

RELATIONSHIPS • RELEVANCE • RIGOR

Established with Pride

**DEKALB ACADEMY OF TECHNOLOGY & ENVIRONMENT
ELEMENTARY & MIDDLE CHARTER SCHOOLS**

Student/Parent Handbook

2019-2020 School Year
www.dekalbacademy.org
Telephone (678) 999-9290
Fax (678) 999-9294

“Learning with Relationships, Relevance, and Rigor!”

Vision

DeKalb Academy of Technology and the Environment Charter School, Inc.

will become one of the top ten charter schools in Georgia and the Nation!

Mission

The goal of DeKalb Academy of Technology and the Environment, Inc. is to educate a student population about the essential need to consider environmental ramifications of technology and other business decisions, via a hands-on, community-oriented instructional curriculum. The Academy will improve student achievement via a curriculum which:

- Recognizes the important link between technology and the environment
- Promotes higher order thinking skills – critical thinking, problem-solving, and decision-making
- Motivates students by offering a real world context for learning
- Engages learners in investigative, hands-on/minds-on, student-centered, and cooperative activities between industry and environmental groups
- Advances educational reform goals
- Correlates to state and national academic standards
- Considers the environment in its totality, i.e., the co-existence of business and the environment
- Promotes continuous lifelong learning

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DeKalb Academy of Technology and Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities.

DeKalb Academy of Technology & Environment Student/Parent Handbook 2018-2019

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School Information

DeKalb Academy of Technology & Environment
1492 Kelton Drive.
Stone Mountain, Georgia 30083
(678) 999-9290 Main Office
(678) 999-9294 Fax
www.dekalbacademy.org
Maury Wills, Ed. D., *Headmaster/C.E.O.*

The Board of Directors

The Board of Directors initially in existence is as follows:

Post 1: PTO: Dominique Carreker
Post 2: 3 Year: Environmental: Scott Barrino
Post 3: 3 Year: Education: Ida Love
Post 4: 3 Year: Technology: Anthony James
Post 5: 3 Year: Joe Ani
Post 6: 3 Year: Darold Honore'
Post 7: 3 Year: Vacant
Post 8: 3 Year: Stefani Carter
Post 9: 3 Year: George Jones
*Members and Post are subject to change.

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Tentative Board Meeting Schedule

D.A.T.E. Board of Directors’ meetings start at 6:30 p.m. at the school’s location with dates advertised on school’s website and the DeKalb Legal Donor. Generally, Board meeting dates are the fourth Tuesday of each month. DeKalb Academy of Technology and Environment encourage community input and participation at each board meeting.

Hours of Operation

Before Care:6:30 a.m. – 7:15 a.m.
After Care:3:15 p.m. – 6:30 p.m.
School Hrs:7:30 a.m. – Elementary 2:45 p.m. / Middle Grades 2:45 p.m.

Important Numbers

General Information.....(678) 999-9290
Fax Number.....(678) 999-9294
PTO.....(678) 999-9290 ext 139
Library.....(678) 999-9290
Counselors Office.....(678) 999-9290 ext 153
Admissions Office.....(678) 999-9290 ext 144
Elementary Principal.....(678) 999-9290 ext 151
Middle School Principal.....(678) 999-9290 ext 148
Dean of Students.....(678) 999-9290 ext 149
Chief Academic Officer.....(678) 999-9290 ext 114

DeKalb County School District | 2019-2020 CALENDAR

(Approved by the Board of Education on January 13, 2018)

<p>4 Independence Day 29-31 Pre-Planning Days</p>	<p>JULY 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>JANUARY 2020</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-3 Winter Break 3 Post/Pre-Planning Day 6 First Day of 2nd Semester 20 Dr. M. L. King, Jr. Day</p> <p>(19 Instructional Days)</p>														
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Acceptable Use Policy for Internet and Electronic Media

Students may have access to the Internet for purposes directly related to the instructional program. Any student in third grade or below who uses the Internet shall have direct teacher supervision. Parents of students in fourth grade and above who do not want their children to use the Internet without direct teacher supervision shall make that request in writing to the school. In compliance with the Children's Privacy Act of 2000, the school system shall have in continuous operation a technology protection measure as defined in the Children's Privacy Act of 2000. Employee's, parents, and students are responsible for his/her actions and activities involving school unit computers, network, and Internet services, and for his/her computer files, passwords, and accounts. General examples of unacceptable uses that are prohibited include, but are not limited to, the following:

1. Any use that is illegal or in violation of other Board of Education policies, including harassing, discriminatory, or threatening communications and behavior; violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive.
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit. No employee, parent, or students shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes.
6. Any communication that represents personal views as those of the school or any school unit or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission of the Director of Technology
8. Opening and forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending or facilitating mass e-mails to school users or outside parties for school or non-school purposes without permission of the Headmaster or Administrator;
10. Any malicious use or disruption of the school system's computers, networks, and Internet services or breach of security features;
11. Any misuse or damage to the school system's computer equipment;
12. Misuse of computer passwords or accounts, including providing personal passwords to non-school system personnel;

13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Using school's computers, networks, and Internet services after such access has been denied, revoked or suspended; and
16. Any attempt to delete, erase, or otherwise conceal any information stored on a school's computer or network that violates these rules.

After-School Plans

After school plans for your child should be made at the beginning of the school year and sent in writing to school officials. If there will be a change in your child's daily routine, please write a note of explanation and send it to school with your child in the morning. Please do not send an e-mail. In the case of an emergency change in plans, please call the school office by noon.

Before- School/After-School Care

D.A.T.E. offers an after-school program. The faculty and staff to student ratio is 1 to 15 (grades K through 8). Since youth have individual needs; the program is flexible though structured. The before school and after-school program allows youth to develop and engage in concrete human relationships through creative activities, interaction with peers and staff, and responsibilities through choice. The programs are hands-on, student driven, and activity-based, giving the youth a variety of choices at various levels. The fees for before and after school care are as follows. Payments are due prior to services rendered on Friday. The before school care will start at 6:30 a.m. and it will be available based on the needs of the parents. The after school care will take place between the hours of 3:15 p.m. to 6:30 p.m. These fees associated with before school care and after school care will be strictly enforced. If payments are not made at the beginning of the week, your child can't remain in the program. The fees for the before school care and after school care are listed below:

Morning Session 6:30a.m. - 7:15 a.m.	\$55.00 weekly
Afternoon Session 3:30 p.m. - 6:30 p.m.	\$75.00 weekly
Combined Sessions.....	\$85.00 weekly
Each Additional Sibling.....	\$10.00 weekly

Cafeteria/Lunch

The school will contract with an outside agency for all student lunches. Students who qualify will have the opportunity for assistance in school meal program. The school meal application must be completed for students to be eligible for free or reduced priced lunch. Menus are sent home at the beginning of each month, and all students are encouraged to participate in a highly nutritious lunch. In addition, students should not bring soft drinks to school. Parents will not be permitted to drop off lunches to be delivered to students after their lunch period. Students may pay for meals monthly/bi-weekly/daily. The school is not responsible for student lunches. All payments are to be to the lunch vendor directly by the parent and contact vendor with any discrepancies. Any student behavior in the cafeteria that is not appropriate and consistent with school rules and expectations may result in suspension from the academy. (Example: throwing food, stealing food, horseplay, not following directions, etc.)

Candy, Gum, Trading Cards, and Toys

DeKalb Academy of Technology and Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities.

Students are not allowed to bring candy, gum, trading cards, or toys to school.

Character Education

DeKalb Academy of Technology & Environment will utilize the Second Step program daily. In the program it will instill social-emotional skills for social success and academic readiness. For K-5, activities in these skills will consist of making friends, managing emotions, and solving problems. For 6-8, students will become better prepared to navigate adolescence with communication, coping, and decision-making skills.

Discipline Plan

The DeKalb Academy of Technology & Environment Discipline Plan consists of the DeKalb County Student Code of Conduct policies, rules and state laws to assist parents, students, teachers and administrators in establishing a positive and productive learning environment. The plan is reviewed and published each year. A copy of the plan is sent home with every student and all parents and children who are 5 years and older must sign that they have received the information.

DeKalb Academy of Technology & Environment Discipline Policy

Conduct

The Board of Directors of DeKalb Academy of Technology & Environment believes that the conduct of students attending the academy must establish an educational climate conducive to the furtherance of educational opportunities for youth and the promotion of learning. To assure this aim, the people of the state have empowered local boards of education to regulate student conduct.

“The governing board of any school district shall prescribe rules not inconsistent with law or with rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction.”

“All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.”

Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied. This discipline policy applies while on school grounds and while going to or coming from school. You have the right to review the school rules regarding student discipline.

Recognition for Good Conduct

During each school year, eligible students will receive recognition for outstanding achievement shown in scholarship, citizenship, leadership, and participation in school activities and sports participation.

Students will be eligible for a year-end trip at places such as, Six Flags, bowling, and the movies that meet the academy’s discipline plan. Students who meet the following criteria are eligible:

Received no more than (3) Disciplinary Referrals in 1 Academic Year.

Have not been suspended from school for one (1) day.

DeKalb Academy of Technology and Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities.

Have not been assigned to more than three (3) Academy Homework Detention Days.

Student of the Month is a reward for students who follow the rules and make their best effort in class. For kindergarten through 8th grade, students there will be a Student of the Month celebration scheduled each month. Students in K-8th grades will have monthly Student of the month celebration where they can become eligible for a drawing to receive an iPod. Explorer Day eligibility:

Students may have no more than two (2) verbal warnings (Step 1 entries) on the behavior log the month.

Students who receive a Disciplinary Referral, Refocus, or have been suspended during that month will not be eligible to participate.

D. A. T. E. Progressive Discipline Plan

The staff at DeKalb Academy believes that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. In order to achieve this goal, it is necessary for students to behave in a safe orderly way for an effective learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

Outlined below is DeKalb Academy of Technology & Environment's Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also, outlined are the possible consequences of engaging in such behaviors. Staff members will utilize their classroom management system and give verbal warnings prior to progressing through the **Consequences**.

Please read and discuss these with your children. With your assistance, the school will strive to provide the best possible learning environment for all children. All students who are referred to the office for discipline reasons will make phone contact with parent during each visit.

Disciplinary procedures

The basic intent of the Code of Student Conduct is embodied in the principle that the appropriate reaction to a disciplinary problem or incident is one that reasonably holds promise of resolving the problem. The concept of discipline is to cause a positive behavioral change by the application of consequences for negative behavior. In this way, the correction of misconduct becomes part of the learning experience rather than the exacting of retribution or vengeance. DeKalb Academy of Technology & Environment students range from ages 5 to 13, and consequences for unacceptable behavior vary dramatically according to the age and the developmental level of the student involved.

A. Verbal Warning

For the first offense, the staff member will give the student a verbal reprimand, or take other appropriate action.

B. Phone Call/Conferencing

For the second offense, the staff member will contact the parents of the student's unacceptable behavior. The staff may also administer a consequence.

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C. Detention

For the third offense, the Headmaster, Principal, Assistant Principal, Student Services Administrator or a teacher may choose to assign after-school detention to students who are guilty of persistent minor disciplinary infractions. Parents must be made aware of the assignment of detention prior to its being held.

D. Referral

For the fourth offense, the student will be referred to the Student Services Administrator. The Student Service Administrator will administrator a consequence ranging from refocus, In-School Suspension, Out of School Suspension, etc.

E. Refocus

The administrator will have the option of sending student to an assigned area outside of the classroom for re-focus. These would be students who may become a distraction or disruption to the instructional process due to behavior or emotional concerns, During this re-focus time that student will have the opportunity to:

- 1: Identify and re-focus their negative actions into positive actions.
- 2: Speak with appropriate personnel that can provide that student with minor counseling and redirection.
- 3: Make the necessary changes in order to return to the mainstream classroom setting.

For elementary school students, there is a three-visit limit a student can be assigned to re-focus in a grading period, and students who exceed this number for behavioral concerns will be suspended out of school. This will prevent students from trying to go to re-focus to simply get out of class.

For middle school students, the first time the student will be in refocus for one day. The second time the student is sent the student will be in refocus for two days. The third time the student is sent, the student the will be refocus for three days. The fourth time the student is sent, the student will be suspended out of school.

F. In-school suspension

The student is required to complete class work while supervised in a separate area away from the regular classrooms. In-school suspension is assigned by the Headmaster, Principal, Assistant Principal, Student Services Administrator. The student's parents are informed of the infraction and of the in-school suspension by the school administration.

G. Short-term suspension (out-of-school)

In more serious cases of misconduct or if the misbehavior persist, the Headmaster, Principal, Assistant Principal, Student Services Administrator may suspend a student from school for a period of up to 10 days.

While serving an out-of-school suspension, the student may not be on school property or participate in any school activity. The suspension is normally terminated by the school administration at the conclusion of a successful conference with the student and the student's parents.

H. Long-term suspension (out-of-school)

In cases involving cases of chronic misconduct that the efforts of the school and parents have not been able to change a Formal Evidentiary hearing is then scheduled, consistent with state law and Board of Education policy and procedures, and the suspension may be extended for more than 10 days. The student may complete make-up work during an extended suspension, if feasible. Students are given an opportunity to make up class work upon returning to school at the conclusion of any suspension prior to the end of the school year.

I. Expulsion from school

DeKalb Academy of Technology and Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities.

Expulsion is the total and complete removal of a student from the services provided by DeKalb Academy of Technology & Environment Charter School for a period of up to one calendar year or longer.

J. Referral to the legal authorities

When an individual carries out some act or behavior that may be a violation of civil or criminal law, DeKalb Academy of Technology & Environment Charter School may inform the legal authorities.

Consequences for Misbehaviors

Examples of Behavior

Type A Behaviors

Violation of classroom rules
Unauthorized food, gum, etc
Littering
Refocus Sheet
In-unauthorized area or no hall passes
Discussion with student
Disrespect to fellow students
Behavior is recorded on student's discipline card
Inappropriate items (CD player, toys, cards, etc.)
Failure to line up when bell rings
Failure to keep hands & feet to self

Step 1 Consequence

Verbal Warning
Discussion with student
Behavior Log
Communication Log

Examples of Behavior

Type B Behaviors

Repeated violations of Type A Behaviors
Lying, cheating
Frequent tardies
Chronic disruption of class
Throwing food in cafeteria
Possible restriction of privileges
Display of gang writings, symbols, etc.
Unacceptable language
Continually unprepared for class
Rough Play (wrestling, etc.)
Excessive physical contact
Failure to serve detention
Dress code violations

Step 2 Consequences

Sign Behavior Log
Teacher assigned detention
Restriction of activities/privileges
Refocus room
One to ten day ISS
*2 entries per week = teacher calls or email parent
(Possible referral to Administrator)

Examples of Behavior

Type C Behaviors

Repeated violations of Type B Behaviors
Cause or threaten to cause bodily injury to another (fighting)
Possession of a dangerous item (explosive, lighter, etc.)
Possession of tobacco or smoking
Damage to school or private property
Profanity, obscene language or gestures toward student or staff
Disrespect/impertinence/defiance to authority
Extortion
Possible Behavior Contract
Lewd, indecent, offensive conduct/sexual harassment
Possible Referral to Neighborhood School
Stealing/Possession of stolen property
Dress code violations

Step 3 Consequences

Sign Behavior Log
One to ten day ISS or OSS suspensions
Parent Conference required
Parent Notification by Administrator
Restriction of activities/privileges
Disciplinary Referral

Examples of Behavior

Type D Behaviors

Repeated violations of Type C Behaviors
Possession/furnish of any controlled substance or alcohol
Under the influence of a controlled substance
Possession/furnish a weapon (knife, firearm replica, etc.)
Brandishing a weapon/knife at another person
Arson/Robbery
Chronic defiance not modified by previous progressive discipline
Assault/battery upon any school employee
Dress code violations

Step 4 Possible Consequences

DeKalb Academy of Technology and Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities.

Sign Behavior Log
Parent Notification by Administrator
One to ten day OSS suspensions
Possible expulsion
Referral to Law enforcement
Restriction of activities/privileges
Referral to Neighborhood School

Grounds for Suspension or Expulsion

A pupil may not be suspended from the academy or recommended for expulsion, unless the Headmaster or Student Services Administrator of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of Education Code subdivisions.

Fighting/Assault/ Battery

In all cases of fighting, there will be an immediate suspension of all parties. Any fighting incident may result in the transfer of involved students to their assigned neighborhood school.

FIGHTING WILL NOT BE TOLERATED AT DEKALB ACADEMY OF TECHNOLOGY & ENVIORNMENT

Code of Conduct

All Georgia public school districts must have student standards of behavior /codes of conduct that apply to behavior on and off campus. The student discipline code of conduct requires mandated parent input and a student support process. The discipline process must be progressive (proportion to the severity of the behavior) and age appropriate.

Teacher Authority

Teachers have the opportunity to remove a student from class who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn or when the student's behavior is in violation of the Student Code of Conduct.

The teacher must file a previous report with the Headmaster or Headmaster's designee pursuant to Code Section 20-2-737. Removal of a student can also occur if the teacher determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

Reporting of Discipline Data

The Georgia Department of Education (DOE) requires that all Georgia public schools file annual reports with the Georgia DOE which include the age, gender, grade, race, free / reduced lunch status, and the number of students subject to the type of disciplinary or placement action in which a student was assigned to in school suspension, suspended for a period of ten days or less, suspended for a period of more than ten days but not beyond the current school quarter /semester, expelled beyond the current school quarter/semester but not permanently expelled, permanently expelled, placed in an alternative education setting, suspended from riding the school bus, corporal punishment (not at DeKalb Academy of Technology & Environment), and removal from class as a result of Code Section 20-2-738 (Teacher Authority). Alternative School funding formula involves the Georgia DOE providing grants to local school systems for alternative education programs and requires local school systems to establish certain alternative education programs.

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Drug-Free Schools

DeKalb Academy of Technology & Environment has a drug-free schools program that includes age-appropriate, developmentally based drug and alcohol education and prevention programs for all students at all grade levels. Mandated and funded by the Drug-Free Schools and Communities Act of 1986, the program is coordinated by a school counselor. Information about alcohol and drug treatment services in the community is available for students and their families.

Early Dismissal

We do not encourage parents to pick up their students before the end of the school day. A staff member will notify the teacher to dismiss your child. No student will be able to be dismissed after 2:00 p.m. Parent must pick up his/her own child or let the school know about other arrangements. We are concerned for the safety of our students. Please understand that we are very careful about this procedure.

Emergency Dismissal

DeKalb Academy of Technology & Environment is a part of DeKalb County School System. For school closing information about our schools, tune into the following radio or TV stations: WGST (640 AM, 105.7 FM), WSB (750 AM 98.5 FM), WSTR (94.1 FM), WAGA (channel 5), WGCL (channel 46), WSB (channel 2), or WXIA (channel 11). Listen for DeKalb County Schools.

In case of an emergency early dismissal, no child will be left without a place to go. An adult will stay at school or an announced designated location until arrangements are made for all students.

If you as a parent want to make specific arrangements with your child, neighbors, and friends and want to notify the school of these arrangements, please call the school, stating what your child is to do if you are not home. The school cannot call all parents. Please tell your child and the school where he/she is to go in case of an early dismissal before an emergency arises. In the case of emergency situations, please do not call the school if at all possible. Lines should be clear. However, if you have a change of plans or find it necessary to call for any other reason, please call and leave a message. Please instruct your children that if they go to someone else's house, they should keep calling you at a designated number until they reach you.

Emergency Drill

In each classroom are posted charts that indicate the exits and safe areas to be used for fire drill and tornado drills. A fire drill is held twice in the first month of school and then once every month thereafter. Students are expected to file out of the building in an orderly manner without talking or running. Classes will remain on the grounds until the "all clear" signal. All schools participate in the state-wide tornado drill, and each school has a safety plan for other emergencies.

Equity Information

DeKalb Academy of Technology & Environment is committed to a safe and healthy school environment for students and staff. Intimidation, harassment, persecution, or any other improper form of discrimination is not acceptable. In the event that anyone feels his/her rights have been violated, he/she is entitled to appropriate due process procedures without any form of retaliation. The school system shall not discriminate on the basis of gender in its athletic programs.

Special Education

The DeKalb Academy of Technology & Environment provides special education programs utilizing a continuum of delivery models to all students who meet the eligibility requirements as mandated by federal and state laws. A

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student or youth from 5 through 12 years of age is considered to have a disability under the Individuals with Disabilities Education Act (IDEA) if the student or youth meets the eligibility criteria in any of the 12 program areas: autism, deaf/blind, emotional and behavioral disorder, deaf/hard of hearing, intellectual disability, orthopedic impairment, other health impairment, significant developmental delay (ages 3-5), specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment.

Early Intervention Program

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach each grade level performance in the shortest possible time. EIP models include: Augmented – The augmented model incorporates EIP services into the regular group class size by providing an additional early childhood certified teacher to reduce the teacher/pupil ratio while providing EIP services. Reduced Class Model – This model allows for the combination of EIP students with regular education students in smaller classes.

Excuses/Absences and Tardies-Unexcused

A student who is absent from school for an entire day or for one or more class periods shall bring a signed note from his/her parent/guardian explaining the reason(s) for the absence. The Student Services Administrator or his/her designee shall determine whether or not absences will be excused or unexcused according to state guidelines. An absence shall be designated unexcused if it cannot be validated according to state guidelines in a timely manner as designated by local school procedures. When unexcused absences exceed twenty days during the school year at the elementary level, the student may be retained. Such decisions may be appealed to the Headmaster or his/her designee. Students who are habitually tardy may receive **In School Suspension, Out of School Suspension**, and referral to home school. Students must be in school by 7:45 a.m. Students are considered late after 8:00 a.m. Students who do not adhere to consequences of excessive tardiness according to DeKalb Student Code of Conduct will be withdrawn from the academy. Note: Student's arriving to school after 8:00am, must be signed in by a parent of guardian.

Absences

UNEXCUSED ABSENCES AND/OR TRUANCY

Lawful absences are defined by Georgia Law as follows: personal illness; serious illness or death in the family; religious holiday; instances which attendance could be hazardous as determined by the DeKalb County School System; registering to vote/voting in a public election; service as a Page in the legislature. Georgia law provides up to five (5) days excused absences for students whose parents are in the armed forces who are called to duty or home on leave from overseas deployment in a combat zone. ***Students 15-17 years of age are reminded that excessive unexcused absences could result in suspension of their ability to operate a motor vehicle under the Teenage and Adult Driver Responsibility Act (see page 16).***

NOTE: STATE LAW

State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A 20-2-690.1[a]) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. § 20-2-690.1[c]).

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The following apply to all unexcused absences:

Number of Unexcused Absences	School Action Per Occurrence
1 - 2	School notifies the parent of absence.
3 - 5	School notifies the parent of absence and refers student to the counselor or assistant principal who will then meet with the student and/or parent for the purposes of discussing the reasons for absences and signing an attendance contract.
6 - 7	Letter sent to parent/guardian informing him/her of the student's absences and the administrative and legal consequences of continued absence from school.
8+	Counselor will make a referral to the school social worker to conference with the parent/guardian and student for assessment and/or possible referral to Juvenile Court, Solicitor-General's Office, DFACS, or other agency.

Tardies

A child coming in tardy must report to the office or designated area to be signed in before going to class. No student who has been tardy is eligible for the perfect attendance award.

Chronic Tardies Consequences

Repeated late to school, class, or to a school activity.

The following apply to all unexcused tardies:

Number of Tardies	Consequences Per Occurrence
1 - 2	Student receives a warning. Teacher or school official is responsible for contacting the parent(s).
3 - 6	Student receives 1 day detention or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s).
7 - 10	Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence. School to schedule a student/parent conference for the purpose of signing an attendance contract.
11+	Student receives a discipline referral and ISS or comparable consequence pending a local formal hearing. Parent contacted and referral to counselor and social worker. Student is given choice of 10 days ISS, alternative school/program placement, or comparable consequence.

Gifted Program

The DeKalb Academy of Technology & Environment recognizes the need to provide every student with an education based on individual needs. Under Georgia Board of Education (GBOE) rule 160-4-2-.38, a gifted

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student is one who “demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or ancillary services to achieve at levels commensurate with his or her abilities.”

Purposes of Gifted Program

Our screening procedures follow DCSD : www.dekalbschools.org/gifted-and-highacheivers-

Delivery Models

Targeting academic progress:

Grades K-5 Cluster group Small group of identified gifted students placed as a group in a regular classroom

Served by a teacher with gifted endorsement

High achieving students will also be served

Collaborative Teaching

Direct instruction may be provided by a regular classroom teacher

Substantial, regularly scheduled collaborative planning between the content area teacher and the gifted specialist

Middle School

Advanced content classes

Homogeneously grouped on the basis of achievement in a core academic area

May include high achieving students not identified as gifted

Cluster group Small group of identified gifted students placed as a group in a regular classroom

Served by a teacher with gifted endorsement

May include high achieving students

Connections class Provide students with opportunities to engage in work that develops target skills and results in creative products

Grades K-1 In - class instruction provides students opportunities to develop creative thinking, critical thinking, and organizational skills

Grades 2–5 Resource Identified gifted students only

Limited class size

Teacher must have gifted endorsement

Interdisciplinary enrichment that provides students with opportunities to engage in work that develops target skills and results in creative products

In-School Suspension Program

As mandated by the Georgia Board of Education and the Quality Basic Education Act (QBE), the DeKalb Academy of Technology & Environment has an in-school suspension program (ISS) for the entire school. ISS information, including policies and rules governing student behavior at the Academy and is distributed annually to all students, parents, guardians, and employees. Students may receive ISS placement due to behavior/discipline incidents.

Curriculum and Instruction

The curriculum, instruction and assessment initiatives are aligned with those of the State of Georgia and enhanced to include our unique instructional focus on technology integration and environmental sustainability. It is our

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mission to prepare learners who are equipped with the competencies that exceed the expectations for 21st Century college and career readiness.

Our core instructional programs seek to provide systematic and meaningful support as the Academy employees live out the mission statement:

“...to education a student population about the essential need to consider environmental ramifications of technology and other business decisions, via a hands-on, community-oriented instructional curriculum. The school will improve student achievement via a curriculum which:

- Recognize the important link between technology and the environment;
- Promotes higher order thinking skills (critical thinking, problem-solving and decision making);
- Motivates students by offering a real world context for learning;
- Engages learners in investigative, hand-on/minds-on, student-centered and cooperative activities between industry and environmental groups;
- Advances educational reform goals; and
- Correlates to State and National academic standards.”

The DeKalb Academy of Technology and Environment Charter Schools provide instruction to students in kindergarten through eighth grade. Technology instruction is based on the International Society for Technology in Education. The Georgia Standards of Excellence (GSE) and the Next Generation Science Standards (NGSS) are used to maintain rigorous instruction, ensure maximized performance on local and state assessments and produce learners who are prepared for advanced secondary education and the workplace.

Lockers

All students will be assigned a locker to use for use to store book bags and other educational materials. Students are to leave book bags in assigned lockers. **Book bags are not permitted in the classroom in grades 1st- 8th.** DeKalb Academy of Technology & Environment is dedicated to providing weapon-free, violence-free, and drug-free schools. Consequently, school personnel may at any time conduct searches of lockers, desks, tables, other school furniture or equipment. Searches may include the use of electronic devices such as hand-held metal detectors or walk-through metal detectors. Also, the school may use K-9 Units to check lockers, desks, tables, and/or vehicles. Lockers, when available, are provided to students for proper use, as are student desks and tables. Items brought to school or those stored in lockers or placed in desks or on tables are not insured for reimbursement by the school. School lockers, desks, and tables are the property of the DeKalb Academy of Technology & Environment, Periodic inspections of lockers, desks, or tables may be conducted by school personnel for any reason, at any time, without notice and without student or parent consent.

Locker rooms and Restrooms

All offenses enumerated in this Code of Student Conduct apply to student behavior in school restrooms and locker rooms. Students are expected to help keep restrooms clean and safe. Also, students are expected to report disruptive, unsafe, and/or unclean conditions in restrooms to an administrator. **No cell phones, camcorders, video recorders, or cameras are allowed in locker rooms or restrooms. Any inappropriate behavior in locker room or restroom will result in ISS or OSS.**

Media Center

The media center is open daily for student use. Materials checked out are the responsibility of the student and must be paid for if damaged or lost. Reference books are to be used in the media center.

Non-Discrimination Policy

DeKalb Academy of Technology & Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities.

Parent Involvement

DeKalb Academy of Technology & Environment believes that parents are their child's first teacher. Parents are required to be as much a part of their child's education as possible. Opportunities for involvement may include the parent/teacher organizations at the academy. Parents are required to commit to 20 hours per month either at the school or away from the school. This participation will be regulated and monitored by the parent liaison of volunteer. A Parent Liaison is available to work with parents individually and to provide parent programs. Parents are encouraged to request conferences regarding their child's progress in school. Conferences can be arranged at the request of the parent, the teacher, Student Services Administrator, Principal, or the Headmaster. Please call the school office to set up an appointment with the teacher, or administrator.

Partners of the Academy

Partners of the Academy are a joint effort between the academy, local businesses, and community churches. The goals of the program are to motivate young people, to recognize and encourage teachers, to strengthen school and community relationships, and to meet partner needs. The academy is asked to assess their needs, which are then linked to partner resources. Business partners make formal agreements to support a single school or the entire academy. Representatives from the partners are invited to meetings to share ideas, plan joint programs, and hear about new programs and projects in the schools.

Photography/Audio/Video & Website Consent

DeKalb Academy of Technology & Environment will not use identifiable pictures of students in print publications or on the district web site unless signed consent forms are on file. Students may be audio/visually recorded for purpose of school publications, projects, advertising or other school/educational/investigative needs.

Possession of Controlled Substances

The unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or as part of any school's activities is clearly prohibited. Any student in violation of any of these standards of conduct may be subject to disciplinary sanctions consistent with local, state, and federal law, up to and including expulsion by the board of education and referral for prosecution. Additionally, a disciplinary sanction may include the completion of appropriate drug or alcohol abuse assistance programs at the expense of the student or parent/guardian. A person is deemed to be in possession when the item in question is found on the person while at school or at any school event, on or off campus; while the individual is en route to or from school; or if the item is found in the individual's locker, backpack, vehicle, or with his/her other personal belongings. No student shall be permitted to possess or to use tobacco products in any form while on school property or at school sponsored activities or functions. Law prohibits the use of tobacco products by any person under the age of 18. Any student who violates this law is subject to suspension and criminal consequences. DeKalb Academy of Technology & Environment is a smoke-free environment. Smoking is not permitted on school property. **NO EXCEPTIONS**

Possession of a Weapon

The possession, use, handling, supplying, threatening to use, or transmitting of any weapon or any other instrument capable of inflicting bodily injury as a weapon is a violation of school policy and state law. The term

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“weapons” or “instruments” shall include but not be limited to the following: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, revolver, rifle, shotgun, BB gun, look-alike firearms, toy weapons etc.); any knife of any size; any razor; any defensive device (e.g., gas repellent, mace, chemical sprays, etc.); any “martial arts” device (e.g., Chinese star, nunchauku, dart, etc.); or any instrument which may be used as an offensive weapon. This shall include, but not be limited to, blackjacks, chains, pipes, metal knuckles, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device that releases a spray gas, fire, smoke, etc.

A student is deemed to be in possession of an illegal item at school when such item is found on the person, in his/her locker or book bag, in a student’s vehicle on school property, on a school bus, or at a school event at or away from school or while the student is on the way to and from school. Violation of these policies shall be reported to the Headmaster or appropriate administrator and may result in suspension from school along with a Due Process Hearing, which may result in expulsion. Illegal items will be confiscated and turned over to the police. The police may be contacted, and the student may be arrested.

Promotion

Promotion, placement, or retention will be based on the academic achievement of a student on the state-mandated tests and/or criteria established by the local board of education

Registration of New Students

When registering students new to DeKalb Academy of Technology & Environment the following documentation is required: certified birth certificate; social security card; Georgia state immunization form (3231); Georgia state hearing, vision, and dental screening form (3300); discipline records from former schools; picture ID of parent or guardian; local enrollment form; guardianship papers (if applicable); verification of residency; and a signed affidavit about validity of residency. A check or a driver’s license is not adequate proof of residence. At the time of student registration, the school system requests a social security number from each student. The number is to be used as a student identification number and for no other reason without written permission from the parent/guardian. (DeKalb County School District Board Policy JBC: Student Admissions)

Reports on Student Progress

A formal report of student progress is communicated with parents eight times a year or four times each semester. A student must be present 20 days in order to receive a progress report. Progress reports will also be provided via the DCSD Infinite Campus Parent Portal or by paper format.

Responsibility for Property

Students are personally responsible for textbooks, library books, instructional materials, technology equipment, and student desks assigned to them. The individual must pay for any damage to such items. Prices will be determined by the current cost to replace the item. DeKalb Academy of Technology & Environment and staff is not responsible for items brought to school by students. Furthermore, DeKalb Academy of Technology & Environment and staff cannot be held liable for damages related to student’s personal property. DeKalb Academy of Technology & Environment is not responsible for loss/stolen personal property. The school, however, will do all in its power to recover any items stolen and punish any guilty persons involved.

First Aid / Illnesses

Any illness or injury must be reported to the school nurse. Children are checked into the nurses’ office and triaged

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for the most appropriate care. Medications, including over the counter preparations, can be administered to students only with parental permission. Prescription drugs need to be in the original container with the name of the student, the prescribing health care provider, and the pharmacy filling the prescription. A student in the fourth grade or above who has asthma and written permission from his/her parent/guardian may possess and/or self-administer a prescribed inhaler while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school-operated property.

Health Requirements

Each student entering the school system for the first time, regardless of grade level, must present a Georgia Department of Human Resources hearing, vision, and dental screening certificate (DHR Form 3300). This form must be updated every two years. Effective August 1, 2000, Georgia has new immunization requirements - and a new form - for child care attendance and school entry. There is now only **one immunization certificate** for children of all ages: **Form 3231**, "Georgia Department of Human Resources Certificate of Immunization." This form is available from the county board of health or from a medical provider. The following immunizations are now required for school entry of all student:

2 Varicella vaccines (chicken pox) or proof of disease

Hepatitis B vaccine

Two doses of MMR

School Hours

School hours for grades K-8 are from 7:45 a.m. to elementary 2:45 p.m. & middle grades 2:45. In addition, students are considered tardy after 8:00 a.m.

All students are expected to be on time. Promptness is important to a child's success in school. Excessive tardiness will result in I.S.S., O.S.S., and removal from the academy.

School Safety Zones

School safety zones are established within 1,000 feet of all schools. It is unlawful for any person, unless authorized by law under certain circumstances, to carry any weapon or explosive compound within a school safety zone or at a school building, school function, or school property or on a bus furnished by the school. If any person is in violation of this law, proper authorities will be called immediately to have the person removed from the premises. Disruption of or interference with the operation of a public school shall be considered a misdemeanor. It is unlawful for any person to remain within the school zone when that person does not have a legitimate cause or need to be there. Failure to leave the premises when requested is grounds for a charge of a misdemeanor. This also applies to members of the press.

School Counselor

The Academy's school counselor is part of the interdisciplinary team that is focused on ensuring that students reach their maximum potential within the school environment.

The Academy's counselor advocates for students and families. The counselor supports students and staff by providing consultation with parents, individual and/or small group counseling, crisis intervention, preventative education through whole classroom guidance, and may serve as members of the student support and 504 teams. In addition, they provide support for the Safe and Drug Free Schools program, conflict resolution, Second Step, Good Touch-Bad Touch, the abstinence education program, 8th grade transition to high school, and the Anchor Program for homeless families.

Special Education (see section entitled Exceptional Students) SST

The Student Support Team (SST) provides a forum for planning and implementing modifications to the regular education program that will enable a student to make continuous progress in the school setting. The SST consists of teachers, other professionals, parents, school counselors, social workers, and, on occasion, students.

Student Records

It is the policy of the DeKalb County Board of Education and DeKalb Academy of Technology & Environment that accurate, current, and complete student academic, attendance, and discipline records shall be maintained for each student enrolled in the DeKalb County School District and DeKalb Academy of Technology & Environment. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act (“FERPA”).

Parents (custodial and non-custodial), legal guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in post secondary educational institutions, or those younger than 18 who are emancipated) may inspect and review the student’s education records and may request the correction of errors in the student’s records. Personally identifiable information from a student’s education record will not be released by the District without the prior written consent of the parent, guardian, or eligible student except under the following circumstances:

1. School officials with legitimate educational interest, as defined by FERPA;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;
9. State and local authorities, within a juvenile justice system, pursuant to specific State law; and
10. As otherwise allowed by federal or state law.

Additionally, directory information may be released without prior consent unless written DeKalb Academy of Technology & Environment to the contrary receives notice in advance, on an annual basis. The District and school has designated the following information as directory information: student’s name, address, and telephone listing; date and place of birth; dates of attendance; grade level; major field of study; photograph; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational institution previously attended. This information may be used to create a student directory that will be available to students, parents, and the public. Parents/guardians will be given the opportunity to opt out of school directories each year by providing the school with a written notice declining the release of such information.

Student Record Protocol

It is the policy of the DeKalb County Board of Education that the D.A.T.E. comply with the Student Data Privacy, Accessibility and Transparency Act (“Act”) and the Family Educational Rights and Privacy Act (“FERPA”). For

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the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending a postsecondary institution.

The C.E. O. or his or her designee shall implement procedures to notify, on an annual basis, parents and eligible students, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the Act and FERPA either by letter or e-mail or through a student handbook distributed to each student in the District or by such other means that are reasonably likely to inform them of their rights. Such notice shall include the right to provide annual notice opting out of the disclosure of the student’s directory information. The C.E.O. or his or her designee shall implement procedures by which schools may track which students have provided such annual opt-out notice.

Accurate, current, and complete student academic, attendance, and discipline records shall be maintained for each student enrolled in the DeKalb County School District/D.A.T.E.. Personally identifiable information from a student’s education record will not be released by the District/D.A.T.E. without the prior written consent of the parent or eligible student except to the extent allowed by the FERPA and its implementing regulations at 34 C.F.R. § 99.3. Except for directory information as defined below, confidentiality of student records shall be preserved, while access is provided to parents, eligible students, and school officials with legitimate educational interests as described in the annual parent notice.

Directory information may be released without prior consent unless a parent or an eligible student makes a timely request, on an annual basis, that such information not be designated as directory information for the individual student. The District/ D.A.T.E. has designated the following information as directory information:

- a. Student’s name, address, and telephone number;
- b. Student’s email address;
- c. Student’s date and place of birth;
- d. Student’s dates of attendance at school’s within the district/D.A.T.E.;
- e. Grade level;
- f. Student’s major field of study;
- g. Photograph;
- h. Student’s participation in officially recognized activities and sports;
- i. Weight and height of members of athletic teams; and
- j. Degrees, honors, and awards received.

Military recruiters and institutions of higher education shall have access to secondary school student’s names, addresses and telephone listing upon request unless a parent or legal guardian has previously notified the district in writing not to release such information without prior written parental consent.

Student records shall be maintained for the minimum period of time required by the District’s approved retention schedules and state retention guides.

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS
AND NOTICE FOR DIRECTORY INFORMATION**

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: (1) The right to inspect and review the student’s education records within 45 days of the day the DeKalb County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent 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 or eligible student when notified of the right to a hearing. (3) The right to privacy of personally identifiable information 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the DeKalb County Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, educational consultant, volunteer, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

Release of Directory Information FERPA requires that the District, with certain exceptions, obtain the written consent of a parent, guardian, or eligible student (i.e., a student over 18 years of age) prior to the disclosure of personally identifiable information from a child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless the parent, guardian, or eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from a child’s education records in certain school publications. Examples include:

- A playbill, showing a student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Information posted on the school’s or the District’s website;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the prior written consent of a parent, guardian, or eligible student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires the District to provide military recruiters, upon request, with the following information—names, addresses and telephone listings—unless the parent, guardian, or eligible student has advised the District that they do not want their student’s information disclosed without their prior written consent. A parent, guardian, or eligible student who does not want directory information to be disclosed from the student’s education records without prior written consent must notify the District in writing annually within a reasonable time period after receiving this notice. The District has designated the following information as directory information: student’s name, address, and telephone listing; date and place of birth; dates of attendance; grade level; major field of study; photograph; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational institution previously attended. Such notification should be sent to the student’s principal.

It is the policy of the DeKalb County Board of Education and DeKalb Academy of Technology & Environment that accurate, current, and complete student academic, attendance, and discipline records shall be maintained for each student enrolled in the DeKalb County School District and DeKalb Academy of Technology & Environment. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act (“FERPA”). Parents (custodial and non-custodial), legal guardians, and eligible students (eligible students are defined as those DeKalb Academy of Technology and Environment shall not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, sexual orientation, or gender identity in its programs and activities. 18 years of age or older, those enrolled in post-secondary educational institutions, or those younger than 18 who are emancipated) may inspect and review the student’s education records and may request the correction of errors in the student’s records. Personally identifiable information from a student’s education record will not be released by the District without the prior written consent of the parent, guardian, or eligible student except under the following circumstances:

1. School officials with legitimate educational interest, as defined by FERPA;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;
9. State and local authorities, within a juvenile justice system, pursuant to specific State law; and
10. As otherwise allowed by federal or state law.

Additionally, directory information may be released without prior consent unless written DeKalb Academy of Technology & Environment to the contrary receives notice in advance, on an annual basis. The District and school has designated the following information as directory information: student’s name, address, and telephone listing; date and place of birth; dates of attendance; grade level; major field of study; photograph; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational institution previously attended. This information may be used to create a student directory that will be available to students, parents, and the public. Parents/guardians will be given the opportunity to opt out of school directories each year by providing the school with a written notice declining the release of such information.

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Student Data Privacy Complaints

It is the policy of the DeKalb County Board of Education and D.A.T.E.School shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending a postsecondary institution.

Any parent or eligible student “Complainant” may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures:

1. The Superintendent shall designate at least one individual (“Designee”) to respond to student data privacy complaints.
2. Upon receipt of a request from a Complainant, the Designee shall provide within 3 business days of complaint form, which may also be made available on the District’s website.
3. A written response shall be provided to the Complainant within 10 business days of the Designee’s receipt of the completed form.
4. The Complainant may file an appeal with the Superintendent within 10 business days of receipt of Designee’s response.
5. The Superintendent shall provide a written response to Complainant within 10 business days of receipt of appeal.
6. The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the CEO's response.
7. The Board DATE of Directors shall render a final decision within 10 business days of receipt of an appeal.

Student Residency

The academy takes the issue of student residency very seriously. Procedures have been put in place to provide consistency in the academy. Included in these procedures are the requirements that all students provide two acceptable documents to show proof of residency and that all students reside within the DeKalb County. In addition, a DeKalb resident who has legal guardianship of a student will be asked to sign an affidavit stating that the student resides in his/her home. While the academy reserves the right to verify any information provided at any time, the Academy has begun an annual process of making (1) random checks of residency and (2) specified checks of residency for which concerns have been reported.

Telephone

All students must secure permission to use the telephone. Reasonable phone requests will be granted; however, students may not use the telephone or cell phones to call parents to pick them up from school in the afternoon, to

get permission to go visiting or to bring something that has been forgotten. Children do not leave the classroom to take telephone calls. Proper school officials will be glad to deliver messages if a parent needs to contact a child. Students are to abide by all cell phone/telephone guidelines as proclaimed in the Student Code of Conduct.

Testing

The standardized testing program in the DeKalb Academy of Technology & Environment is designed to provide information to the staff and the community about student performance. As a result, a combination of required state and locally recommended standardized tests provides necessary information for making sound decisions about the elements of the curriculum, the best way to deliver the curriculum, and instructional modifications that might be needed to meet the needs of individual students. In assessing student performance, teachers use the results of teacher-made and publisher-designed assessments as well as their own observations to make decisions about instructional modifications, reporting progress, and eligibility for promotion from grade to grade. Parents may discuss the results of standardized tests with the grade level principal and teacher(s). Below is a listing of tests included in the standardized testing program.

ELEMENTARY School Standardized Testing Windows

* The local testing schedules have not been set. Additional Information for each assessment will be communicated at a later date as necessary.

- Grade K **GKIDs (kindergarten)**
 - *August 8, 2017 - May 11, 2018*
- Grades K -4 **MAP Assessment (Fall Universal Screener)**
 - *August 14, 2017 - September 27, 2017*
- Grades K - 4 **Gifted Formal Evaluation Assessment**
 - *October 16, 2017 - November 17, 2017*
- Grades K - 4 **MAP Assessment (Winter Universal Screener)**
 - *December 11, 2017 - February 9, 2018*
- Grades K - 4 **ACCESS for English Language Learners (ELLs)**
 - *January 16, 2018 - March 2, 2018*
- Grades 3 - 4 **Georgia Milestone End-of-Grade (EOG)**
 - *April 10, 2018 - April 25, 2018*
- Grades K - 4 **MAP Assessment (Spring Universal Screener)**
 - *April 17, 2018 - May 24, 2018*
- Grades 3 **Georgia Milestone End-of-Grade (EOG) Retest**
 - *June 25, 2018 - June 27, 2018*

Middle School Standardized Testing Windows

* The local testing schedules have not been set. Additional Information for each assessment will be communicated at a later date as necessary.

- Grades 5 - 8 **MAP Assessment (Fall Universal Screener)**
 - *August 14, 2017 - September 27, 2017*
- Grades 5 - 8 **Gifted Formal Evaluation Assessment**
 - *October 16, 2017 - November 17, 2017*
- Grade 8 **PSAT 8**
 - *October 11, 2017*
- Grades 5 - 8 **MAP Assessment (Winter Universal Screener)**

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- Grades 5 - 8
 - *December 11, 2017 - February 9, 2018*
ACCESS for English Language Learners (ELLs)
 - *January 16, 2018 - March 2, 2018*
Georgia Milestone End-of-Grade (EOG)
- Grades 5 - 8
 - *April 10, 2018 - April 25, 2018*
MAP Assessment (Spring Universal Screener)
- Grades 5 - 8
 - *April 17, 2018 - May 24, 2018*
Georgia Milestone End-of-Course (EOC)
- Grade 8
 - *April 30, 2018 - May 1, 2018*
Georgia Milestone End-of-Grade (EOG) Retest
- Grades 5 and 8
 - *June 25, 2018 - June 27, 2018*

Visitors in Building

All visitors are required to report to the school office and get a pass before going to other parts of the building. Visitors and parents are not to enter the school building through any exterior doors other than the front lobby entrance after 8:00am. Parents are welcome to visit the school. Classroom visitation times can be set by calling the school's front office. Parent visitations may begin after the first two weeks of school.

Conferences/Visitation/Observations

All conferences, classroom visitations, or observations by parents are to be scheduled by the Administrative Assistant or front desk receptionist. If you wish to have a conference with your child's teacher, appointments are to be scheduled with the front desk receptionist. Conferences must accompany a Conference Summary Form.

Charter Focus

Unit Benchmark Assessments: Students in grades 1 - 8 will participate in unit assessments as indicated by the classroom teachers.

STEM/STEAM

STE(A)M is an acronym for Science, Technology, Engineering, (the Arts) and Mathematics. In 2015, D.A.T.E. became certified as a STEM certified school through AdvancED. This distinguished certification recognizes the unique educational opportunities offered at our school. Through an integrated approach to teaching STE(A)M disciplines, the competencies addressed through an AdvancED endorsed STEM education include:

- A STEM school program that supports non-traditional student participation through outreach to groups often underrepresented in STEM program areas;
- Students work independently and collaboratively in an inquiry-based learning environment that encourages finding creative solutions to authentic and complex problems;
- Students who are empowered to personalize and self-direct their STEM learning experiences supported by STEM educators who facilitate their learning;
- Students use technology resources to conduct research, demonstrate creative and critical thinking, and communicate and work collaboratively; and
- Students demonstrate their learning through performance-based assessments and express their conclusions through elaborated explanation of their thinking.

Through project-based learning, STE(A)M educators focus on real world-applications and engage students in learning experiences within the community, business and industry partners and other relevant extended day opportunities.

Reading/English Language Arts (ELA)

In addition to the reading/ELA literacy curriculum outlined in the Georgia Standards of Excellence, the teachers incorporate supplemental reading and writing programs to improve students reading comprehension and Lexile development. The *Units of Study in Opinion/Argument, Information and Narrative Writing: A Common Core Workshop Curriculum, Grades K-8* (Lucy Calkins and Colleagues from the Teachers College Reading and Writing Project) are used to improve writing skills and stamina. Leveled reading programs are also being used to meet students at their performance levels and provide opportunities for guided reading instruction to improve reading and academic performances (Fountas & Pinnell Leveled Books, Heinemann).

Math

The Georgia Standards of Excellence for mathematics focuses on actively engaging students in the development of mathematical understanding by using manipulatives and a variety of representations, working independently and cooperatively to solve problems, estimating and computing efficiently, and conducting investigations and recording findings. In mathematics classrooms, students will learn to think critically in a mathematical way with an understanding that there are many different ways to a solution and sometimes more than one right answer in applied mathematics. Teachers use *MY MATH* (McGraw-Hill) K-8 instructional resources. MY Math is “customized for the way teachers teach, personalized for the way students learn and individualized to maximize student success.” These resources enhance the mathematical skills and concepts as well as builds mathematical vocabulary.

Science

Science instruction is based on the Georgia Standards of Excellence as well as the Next Generation Science Standards. In addition to the frameworks for science education, the Next Generation Science Standards are incorporated in the environmental science curriculum and the core science classes. Through the crosscutting concepts (exploring connections between the four domains of science), science and engineering practices, and disciplinary core ideas, students gain the knowledge and skills that engage students in direct experiences and abstract articulation of science (*Science FUSION*, Houghton Mifflin Harcourt)

Social Studies

For students in grades K - 5, social studies is taught in an instructional block with science. Through an interdisciplinary approach, the Georgia Standards of Excellence for social studies heavily uses informational texts as well as direct instruction. The social studies curriculum include historical, geographic, government/civic and economic understandings as well as map, globe and information processing skills. In the middle school, social studies will be taught in the ELA block with a reading literacy emphasis for history and social studies that encompasses key ideas and details, craft and structure, integration of knowledge and ideas and improved Lexile levels (dealing with text complexity). Social studies direct instruction will be supplemented by Georgia focused resources to complement the State standards (Houghton Mifflin Harcourt).

Environmental Sustainability

The environmental science content is integrated in all content areas and reinforced with the Georgia Standards of Excellence in science and the Next Generation Science Standards in the specials’ course. Students learn about the natural world with partnerships with the Chattahoochee Nature Center, Gwinnett Environmental and Heritage

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Center, Stone Mountain Park and Georgia Piedmont Technical College and others. By allowing students to become engaged in the wonders surrounding the environment, they will also become responsible stewards of the environment and develop an appreciation for the natural world.

**Core Instructional Materials and Resources Elementary & Middle School:
Grading Policy:**

Student grades are expected to reflect an appropriate amount of curriculum assessment. There should be a balance of grades in each category to support appropriate assignments based on units of study.

Four Components	Sub-Categories	K-5	6-8	9-12
<i>Pre-Assessments Prior to Learning (Formative Assessment)</i>		0%		
	Formal or Informal Pre-Assessments			
<i>Assessment During Learning</i>		25%		
	Skills Assessment (Warm-Up)			
	Quiz			
	Projects			
<i>Guided, Independent, or Group Practice</i>		45%		
	Classwork			
	Project or Performance			
	Homework			
<i>Summative Assessments or Assessment of Learning</i>		30%		
	Formal Post-Assessment Test			
	Culminating Project or Performance			
	Final or Culminating Exam			
<i>TOTAL</i>		100%		

Elementary & Middle School Grading Scale: Weighted Averages

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

***Students who receive Ns in Conduct for Progress Report/Report Cards will not be eligible for Principal’s List and Honor Roll.**

***Students who receive all A’s will only receive recognition for Principal’s List.**

***Students who receive A’s and B’s will only receive recognition Honor Roll.**

***Students will not receive certificate or recognition for Achievement.**

GRADING PROTOCOL DEFINITIONS

Classwork – a student or group directed independent practice on the standards.

Examples include: Skills Block, Center work, Station work, textbook lessons, Framework Activities, Scavenger Hunt etc.

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Classroom Discourse – whole-class and/or group discussions in which students talk about math to reveal a deeper level of understanding and their thinking process.

Examples include: Skilled Questioning, Sharing Student Work, etc.

Composition – a formal writing, which includes an introduction, body, and conclusion.

Culminating Project – a student’s demonstration of his/her academic knowledge at an expressed period of time.

Debate/Discussion – an organized discussion or formal exchange of opinion.

Dressing Out – wearing appropriate attire that allows safe and effective movement during the activity, including appropriate footwear.

Final or Culminating Exam – an exam administered at the end of an academic term.

Formal Post Assessment – a test given to students after the completion of a unit or instructional program. It is often given in conjunction with a pre-assessment to measure student achievement and the effectiveness of the program.

Formative Assessment Lesson – lessons for formative assessment, some focused on developing math concepts, others on non-routine problem solving.

Source: <http://map.mathshell.org>

Graphic Organizers – communication tool used that uses visuals to capture knowledge, concepts, skills, thoughts, ideas, and/or relationships among concepts.

Guided Reading – small group reading instruction, which provides differentiated teaching that supports students in developing reading proficiency.

Homework – an assignment given to a student to be completed outside the regular class period.

Independent Reading – students choose materials to read for information or enjoyment.

Interactive Student Notebook – a resource/tool used for class notes and recording of activities. Source: <http://interactive-notebooks.wikispaces.com/>

Journal Prompts/Responses – writing prompts around a topic that requires students to describe, explain, persuade, and narrate. *Examples include:* Daily Reflection, Quick Write, etc.

Linguafolio – a performance-based student reflection of their language learning and cultural experiences.

Mathematical Task – a problem or set of problems that allows students to develop or use mathematics. The task is accompanied with a scoring rubric. *Examples include:* Learning Task, Performance Task, Discovery Activities, Inquiry-based Activities, etc.

Online Digital Resource – tools used to create, collaborate, research, and/or practice.

Examples include: US Test Prep, First In Math, Gizmos, Reflex Math, Brain Pop

Oral participation – actively engaged in independently speaking in the language.

Examples include: discussions, debates, and oral questioning/responses

Oral Questioning – independently question others using the second language.

Participation – actively engaged in the daily activity of the class.

Personal Management – positive compliance with classroom expectations (rules, safety, equipment, etc)

Portfolio – the contents of a student’s work. (Note: In world language, it is the culminating activity for each thematic unit.)

Pre-Assessment – a tool to evaluate the readiness of students for further study.

Pre-Test – preliminary test to determine a student’s baseline knowledge.

Project – a task or problem in school that takes place over a designated period of time.

Protocol – a system of rules that explain the correct conduct and procedures to be followed in formal situations.

Quiz – a short spoken or written assessment about a particular concept and/or skill.

Examples include: Online Assessment, Verbal Quiz, Written Quiz, etc.

Rituals and Routines – an established sequence of actions regularly followed for a specific ritual (any act or practice regularly repeated). *Examples include:* Taking Notes, Turning in Homework, Showing Work, etc.

Skills Assessment – a self-assessment tool that is used to determine whether the student’s have learned certain skills.

Story Boards – a panel or series of panels drawn or sketched using thematic language to tell a story.

Student Portfolio – a collection of student work that showcases student’s growth over time and/or examples of exemplary work. The student work should capture what students know and can do.

Test – a series of questions or problems designed to assess a specific concepts and/or skills. *Examples include:* Online Assessment, Chapter Test, Unit Test, etc.

Timed Writing – a timed writing focused on a prompt.

Thumbs Up/Down – a common hand gesture used to respond to a question posed in the classroom.

Ticket out the Door – a closure activity and formative assessment tool. Students are asked to describe or explain a major concept of the lesson

Specials

The specials’ courses connect the learning from the core classes to more specific lessons in physical education, health, music/band, foreign language (Spanish), computer literacy/technology, environmental science and robotics (K-4). In addition to these connection classes, students in grades 5 - 8 will receive experience even more specialized instruction through foreign language, performing arts and career pathway courses. Courses for the career pathway include communications and media (grade 5); electric and solar energy (grades 6 - 8); and animation and digital media(grades 6 - 8).

General Specials' Course Offerings (Grades 5 - 8):

All students in grades 5 will have the opportunity to experience all exploratory specials offered at D.A.T.E. These include: **health, physical education, environmental science, computer literacy/technology, and drama.**

Course Offerings for Pathway Program (Grades 5 - 8):

The Program includes one of the three pathways with a 4 year track: Foreign Language, Performing Arts, and CTAE (Animation and Digital Media/Electric and Solar Energy). The pathway courses will be available on an A/B day rotation. On the day of the pathway course, students will report to that class for all four 9 weeks of the school year. On the opposite days, students will still be in a random 9 week rotation of the traditional specials' courses.

Pathway Course Descriptions:

Performing Arts Pathway: Students previously enrolled in band have been automatically enrolled in the performing arts pathway. The band and drama instruction will emphasize students' abilities to participate in productions for the school community and other regional competitions.

CTAE (Animation and Digital Media/Electric and Solar Energy) Pathway:

- **Animation and Digital Media:** Students enrolled in this pathway will take the animation course during the first semester of each year. The instruction will include storyboarding, Pixel Art, 2D and 3D animation. Students will gain the ability to apply storytelling and creativity to produce their own narratives.
- **Electric and Solar Energy:** This course is offered during the second semester of each school year as a component to the environmental science curriculum. Students will learn about sustainable and green techniques through studies in electrical theory and photovoltaic systems.

Participation Criteria

Students in grades 5 - 8 have been placed in a pathway program based on the following criteria:

- Performing Arts - Rising 5th grade students signed up in 4th grade and have been scheduled for the band program during their 5th grade year. Students in grades 6 - 8 are continuing in the band program as they have previously been enrolled.
- Foreign Language - Spanish is being offered for students in kindergarten through 8th grade. The pathway program will allow students in grades 5 - 8 with proficient reading scores as measured by the Winter 2017 or Spring 2017 MAP scores. Students must have a percentile score that is 70 or above on either the Winter or Spring reading test. (Students that were not enrolled in band and meet these criteria were enrolled in the Foreign Language Pathway.) Students that continue in this pathway may have the opportunity to earn high school credit upon completion of middle school.)This may only apply to our rising 5th graders.)
- Career, Technical and Agricultural Education (CTAE) - Course offered to students in 5th grade include media and communication, solar and electric energy as well as animation. All students that are not enrolled in the Performing Arts Pathway or Foreign Language Pathway are automatically enrolled in the CTAE Pathway Program.

* All courses will offer a progressive curriculum throughout the school year and across grade levels.

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The pathway program will strengthen students areas of interest and allow them to begin to focus on STEAM options in high school, college and their chosen careers. Students enroll in the pathway during the 5th grade school year and are expected to remain in the same pathway through the end of their 8th grade year.

Specials Grading Policy

ELEMENTARY PASS/FAIL RUBRICS

Arts (Visual and Performing), Music, Physical Education/Health, and World Languages

Health and Physical Education K-5

	Pass (100-70)	Fail (69 – 0)
Assessment During Learning <ul style="list-style-type: none"> • Cooperation in activities • Follows directions • Leadership/responsibility 	<ul style="list-style-type: none"> • Student cooperates appropriately in class activities without a reminder 70% or more of the time. • Student listens and follows directions 70% or more of the time. • Student demonstrates positive, responsible, personal and social behavior (i.e. wearing appropriate footwear) 70% or more of the time. 	<ul style="list-style-type: none"> • Student cooperates appropriately in class activities without a reminder less than 70% of the time. • Student listens and follows directions less than 70% of the time. • Student demonstrates positive, responsible, personal and social behavior (i.e. wearing appropriate footwear) less than 70% of the time.
Guided, Independent, or Group Practice <ul style="list-style-type: none"> • Respect people and equipment • Positive attitude • Rules/Safety 	<ul style="list-style-type: none"> • Student demonstrates appropriate behavior to others and equipment 70% or more of the time. • Student exhibits a positive attitude toward task and others 70% or more of the time. • Student follows class safety rules and treats equipment with care 70% or more of the time. 	<ul style="list-style-type: none"> • Student demonstrates appropriate behavior to others and equipment less than 70% of the time. • Student exhibits a positive attitude toward task and others less than 70% of the time. • Student follows class safety rules and treats equipment with care less than 70% of the time.
Assessments to Validate Learning <ul style="list-style-type: none"> • Observation of skills • Written tests • Accepts feedback 	<ul style="list-style-type: none"> • Student exhibits outstanding performance 70% or more of the time. • Student demonstrates content knowledge of standards 70% or more of the time. • Student accepts feedback from peers and teacher 70% or more of the time. 	<ul style="list-style-type: none"> • Student exhibits outstanding performance less than 70% of the time. • Student demonstrates content knowledge of standards less than 70% of the time. • Student accepts feedback from peers and teacher less than 70% of the time.

MUSIC K-5

	Pass (100-70)	Fail (69 – 0)
<p>Assessment During Learning</p> <ul style="list-style-type: none"> • Active participation • Active listening • Guided reading • Guided writing • Singing • Playing an instrument 	<ul style="list-style-type: none"> • Student demonstrates active participation while singing, playing (instrument), speaking, reading, writing, and listening 70% or more of the time. 	<ul style="list-style-type: none"> • Student demonstrates active participation while singing, playing (instrument), speaking, reading, writing, and listening less than 70% of the time.
<p>Guided, Independent, or Group Practice</p> <ul style="list-style-type: none"> • Active participation in learning • Performance of learning tasks • Follow directions 	<ul style="list-style-type: none"> • Student participates appropriately in class activities without a reminder 70% or more of the time. • Student performs learning tasks 70% or more of the time. • Student demonstrates engagement in class activities 70% or more of the time. 	<ul style="list-style-type: none"> • Student participates appropriately in class activities less than 70% of the time. • Student listens and follows directions less than 70% of the time. • Student demonstrates engagement in class activities less than 70% of the time.
<p>Summative Assessments to Validate Learning</p> <ul style="list-style-type: none"> • Observation of skills • Active participation • Formative assessments • Summative assessments 	<ul style="list-style-type: none"> • Student exhibits required performance 70% or more of the time. • Student demonstrates content knowledge of standards 70% or more of the time. 	<ul style="list-style-type: none"> • Student exhibits required performance less than 70% of the time. • Student demonstrates content knowledge of standards less than 70% of the time.

Arts (Visual and Performing) K-5

	Pass (100-70)	Fail (69 – 0)
<p>Assessment During Learning</p> <ul style="list-style-type: none"> • Cooperation in activities • Follows directions • Leadership/responsibility 	<ul style="list-style-type: none"> • Student cooperates appropriately in class activities without a reminder more than 70% of the time. • Student listens and follows directions more than 70% of the time. • Student demonstrates positive, responsible, personal and social behavior more than 70% of the time. 	<ul style="list-style-type: none"> • Student cooperates appropriately in class activities without a reminder less than 70% of the time. • Student listens and follows directions less than 70% of the time. • Student demonstrates positive, responsible, personal and social behavior less than 70% of the time.
<p>Guided, Independent or Group Practice</p> <ul style="list-style-type: none"> • Respect people and equipment • Positive attitude • Rules/Safety 	<ul style="list-style-type: none"> • Student demonstrates appropriate behavior to others and equipment more than 70% of the time. • Student exhibits a positive attitude toward task and others more than 70% of the time. • Student follows class safety rules and treats equipment with care more than 70% of the time. 	<ul style="list-style-type: none"> • Student demonstrates appropriate behavior to others and equipment less than 70% of the time. • Student exhibits a positive attitude toward task and others less than 70% of the time. • Student follows class safety rules and treats equipment with care less than 70% of the time.
<p>Assessments to Validate Learning</p> <ul style="list-style-type: none"> • Observation of skills • Written tests • Accepts feedback 	<ul style="list-style-type: none"> • Student exhibits outstanding performance more than 70% of the time. • Student demonstrates content knowledge of standards more than 70% of the time. • Student accepts feedback from peers and teacher more than 70% of the time. 	<ul style="list-style-type: none"> • Student exhibits outstanding performance less than 70% of the time. • Student demonstrates content knowledge of standards less than 70% of the time. • Student accepts feedback from peers and teacher less than 70% of the time.

WORLD LANGUAGES K-5

	Pass (100-70)	Fail (69 – 0)
Assessment During Learning <ul style="list-style-type: none"> • Active oral participation • Active listening • Guided reading • Guided writing 	<ul style="list-style-type: none"> • Student demonstrates active participation while speaking, reading, writing, and listening 70% or more of the time. 	<ul style="list-style-type: none"> • Student demonstrates active participation while speaking, reading, writing, and listening less than 70% of the time.
Guided, Independent, or Group Practice <ul style="list-style-type: none"> • Active participation in learning • Performance of learning tasks • Follows directions 	<ul style="list-style-type: none"> • Student participates appropriately in class activities without a reminder 70% or more of the time. • Student performs learning tasks 70% or more of the time. • Student demonstrates engagement in class activities 70% or more of the time. 	<ul style="list-style-type: none"> • Student participates appropriately in class activities less than 70% of the time. • Student listens and follows directions less than 70% of the time. • Student demonstrates engagement in class activities less than 70% of the time.
Assessments to Validate Learning <ul style="list-style-type: none"> • Observation of skills • Active oral participation • Formative Assessments • Summative Assessments 	<ul style="list-style-type: none"> • Student exhibits required performance 70% or more of the time. • Student demonstrates content knowledge of standards 70% or more of the time. 	<ul style="list-style-type: none"> • Student exhibits required performance less than 70% of the time. • Student demonstrates content knowledge of standards less than 70% of the time.

***Students who receive Ns in Conduct for Final Report Cards will not be eligible for Principal’s List and Honor Roll.**

***Students who receive all A’s will only receive recognition for Principal’s List.**

***Students who receive A’s and B’s will only receive recognition Honor Roll.**

***Students will not receive certificate or recognition for Achievement.**

Classwork Policy and Procedures: All assignments are at the teacher’s discretion.

Make-up Work Policy and Procedures: If a student misses an assignment, quiz, or test due to an excused absence, he must make it up on or one day after he/she returns to class. This will usually take place after school, although it may be done during class if time permits. Extra- curricular activities do not constitute an excuse to miss a make-up an assignment, quiz or test after school. A student will have one day after he/she returns to make-up assignments, quiz, or test day when he has had

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an excused absence. Students with extended, excused absences need to see the teacher after school to arrange make-up schedules.

Homework Policy and Procedures:

Homework is designed to practice newly taught skills, develop independent study habits or to extend/enrich the curriculum.

HOMEWORK must include the following:

- HOMEWORK must be aligned to the state standards and the 9 week project based learning unit
- HOMEWORK must be posted on the teacher webpage weekly with explicit directions, expectations, and opportunities for parents/students to communicate to clarify misunderstandings
- HOMEWORK must include due dates for completion
- HOMEWORK is a formative process; it must provide *timely* feedback
- HOMEWORK that requires project completion must have a rubric (* post to the website)
- HOMEWORK must follow this time allotment indicated by grade
 - Kindergarten - second grades: *10 - 30 minutes per night*
 - Third - fifth grades: *30 - 60 minutes per night*
 - Sixth - eighth grades: *60 - 90 minutes per night*

School-wide Student Tutorials: Student tutorials will be provided for any student who is failing a course or a subject, and not meeting the expectations of the classroom teacher. These tutorial sessions will take place on selected days of the week.

Academic honesty: Receiving or giving information for an assignment is cheating and when caught in the act students will not receive credit nor receive the opportunity for a chance of make-up. **Plagiarism is not acceptable:** If a student takes information from the Internet or any printed resources without a citation, it is considered plagiarism and will result in a reduction in grade. Disciplinary action may be enforced for instances of cheating or academic dishonesty.

Classroom Expectations (Rules): Students must be prepared for the start of class by the bell. Pencil sharpening and book retrieval from desk should be completed. Students must be in their seats by the tone to be counted present and on time. A student who comes to class late must have a note that was approved at the office prior to his arrival at class to be admitted.

- All assigned textbooks must be present.
- Respect for and consideration of the teacher and fellow students is expected at all times.
- After recognition, one person at a time will be allowed to speak.
- Cheating or dishonesty in relation to any assignment will result in parental notification and zero credit for that assignment.
- No food or drink is permitted in the classroom.
- No defacing of private or school property is allowed.
- Physical contact with other students and/or their belongings is not permitted in the classroom.
- Throwing of objects of any kind is expressly forbidden. This includes, but is not limited to spit wads, paper wads, change, candy, pencils, pens, rubber bands, paper clips, and books.
- Students are held responsible for getting information pertaining to make-up work and for doing it.
- Students will only be permitted to make up work that was missed due to an excused absence.
- Handbook policies, including those pertaining to the dress code, will be enforced.

Consequences of Inappropriate Behavior in the Classroom: Please refer to the DeKalb Academy of Technology & Environment's Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also, outlined in this

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plan are the possible consequences of engaging in such behaviors. Staff members will utilize their classroom management system and give verbal warnings prior to progressing through the Consequences.

Technology and Internet Acceptable Use: Use of the Internet must be in support of education and research and consistent with the educational objectives of the DeKalb Academy of Technology and Environment. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. In addition to adherence to the policies and procedures of various networks and any set forth by a service provider or host system, users must abide by all rules and procedures specified and deemed necessary at the site from which access to the Internet is made. These procedures may include, but are not limited to, a log book, user time restrictions, and limitations on use of finite resources. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

Helpful websites and other resources: www.doe.k12.ga.us, www.georgiastandards.org/, www.dekalbacademy.org

School Uniform and Dress Policy

D.A.T.E. has entered into a partnership with Buckhead Uniforms and Charter Uniforms to provide all student uniforms and accessories for the student body. All students will be required to follow the uniform policy as it adheres to the school dress code. **Beginning August 2010, students will be required to wear full uniforms Monday through Thursday. Students can wear spirit attire on Fridays. Dress shoes must still be worn on Fridays. No tennis/gym shoes/boots Mon-Friday.**

Student dress, grooming, and cleanliness are important to the growth and development of a young adolescent and learning to dress appropriately is a life skill. Parents have the primary responsibility of teaching and guiding their students on the importance of dressing, grooming, and cleanliness. Schools are responsible for maintaining a safe and orderly environment and a unified dress code policy is just one of many policies that help create an environment that promotes safety, order, and a constructive learning atmosphere. Students must arrive at school dressed according to the uniform dress code policy. The uniform dress code policy is strictly enforced. Please contact your DeKalb Academy of Technology & Environment representatives if you have questions or concerns.

Uniforms improve the classroom-learning environment by:

- helping students concentrate on their school work by setting a tone for serious study; removing distractions created by socioeconomic differences and modern fashion; and instilling students with discipline and self-respect.

Uniforms build citizenship and a sense of community in our children by:

- building self esteem, self respect, and school spirit among students by creating the distinction of being part of a group;
- maintaining a healthy and positive school image in the community by a clean and neat appearance;
- providing a visible and public symbol of commitment to school improvement and reform.

Uniforms create a safe learning environment by:

- helping school officials recognize intruders who come to the school;
- eliminating the possibility of wearing gang-related or other potentially disruptive clothing

The only reasons for an exemption are:

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1. Required religious attire, or
2. A severe physical disability

Section One: General Provisions. Uniforms at DeKalb Academy of Technology & Environment are mandatory. Implementation of the DeKalb Academy of Technology & Environment is as follows:

1. General: Uniforms must be worn during school hours, except under special circumstances as announced by the Headmaster. Uniforms must also be worn for all before and after school programs, including field trips and special school activities, and all tutoring and enrichment sessions, except on occasions when costumes may be required for dress rehearsals or performances. Gym clothes will be required for athletic activities.

Beginning August 2010, students will be required to wear full uniforms Monday-Thursday. Spirit attire can be worn by students on Fridays.

2. Appearance: Students must present a clean, modest, and neat appearance at all times. All clothing must be appropriately sized and worn correctly. Pants/shorts/skirts must be worn at the waist, shirts must be buttoned and tucked in, shoes must be tied or fastened, clothing must be worn right-side-out, etc. Clothing shall not be excessively worn or have holes.

3. Footwear: Shoes for students should be conservative in style and no white shoes/tennis shoes are to be worn as part of the requirements. Rubber black or brown shoes are permissible. Students must wear shoes that are not distracting (no lights, charms, or characters). Closed toed and closed heel shoes only. Heels or soles may not be higher than 1 inches. Athletic shoes only may be required for gym. No timberland, designer female boots, high tops shoes, or boots (male & female) will be permissible during instructional school hrs.

4. Socks: Socks or tights must always be worn. Socks for students should coordinate with the uniform. Girls may also wear appropriate smooth opaque or cable knit tights. No nylon stockings may be worn.

5. Underclothing: Other than plain white undershirts worn under uniform shirts, underclothing should not be visible. Girls are encouraged to wear shorts under skirts and jumpers. Shorts, knit leggings or pants that show underneath these articles of clothing are not allowed. Leggings or tights are not permitted underneath girls skirts and jumpers.

6. Hemlines: The hemlines in jumpers and skirts shall be no shorter than 2 inches above the kneecap; shorts and skirts will not be shorter than 4 inches above the kneecap.

7. The Board-approved Crest may be worn on Board-approved uniform tops.

8. Jewelry, etc.: Girls may wear jewelry or hair accessories that are appropriate for wear at school and are not a distraction. Boys may not wear earrings. All jewelry, if worn, must not be a distraction to the educational environment of the class or school. Sunglasses should not be worn inside the school building.

9. Hair must be kept neat, have a combed appearance, and be appropriate for school. Irregular coloring of hair or outlandish hairstyles are inappropriate such as, multiple (more than 2) vertical and horizontal lines and other designs in hair are not allowed. One to two parts are allowed, but curved and other designed lines are not appropriate. Hair coloring and outlandish hairstyle parameters will be left to the discretion of the Headmaster, Principal, or Director for Student Services.

10. Cosmetics: Any makeup worn should be appropriate for school and not a distraction.

11. Outerwear: All sweaters and vests must be worn with a uniform approved shirt underneath. Outerwear that is worn for warmth to and from school and at outside recess is not considered a uniform item. Hoodies or jackets are not permissible.

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Student Dress and Uniform Violations

All students are expected to adhere to the expectations of appropriate dress as indicated in the DeKalb County School District Code of Conduct and any additional requirements listed in local school dress regulations.

The following applies to all student dress code violations:

Number of Offenses	Actions of the School
First Offense	Verbal Reprimand, and In School Suspension (ISS) until End of Day or Correction of the Violation
Second Offense	Parent Contact, Required Parent Conference and two (2) Days ISS
Third Offense	Contact Parent, three (3) Days ISS and Local Formal Hearing, which may result in up to ten (10) days ISS, Local Probation and/or parent attend classes with student in lieu of ISS. Chronic violation of this expectation will result in the charge of #19a – Repeated Violation of School Rules and a possible referral to an alternative setting upon a finding of guilty by the Student Evidentiary Hearing Committee.

Dress items not specifically covered above but considered inappropriate or contrary to the Purpose Statement in the DATE Uniform Policy are subject to review and interpretation by the Board of Directors. Additional dress code violations, along with specific articles of clothing or accessories may remain at the discretion of the school administrators.

Section Two: Approved Uniform

RULES AND TIPS FOR SUCCESSFUL COMPLIANCE TO THE UNIFORM POLICY

- Uniforms must be worn at all time. No Exception!
- Pants/shorts/skirts/Capri's must be worn at the waist. Shirts must be buttoned and tucked in at all times. (Boys & Girls)
- Ties are to be worn with all shirts and Peter Pan Blouses.

School Requirements for Girls

NO OUTSIDE CLOTHING

GIRLS (REQUIRED UNIFORM – MONDAY THROUGH THURSDAY)

JUMPERS	Plaid Jumper (Style #172 or Style #194) (Color #55) Khaki Jumpers (Style #123, Style #172, or Style#194)
SKIRTS	Plaid Skirt (Style #134 or #143) (Color #55) Khaki Skirt (Style #143) Khaki A-Line Skirt (Style #2661) Long Khaki Skirt (Style #1526 or #2662)
BLOUSES	White Short Sleeve or Long Sleeve Peter Pan Blouse with School Appliqué White Short Sleeve or Long Sleeve Oxford Blouse with School Appliqué White 3/4 Princess Overblouse with School Appliqué
<u>FRIDAY ONLY</u> KNIT SHIRTS	Spirit Shirts with Khaki Pants

DeKalb Academy of Technology & Environment Student/Parent Handbook 2018-2019

SKORTS	Khaki WRAP Skort (Style #907) or Khaki Long Skort (Style#148)
SLACKS	Khaki Pleated, Flat Front and Fashion Fit Slacks - Must be worn with solid black or brown belt
SHORTS	Khaki Pleated Shorts - Must be worn with belt (Grades Kindergarten ONLY)
SWEATERS	Hunter Green Crewneck Cardigan Sweater, Crew Neck Pullover or Sweater Vest with School Appliqué
BLAZERS	Hunter Green Blazer Elementary/ Navy Blue Blazer Middle
TIES	Solid Green Tie or Plaid #55 Tie
CROSSTIE	Plaid #55 Cross Tie
BELTS	Solid Black or Brown Leather or Braided Belt
SOCKS	Hunter Green, White or Khaki Crew Socks White or Hunter Green Knee Socks
TIGHTS	Hunter Green or White Tights
SHOES	Conservative Black or Brown Shoes (Bucs, Mary Janes) No Merrells
HAIR ACCESSORIES	#55 Plaid, Khaki, White or Hunter Green Hair Accessories (Optional)

Items with belt loops require a belt.

P.E. UNIFORM (4th – 8th grades only)

T- SHIRT	Ash Short Sleeve T-Shirt with School P.E. Logo
SHORTS	Hunter Green MESH Shorts- with School P.E. Logo
SWEATPANTS	Hunter Green Sweatpants with School P.E. Logo

School Requirements for Boys

NO OUTSIDE CLOTHING

BOYS (REQUIRED UNIFORM – MONDAY THRU THURSDAY)

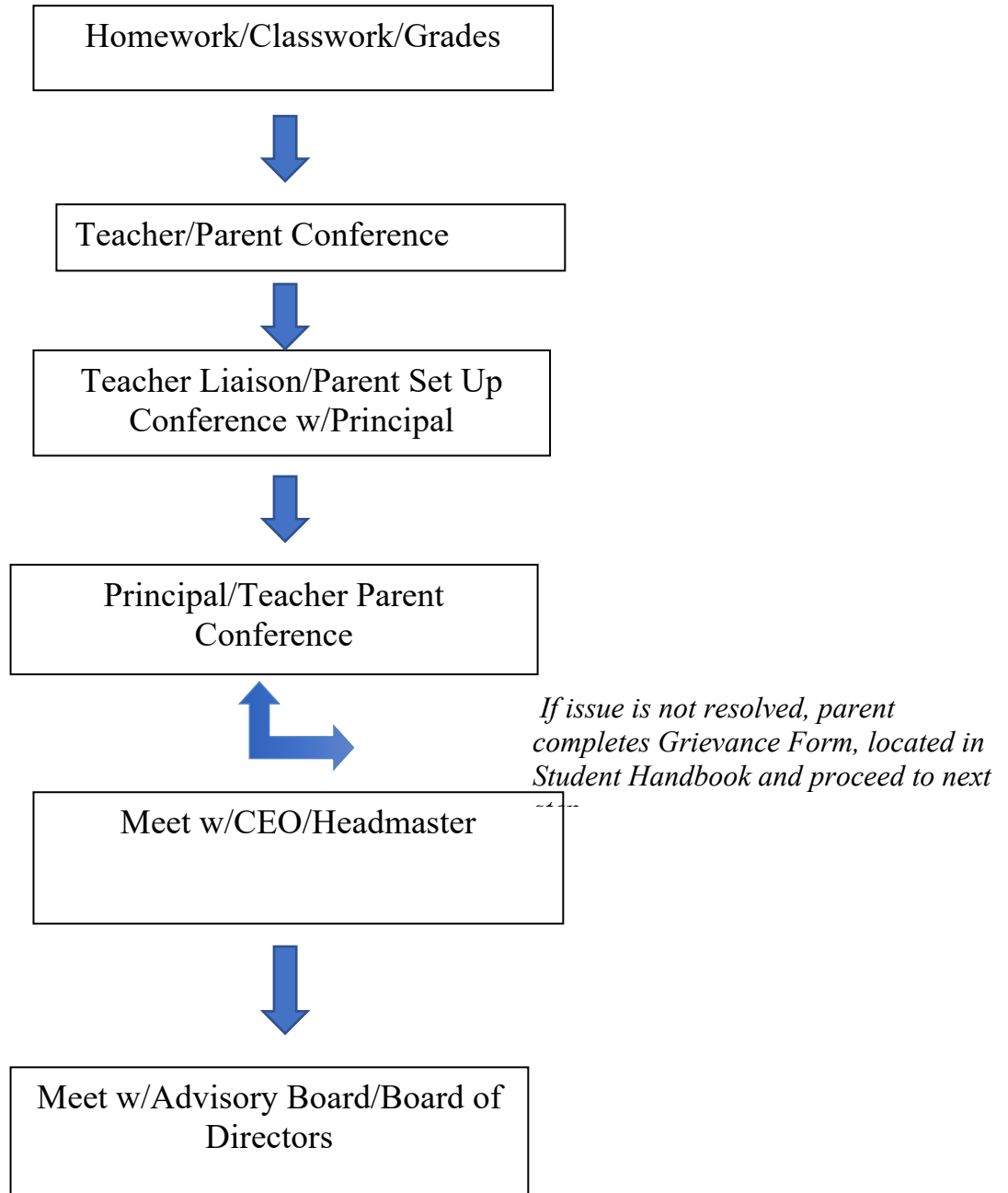
SLACKS	Khaki Pleated or Flat Front Slacks (SLACKS MUST BE FITTED TO THE WAIST AND THE APPROPRIATE LENGTH)
SHORTS	Khaki Pleated Shorts (Kindergarten Only)
SHIRTS	White Short Sleeve or Long Sleeve Oxford Shirt with School Appliqué
<u>FRIDAY ONLY</u> <u>KNIT SHIRTS</u>	White or Hunter Green Short Sleeve or Long Sleeve Knit Shirts with School Appliqué
<u>FRIDAY ONLY</u>	Spirit Shirts with Khaki Pants
SWEATERS	Hunter Green V-Neck Cardigan or V-Neck Pullover Sweater or Sweater Vest with School Appliqué
BLAZER	Hunter Green Blazer Elementary/ Navy Blue Blazer Middle
TIES	Solid Green Tie or Plaid #55 Tie
BELTS	Solid Black or Brown Leather or Braided Belt
SOCKS	Black, White or Khaki Crew Sock
SHOES	Conservative Black or Brown Shoes (Bucs, Loafers and Ivy League) No Merrells

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P.E. UNIFORM (4th through 8th GRADE STUDENTS ONLY)

T- SHIRT	Ash Short Sleeve T-Shirt with School P.E. Logo
SHORTS	Hunter Green MESH Shorts- with School P.E. Logo
SWEATPANTS	Hunter Green Sweatpants with School P.E. Logo

Parent Flowchart for Addressing Questions/Concerns or Inquiry Academics



**Parent Flowchart
for
Addressing Questions/Concerns or Inquiry
Behavior/Climate**

Student/Classroom/Extracurricular
Disturbance



Teacher/Parent Conference



Parent Conference with
Dean/Teacher



Parent Conference with Principal



*If issue is not resolved, parent
completes Grievance Form, located in
Student Handbook and proceed to next
step*

Parent Conference with
CEO/Headmaster



Meet w Advisory Board/ Board of
Directors

Parent Grievance Procedures

DeKalb Academy of Technology and Environment Charter School has enacted the following Grievance Procedures as a guide for parents and guardians to solve possible grievance issues in the most effective manner. These procedures serve as a guideline. The following procedure will be followed whenever a parent/guardian has a particular grievance:

STEP 1: The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the assistant principal/principal or his/her designee be present.

STEP 2: If the issue is not resolved, the parent/guardian may ask for a meeting with the Assistant Principal/Principal. Any person who is dissatisfied with the results of such a meeting may wish to complete a Parent Grievance Form and proceed to Step 3.

STEP 3: If the issue remains unresolved, the parent/guardian is requested to send the Parent Grievance Form to Headmaster/CEO, Dr. Maury Wills, or email at maurywills@dateacademy.org. The Headmaster/CEO will intervene to address parent concerns and resolve any existing conflicts/concerns. If the grievance is not resolved, then the issue must proceed to Step 4.

STEP 4: If the issue remains unresolved, the parent/guardian is requested to write a letter of grievance addressed to the Board Chair. Mr. George Jones at: gjones@dateacademy.org. The Board Chair will decide whether to bring the grievance to the full board for discussion/remediation. If the grievance is presented to the Board, the parent/guardian will be asked to speak with the full Board to make a final recommendation. The parent/guardian will receive a letter with the Board's final recommendation. The Board of DeKalb Academy Board of Directors believes that all decisions are made with the best interest of the child in mind. We as adults have the right to disagree, but the children are why we are here.

*A parent/guardian is defined as anyone who has educational decision-making powers for the student as defined by State Law.

DeKalb Academy of Technology and Environment Charter School Grievance Form

Name: _____

Address: _____

Telephone: _____ (day) _____ (evening)

- Who is your complaint against? _____
- Position: _____
- Has this been discussed with him/her? Y ___ N ___
- Date: _____
- Has the complaint been discussed with the principal or supervisor? Y ___ N ___ Date: _____

Please explain resolution or outcome: Attach additional pages, if necessary.

- Has the complaint been discussed with the Headmaster/CEO? Y ___ N ___ Date: _____

Please explain resolution or outcome: Attach additional pages, if necessary.

- Description of Complaint: Please include all relative information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

- What remedy or action do you suggest?

Signature: _____ Date: _____

Date received by DeKalb Academy Schools Office: _____

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Notes: