

# CODE OF CONDUCT

## 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 is in compliance with 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.
- "11 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.**

## **REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL HARRASSMENT**

**Definition of Sexual Harassment:** According to Title IX, "sexual harassment" refers to any unwelcome sexual conduct, including advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, which is considered severe enough to create a hostile or offensive environment or interfere with a student's ability to participate in educational activities; while "physical assault or battery" refers to intentional, unwanted physical contact that causes harm or apprehension of harm to another person, which could also be considered a Title IX violation if based on sex or gender.

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

**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 harassment 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 harassment 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 harassment, 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 harassment by said teacher, administrator, or other. Also, the said teacher must be removed from the school building until a complete investigation is completed and consequences determined.

## HEALTH & IMMUNIZATION

**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 skirts 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](http://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 3<sup>rd</sup>–8<sup>th</sup> 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-5<sup>th</sup> 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

A scholar's 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.

## **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 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:<sup>11</sup>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 Assault & Battery:** Scholar's guilt of "aggravated battery"<sup>1</sup> (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.