The parent will be contacted within 10 business days from receiving a completed Title II ADA Complaint Form to schedule a meeting.

Title II ADA Impartial Hearing Request

Any student or parent/guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Title II ADA. A **Title II ADA Request for Hearing** form must be completed and submitted to the School’s Title II ADA Coordinator. Forms may be obtained from the School’s Title II ADA Coordinator.

Within 10 business days from receiving the Title II ADA Request for Hearing form, the Title II ADA Coordinator will acknowledge the request in writing and schedule a time and place for a hearing. Parents/Guardians will be contacted if all parts of the form are not completed. All timelines and processes will be stayed until the Request for Hearing form is completed.

Title II ADA Mediation Meeting

Mediation is a less formal method of resolving disputes than a due process hearing. During mediation, parents/guardians and school representatives voluntarily meet with an impartial mediator to resolve disagreements with the school’s decisions or actions regarding identification, evaluation, or educational placement of the student. Any agreements reached between the school and the parents/guardians during the mediation process will be set forth in a written mediation agreement.

Mediation is voluntary and both the grievant and school must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will proceed with the impartial hearing procedures.

Title II ADA Impartial Due Process Hearing Procedures

The School's Title II ADA Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant

Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

1. Upon a showing of good cause by the grievant or school system, 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.
2. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
3. 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 Title II ADA Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Title II ADA Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
4. 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 DuBois Integrity Academy 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 the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
5. 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.
6. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
7. The hearing shall be closed to the public.
8. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
9. 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.
10. Testimony shall be recorded by court reporting or audio recording at the expense of DuBois Integrity Academy. All documentation related to the hearing shall be retained by DuBois Integrity Academy.

11. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
12. 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.

Title II ADA Impartial Due Process Hearing 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.

Title II ADA Impartial Due Process Hearing 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.

DUBOIS INTEGRITY ACADEMY

Title II ADA Complaint Form

DuBois Integrity Academy are committed to complying with Title II ADA of the Rehabilitation Act of 1973 and ensuring that no discrimination on the basis of disability is permitted in the programs or activities that the System operates. If you believe that discrimination has occurred against a student because of a disability, please complete, sign and submit this form to the System Title II ADA Coordinator.

Date: _____ Complaint made on behalf of: _____ Complainant is

Student: _____ Student's parent(s)/guardian(s): _____

Other: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

1. Describe the alleged violation of Title II ADA in specific terms. Include: 1) the specific incident or activity that is viewed as discrimination; 2) the individuals involved; 3) dates, times, and locations involved; and 4) the disability that forms the basis of the complaint (attach additional pages if needed).

2. Describe any communication that has already occurred with respect to the incident. Please specify the type of communication, dates of communication, and names of individuals involved (attach additional pages if needed).

3. Please describe how you propose to resolve this issue (attach additional pages if needed).

For Office Use Only

Date complaint was received: _____

Title II ADA Request for Hearing

Student's Name _____ Date: _____

Student's Address: _____

Zip Code: _____

Contact Information for Parent or Guardian

Name of Parent or Legal Guardian: _____

Address (if different than student's address): E-mail address: _____

Check here if you want notice of scheduled
hearing by e-mail.

Telephone: (All calls will be made between 8 AM and 4:30 PM. Please check the box next to your preferred contact number.)

Home:

Work:

Other:

Problem and Proposed Solution to the Described Problem

*Describe the decision that was made by the Title II ADA Team that you disagree with:

*Explain your reasons for wanting the decision to be reviewed:

*Describe your proposed solution to the above problem:

*If more space is needed, attach additional paper.

Signature of Person Completing this Form: _____

Date:

Relationship to Student:

Parent/Legal Guardian:

Other: _____

Note: If you checked "Other", please provide the contact information below.

Other Contact Information

Name: _____

E-mail Address: _____

Address: _____

Zip Code: _____

Telephone: _____

Protect Students First Act

A. Definitions

1. "Divisive Concepts" means any of the following concepts, including views espousing such concepts:
 - a. One race is superior to another race;
 - b. The United States of America is fundamentally racist;
 - c. An individual, by virtue of his or her race, is inherently or consciously racist or oppressive toward individuals of other races;
 - d. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race;
 - e. An individual's moral character is inherently determined by his or her race;
 - f. An individual, solely by virtue of his or her race, bears individual responsibility for actions committed in the past by other individuals of the same race;
 - g. An individual, solely by virtue of his or her race, should feel anguish, guilt or any other form of psychological distress;
 - h. Performance-based advancement or the recognition and appreciation of character traits such as hard work ethic are racist or have been advocated for by individuals of a particular race to oppress individuals of another race; or
 - i. Any other form of race scapegoating or race stereotyping.
2. "Espousing personal political beliefs" means an individual, while performing official duties as part of his or her employment or engagement with a school or local school system, intentionally encouraging or attempting to persuade or indoctrinate a student, school community member, or other school personnel to agree with or advocate for such individual's personal beliefs concerning divisive concepts

Protect Students First Act (continued)

3. “Race scapegoating” means assigning fault or blame to a race, or to an individual of a particular race because of his or her race. Such term includes, but is not limited to, any claim that an individual of a particular race, consciously and by virtue of his or her race, is inherently racist or is inherently inclined to oppress individuals of other races.
 4. “Race stereotyping” means ascribing character traits, values, moral or ethical codes, status, or beliefs to an individual because of his or her race.
- B. State Requirements**
1. The Fulton County Board of Education, the superintendent, and the governing body of each charter school shall prohibit an employee from discriminating against students and other employees based on race.
 2. The Fulton County Board of Education, the superintendent, and the governing body of each charter school shall ensure that curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on race.
 3. The district and schools may provide curricula or training programs that foster learning and workplace environments where all students, employees, and school community members are respected; provided, however, that any curriculum, classroom instruction, or mandatory training program, whether delivered or facilitated by school personnel or a third party engaged by a school or local school system, shall not advocate for divisive concepts.
 4. Nothing in this policy shall be construed or applied to:
 - a. Inhibit or violate the rights protected by the Constitutions of Georgia and the United States of America or undermine intellectual freedom and free expression;
 - b. Infringe upon the intellectual vitality of students and employees of local boards of education, local school systems or other schools;
 - c. Prohibit a local board of education, local school system, or other school from promoting concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency; provided, however, that such efforts do not conflict with the requirements of Code section 20-1-11 and other applicable laws



Protect Students First Act (continued)

- d. Prohibit a school administrator, teacher or other school personnel, or an individual facilitating a training program from responding in a professionally and academically appropriate manner and without espousing personal political beliefs to questions regarding specific divisive concepts raised by students, school community members or participants in a training program;
- e. Prohibit the discussion of divisive concepts, as part of a larger course of instruction, in a professionally and academically appropriate manner and without espousing personal political beliefs;
- f. Prohibit the full and rigorous implementation of locally approved curriculum linked to Georgia Standards of Excellence, Advanced Placement, International Baccalaureate Diploma Program, dual enrollment coursework, or elements of such curricula; provided, however, that such implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs;
- g. Prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs;
- h. Create any right or benefit, substantive or procedural, enforceable at law or in equity, by any party against a local board of education, local school system, or other school, or the departments, agencies, entities, officers, employees, agents, or any other personnel affiliated with such local board of education, local school system, or other school; or
- i. Prohibit a state or federal court or agency of competent jurisdiction from ordering training or other remedial action that discusses divisive concepts due to a finding of discrimination, including discrimination based on race.

C. Complaint Resolution Process

The following complaint resolution process will be used to address complaints alleging violations of any provision of the subsections listed in this policy. The complaint resolution process shall provide that:

Protect Students First Act (continued)

1. A school or the district is not required to respond to a complaint made pursuant to this policy unless it is made by:
 - a. A parent or legal guardian of a student enrolled at the school where the alleged violation occurred;
 - b. A student who has reached the age of majority or is a lawfully emancipated minor who is enrolled at the school where the alleged violation occurred; or
 - c. An individual employed as school administrator, teacher, or other personnel at the school where the alleged violation occurred;
2. The complaint shall first be submitted in writing to the principal of the school where the alleged violation occurred;
3. The complaint shall provide a reasonably detailed description of the alleged violation;
4. Within five (5) school days of receiving the complaint; the school principal or designee shall review the complaint and take reasonable steps to investigate the allegations contained in the complaint;
5. Within ten (10) school days of receiving the complaint, the school principal or designee shall confer with the complainant;
 - a. The school principal or designee shall inform the complainant whether a violation occurred, in whole or in part;
 - b. If a violation occurred, in whole or in part, the school principal or designee shall inform the complainant of what remedial steps have been taken or will be taken; provided that the confidentiality of student or personnel information shall not be violated;
- c. Another schedule may be mutually agreed upon by the complainant and the school principal or designee regarding this ten (10) days response limit.
6. Following such conference, within three (3) school days of a request by the complainant, the school principal or designee of the school, charter school or district shall provide to the complainant:
 - a. A written summary of the findings of the investigation, and

Protect Students First Act (continued)

b. A statement of remedial measures, if any, provided, however, that such written response shall not disclose any confidential student or personnel information.

7. The determinations provided above shall be reviewed by the local superintendent or designee, or the governing body of a state charter school, as applicable, within ten (10) school days of receiving a written request for such review by the complainant addressed to the superintendent/designee or local governing body of a state charter school; provided, however, that confidential student or personnel information shall not be subject to review pursuant to this paragraph;

a. The decision of the local superintendent/designee following the review provided for in the above subparagraph 6 above shall be subject, within a reasonable length of time, to review by the local board of education as provided for in Code Section 20-2-1160; provided, however, that confidential student or personnel information shall not be subject to review pursuant to this subparagraph.

b. The decision of the governing body of a state charter school following the review provided for in paragraph 6 above shall be subject to review within in a reasonable length of time by the State Charter Schools Commission, whereupon the State Charter Schools Commission shall take appropriate remedial measures, including, but not limited to, revocation of a state charter school's charter; provided, however that confidential student or personnel information shall not be subject to review pursuant to this subparagraph.

8. Following a decision by a local board of education regarding a complaint made, any party listed in the original complaint (complainant, employee who allegedly committed the violation) who is aggrieved by the decision of the local board of education shall have the right to appeal such decision to the Georgia State Board of Education for a hearing as provided in Code Section 202-1160.

9. The Georgia State Board of Education shall, after hearing an appeal brought pursuant to Section C paragraph 8 above, make written findings regarding whether any violations, in whole or in part, of the provisions of this policy occurred at a school in such school system.

a. If the State Board of Education finds that one or more of such violations occurred, it shall direct the Georgia Department of Education to develop a corrective action plan to be provided to the local school system within ten (10)

Protect Students First Act (continued)

calendar days of such finding. The local school system shall have 30 calendar days to implement the corrective action plan.

b. If the Georgia State Board of Education finds that such local school system has not implemented the corrective action plan; in cases where the local school system at issue has been granted one or more waivers as provided in Article 4 of Chapter 2 of this title, Code Section 20-2-244, or Code Section 20-2-2065, the State Board of Education shall order the immediate suspension of one or more waivers included in the local school system's contract with the State Board of Education for such waivers;

i. The State Board of Education shall exercise discretion in determining which waivers shall be subject to such order of suspension and shall, as may be reasonable and practicable, narrowly tailor such order to address specific violations of provisions contained in this policy; and

ii. An order suspending a local school system's waiver shall be in effect no less than twelve (12) months from the date of such order. If a local school system's contract with the State Board of Education providing for such waivers is greater than twelve (12) months, then no longer than such remainder;

c. If the Georgia State Board of Education finds that such local school system has not implemented the corrective action plan; in cases where the local school system has not been granted a waiver, the State Board of Education shall refer the matter to the State School Superintendent to determine whether to exercise his or her suspension authority as provided in Code Section 20-2-4.

10. Nothing in this policy shall be construed to prohibit any cause of action available at law or in equity to a complainant who is aggrieved by a decision of a local board of education, the governing body of a charter school, or the State Charter Schools Commission.

D. Records Request

1. Any individual described in this operating guideline shall have the right at any time, including prior to filing a complaint, to request, in writing, from the local

Protect Students First Act (continued)

school superintendent or school principal non confidential records which he or she reasonably believes may substantiate a complaint under this policy. The local school superintendent or school principal shall produce such records for inspection within a reasonable amount of time not to exceed three business days of receipt of a request.

2. In those instances where some, but not all, of the records requested are available for inspection within three business days, the local school superintendent or school principal shall make available within that period such records that are available for inspection.
3. In any instance where some or all of such records are unavailable within three business days of receipt of the request, and such information exists, the local school superintendent or school principal shall, within such time period, provide the requester with a description of such records and a timeline for when the records will be available for inspection and shall provide the records or access thereto as soon as practicable but in no case later than 30 days after receipt of the request.
4. If the local school superintendent or school principal denies a parent's request for records or does not provide existing responsive records within 30 days, the parent may appeal such denial or failure to respond to the local board of education or charter school governing board. The local board of education or charter school governing board must place such appeal on the agenda for its next public meeting. If it is too late for such appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.
5. Nothing in this subsection shall be construed to prohibit any cause of action available at law or in equity to a parent who is aggrieved by a decision of a local board of education or the governing body of a charter school made pursuant to this policy

**DuBois Integrity
Academy**

**Title IX
Policy**

Policy Statement: Parents, Students and School Employees have the right to express school-related concerns and grievances to school leaders and administration. Students, Parents and School Employees shall be assured the opportunity for an orderly and timely review of concerns which will not interfere with regular scheduled classes or school-related activities. Reports about violations of Title IX, including reports of sex discrimination and sexual harassment (sexual assault, dating violence, domestic violence, and/or stalking) by any employee or student that occurs in a situation in which the school has substantial control over both the respondent AND the context in which the sexual harassment occurs (including online sexual harassment if it occurs in an education program or activity), can be made at any time, including during non-business hours, by using the Title IX Coordinator's listed telephone number or e-mail address below– or by any other means that results in the Title IX Coordinator receiving your verbal or written report.

DuBois Integrity Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all athletic programs, and activities. The following person has been designated to handle inquiries regarding Title IX non-discrimination policies:

Greta Hunt

504, Title II ADA & Title IX Coordinator
6504 Church St. Ste 1&2
Riverdale, GA 30274
(770) 629 1534
ghunt@duboisintegrityacademy.com



PARENT CERTIFICATION

Please sign and return to school.

I have thoroughly read the DuBois Integrity Academy Parents and Scholars Handbook and discussed the contents with my child. I agree to honor and uphold the stated practices, procedures, and policies; I agree to ensure that my child also honors and upholds the stated practices, procedures and policies.

Parent Name: _____

Parent Signature: _____

Scholars Name: _____

Scholar's Grade: _____

Date:

