



Promise Preparatory Academy
Parent/Student Handbook
2025-2026

Educating students toward their full potential in
Christ and helping them find their purpose.



The PPA school handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. For schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. This handbook's content may be changed from time to time throughout the school year. An up-to-date version will be maintained online at www.ppaga.org. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact your administration.

Board of Education

The PPA Board is an advisory board to the owners, Dr. Rick and Elizabeth Johnson. The school board meets twice a year to review plans for growth, set goals and work on fundraising plans for the year.

General Information

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents' rights relating to the education records transfer from the parent to the student once the student becomes an eligible student; however, parents maintain some rights to inspect student records even after a student turns 18. The school will extend the same access to records to either parent, regardless of divorce, custody, or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the school amend the record. The school does not release records to parents, students, or any other school if there is any amount owed on an account. Records are not transferrable if a student or their family owes funds to the school.

At A Glance

- We are family. At PPA we provide an education that puts children's cognitive, emotional, social, and spiritual needs at the forefront.
- We challenge students academically, disciple them spiritually and help them to discover their God-given purpose. PPA offers three tracks for students to participate in each year.
- We plant seeds of faith, and truth. We teach character from the Biblical perspective, and we instruct teaching from a Biblical world view to prepare students for today and tomorrow.
- We cultivate a family. PPA is and feels like a family. We cultivate faith, support, respect, love, and honor for one another. PPA offers small class sizes where students are seen and known. Students grow together through various programs, opportunities, athletics, chapels, outreaches, PPA Advance and connecting events.
- We teach leadership training and career paths. Helping students understand their gifts, talents, and abilities with a passion brings them closer to discovering who God created them to be.

- We provide college counseling with 100% graduation rate and 100% college acceptance. Our LPC school counselor has helped hundreds of students obtain millions in scholarship for academic success. Students have earned the Zell Miller Scholarship and the HOPE Scholarship. The Dual Enrollment program continues to provide dual enrollment courses acquiring college credit through a variety of colleges in Georgia.
- We provide a safe campus and follow routine reporting and safety guidelines. We have extensive security cameras. We use cutting edge protocols that utilize policies and procedures that balance protection with proactive community interaction and prevention. All visitors sign in through the school office to enter the secured buildings. All visitors must have a photo with a driver's license to enter the campus and a copy is kept on file. All volunteers must pass a background check to interact with students.
- Our students express an appreciation for diverse cultures and thrive through opportunities to connect with others around the world. PPA also offers an international student program, offering housing and a family atmosphere for students. Our students are taught to think of others, and to, respect, and supporting the school family.
- The direct administrator (Head of School) who is the CEO is the authority at PPA on a day-to-day basis. Within the school, the Principal is the decision maker, under the authority of the Head of school and ultimately receives advice from the school board of advisors and investors. The CEO is the final authority at PPA and is ultimately responsible to the Lord Jesus Christ.
- Our full-time program of study is Monday through Thursday from 8 am to 4 pm and Friday online program for Math, ELA, and Reading. Students may participate in the Friday enrichment, fieldtrips, entrepreneur programs, and community outreach opportunities. Ministry in training, Beta Club, Music lessons, Drama team and National Honor Society meet periodically on Fridays.
- We offer:
 - Mainstream classes – grade level classes with small class sizes.
 - Advanced Placement (AP) – Students doing Honors, AP and dual enrollment.
 - Homebound instruction for students as needed.

Core Values Statement

1. Fulfill the great Commission: Love the Lord your God with all your heart and all your soul and with all your mind and with all your strength. (Mark 12:30) Love your neighbor as yourself. (Mark 12:31)
2. Disciple others by the helping them recognize God has a plan for their life. Recognize that gifts and talents need to be developed and nurtured. Matthew 28:18-20
3. Love others as Christ has loved you. John 13:34-35

Statement of Faith

- We believe that a Christian education not only glorifies the Lord (1Corinthians 10:31; Colossians 3:17) but starts with the Lord (Prov. 9:10), in addition, the chief method that the Lord uses in educating believers is His own Word. (Psalms 19; 2 Timothy 3:16: 16-17)

We believe the Bible to be the inspired, the only infallible, inerrant, authoritative word of God. (2 Tim. 3:15, 2 Peter 1:21).

We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (Gen. 1:1; Matt. 28:19; John 10:30).

We believe in the deity of our Lord Jesus Christ, (John 10:33) in His virgin birth, (Is.7:14) in His sinless life, (Heb. 4:15) in His miracles, (John 2:11) in His vicarious and atoning death through His shed blood, (1 Cor. 15:3) in His bodily resurrection, in His ascension to the right hand of the Father, (Mark 16:19) and in His personal return in power and glory. (CTS 1:11; Rev. 19:11)

We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is essential. (John 3:16-19)

- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life; and that they are lost unto the resurrection of damnation. (John 5:28-29)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Rom. 8:13-14)
- We believe that marriage is a God-created sacrament, which joins one man and one woman in a single, exclusive union, as delineated in Scripture, (Num. 30:2; James 5:12)
- We believe in the sanctity of all human life, including the pre-born from conception, and consider each person to be of infinite value and each life a gift from God to be cherished, nurtured, and redeemed. (Gen. 1:27; Gen. 9:6; Psalm 139:13-16)
- We believe in what disputes, disagreements, or other offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly. (Matt. 18; Phil. 2:5; Matthew 5:23-24; Eph. 4:26-27)
- We believe that justification is by faith alone in Christ alone. We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in seven literal days of creation as written in the Word of God.

Philosophy of Christian Education

PPA endeavors to introduce students to Christ in its academic and spiritual program. We have purposefully chosen curricular materials from Christian publishers. Some of these publishers include Bob Jones, Apologia, Abeka, and Purposeful Design. We set the active goal of discipleship and teaching students how to live life with a Biblical world view while addressing academic needs simultaneously.

PPA cultivates faith, support, respect, love, and honor for one another. Students express an appreciation for diverse cultures and thrive through opportunities to connect with others around the world. In partnership with our students, faculty, staff, parents, and the community, Chrysalis (DBA) Promise Preparatory Academy is committed to providing an excellent a Christian Education by promoting a Christ focused and Biblical founded school. Classrooms, curriculum, and the overall school climate will be positive, truthful from the Bible, student-focused, striving for continuous improvement that meets the academic, athletic, artistic, student ministries, and career-occupational needs of all our

students by guiding, inspiring, celebrating, and teaching our students as we equip them to meet the challenges of a global society.

Values: (1) Fulfill the great commission: Mark 12:30-31 “Love the Lord your God with all your heart and all your soul and with all your mind and with all your strength and Love your neighbor as yourself.”

(2) Disciple others by helping them recognize God has a plan for their life. Recognize that gifts and talents need to be developed and nurtured. Matthew 28:18-20

Promise’s Philosophy in Action

1. We will partner with the community and parents by working in partnership with parents, students, and the community in the shared responsibility of providing excellent Christian education that is GAC accredited and provides growth opportunities for each student. We will actively seek creative partnerships within the community to ensure all students are inspired, engaged, and demonstrate continuous improvement.
2. We will teach our students to be productive in the 21st century by integrating technology as a natural part of classroom instruction and learning, by developing improved media literacy skills, and teaching students to access and critique information. We will help students discover their God given talents and purpose for life.
3. We will ensure the progress of our students by creating positive, Christ centered and safe environment that is conducive to learning, which strives to educate all students to be literate problem solvers who have a foundation of faith and knowledge of the truth from the Bible; reflective thinkers; and a God-directed lifestyle, honorable productive citizens. We recognize that all students have unique needs, and we commit ourselves to serve them. We will have high expectations, combined with the necessary support for all students, faculty, and staff.
4. We will help our students graduate and be able to go to the next academic level. To do so, we will know where all our students are in their progress toward graduation, and provide resources, supports, and opportunities to ensure they graduate. We actively offer advanced placement classes, honors classes, and dual enrollment to prepare them for this next step. We have an LPC on campus each day that meets and charts the academic success of each high school student. As a Christian counselor, he actively prepares the student for the critical thinking required to know their faith and be able to defend that Christian faith.

Promise’s Lifestyle Philosophy

Everywhere we go, we take Christ with us. It is our philosophy to represent Christ in what we say and do. Ultimately, we live our lives as unto Him and are accountable unto Him. We encourage students and families to have a personal and intimate relationship with God. We believe in practicing generosity and servanthood. The community service hours and outreach opportunities provide a great way for students and families to give to others. We teach truth from the word of God, how the sacrifice of Christ on the cross was enough for our eternal salvation and thus, we live a life of righteousness, grace, and mercy because of His sacrifice. Living a life of power, authority, and freedom in Christ enables students to love others and love God.

In conclusion, Promise Preparatory Academy is a world-class educational school that raises, equips, and empowers students and believers in grades 4th through 12th. At PPA, students and adults are changing the atmosphere with excellence, love, diligence and becoming productive members of communities around the globe, thus fulfilling their purpose in life. Our education is presented by outstanding, qualified, and passionate Christian educators who bring academic excellence.

Cancellations and Emergency Closings

When school is closed or cancelled due to inclement weather or emergency situations, an official announcement will be Posted on Facebook and on channel 2 News. We also send out a text message to each family to notify them. Parents should call the school principal and monitor local media outlets to determine if school has been canceled or closed early. Whenever possible, the school will also utilize the “First Hand” notification system to alert community members by email and text messaging. To sign up for “First Hand” email or text-messaging notification, to the school principal at the school number.

Please notify the school office immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Character Policy at PPA

PPA has adopted an honorable character policy. The character policy relates to the use of civility and Christlike behavior in relationships and communication among school officials, students, parents, and members of the public. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. Uncivil behavior is defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and (2) directed toward employees, students, parents, patrons, visitors, or anyone having business with the district. Examples of uncivil behavior include but are not limited to: (1) use of profanity; (2) personally insulting remarks; (3) attacks regarding a person’s race, gender, nationality, religion, disabling condition or any other personal characteristic, or (4) behavior that is out of control. Students who violate the character policy may be disciplined. Parents who violate the character policy may be restricted from being present on school property or have restrictions placed on their communications with personnel.

Image and Contact Information and Opt-Out Form

Throughout the school year, the school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to: • A special event or program at a school that might be covered by a newspaper or television station, resulting in student interviews and pictures • Award-winning students who might have their names and photos published in a local newspaper, a school newsletter, the school’s newsletter or in PPA videos online and on television • The school might post pictures of school activities on webpages and social media. If a parent or guardian does not want his or her child’s image or information shared for this purpose, please contact the school to complete the Image/Contact Information Opt-Out form.

How to see your grades and the lessons for the day/week

MySchoolWorx is a web-based student information system that allows educators, parents, and students to share information. MySchoolWorx allows parents access to their student's grades, attendance, and other information online, anytime. For information on how to set up your account, please contact the principal. Privacy and security are very important to us. User information is never sold and will not be shared with organizations outside of PPA unless required or permitted by law. Students and parents can access the MySchoolWorx by using their email address. Every family is set up with their email and the password of (Faithful1). You will need to change that password once you log into the system.

Parent-Teacher Conferences

Parent-teacher conferences are held in October for students in grades 5-12. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment. We highly discourage a non-scheduled or "walk-in" request to meet with teachers. All meetings should be done with a scheduled appointment. Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet.

Visitors to the Building

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property will be asked to leave the campus and may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Any visit after the first registration will only require a visitor to check in at the school front desk using a valid, state-issued ID. Visitors entering the school beyond the office must present a valid, state-issued ID and receive a printed ID or a visitor badge or visitor sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school or arrive at school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians can visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is acceptable. Outside lunch deliveries...

To assure health and safety, animals are not allowed on school property M-Th, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from the Head of School.

Student Information

Arrival at School: Students may arrive at school up to 15-30 minutes before the start of the school day and are to report to the chapel area. All students are to be in class by the school's designated start time.

Attendance and Absences: PPA is committed to the philosophy that every student should attend every class, every period, every day for their required schedule required to graduate. Shortened schedules are done through the principal's or guidance office. Daily attendance and promptness are expected in all classes and are essential for success in school. Attendance represents a critical component in the overall success of each student. When a student's absenteeism is excessive, the school will call the parent/guardian and send a letter to the student's parents/guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps in assigning ISS on Fridays for make-up seat time. The school follows the GA law on 10 absences per semester which is a total of 20 maximum excused and unexcused absences. All missed work is to be made up upon return.

Attendance Guidelines

1. **Daily Absence Reporting:** • Parents/guardians should notify the school by 9 a.m. each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian. • Students who are absent without a parent or guardian's excuse may be considered truant. • All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance. • The school encourages parents to schedule doctor and dental appointments after school hours and on Fridays. • Excessive absences may affect a student's academic achievement. • Parents/guardians may be required to submit supporting documentation to excuse the absence of their student if student absenteeism is excessive. For example, for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

2. **Requests to Leave School:** Parents/guardians must notify the attendance office if their child needs to leave for an appointment. If parents/guardian cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to pick the student up from school or asked to approve the student's release from school. Students must check out through the school office for their absence to be considered excused. Students who leave school without prior parental

consent and without checking through the office will be considered truant. Students must sign out when leaving campus during normal school hours of 8 am to 3:45 p.m. M-Th.

3. Tardiness: A student is tardy if she or he is not present at the start of class. A student arriving late to class after 10 minutes without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass to his or her first class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

4. Upon arrival to school grounds, students must remain on school grounds and in the building until dismissal. Only high school students may leave for lunch and must sign out when leaving. A parent note of permission must be on file for the student who is a 9th through 12th grader to leave campus. Students are not to return late more than three times from lunch, or they lose the privilege for the semester of going off campus at lunch. Those going off campus may get their phone to leave campus and re-check it upon return for classes.

School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories, or equipment furnished to them by the district. Students who deface, damage, or lose school property shall be required to pay for the damage or loss. This includes all textbooks and instructional resources, as well as all lockers. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student is responsible for its replacement cost. The teacher and student will note the condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by the school on a case-by-case basis. Library books not returned will have a replacement charge added to the invoice.

Students who damage school property will be held accountable to repair or replace the damaged item. Fines generally are from \$100 to \$500, but in some cases can be more than this amount. Students are not to damage the following, but not limited to, books, desks, walls, bathrooms and fixtures, microwaves, refrigerators, doors, classroom equipment, copiers/printers, and computers.

Counseling Services

The PPA counseling and guidance program implements a comprehensive counseling and guidance program that supports the academic, career, personal and social development of 21st-century learners. The following program components, as delineated by GESE (Georgia Department of Elementary and Secondary Education) and ASCA (American School Counseling Association), organize the work of a professional school counselor into direct and indirect services to collaborate with students, parents, and staff members. Direct services include counseling and guidance curriculum, individual planning, and responsive services, all of which support 21st-century learning. Indirect services include system support of the guidance program • Guidance curriculum supports academic,

career, personal and social development through classroom and group activities. Some LPC services may have an additional financial charge depending on the need of the student or family.

- Individual plan includes counseling activities that assist students to plan, monitor and manage their own 21st-century learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up 30 minutes after the end of the school day and the parent cannot be contacted, we will contact the emergency contact person on file. Students who stay past 4:30 will have a late fee for after care unless they are in a school activity, sport, practice, club or meeting.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. Chrysalis (PPA) will not be responsible for lost or stolen items. Students are not to have cell phones out in class. **All cell phones are to be off and turned into the office at the beginning of the day.** The laptop, iPad, e-reader, laptops, cell phones and any electronic devices are not allowed to pornography, profanity, or cyber bullying. Devices may be searched by administration if a student is suspected of not following our clearance policy. Only students in 8th through 12th grades are allowed to bring personal iPads or computers to be used. These devices are to be used for instructional purposes only and under the direct supervision of a teacher in the classroom.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of Dawson county, municipalities or fire protection districts in which school buildings are located. We will conduct at least one fire drill per month, and severe weather and lock down drills are once per semester. PPA requires no talking in the fire drill lines or during any emergency drill.

English Learners

Students whose primary language is not English may require specialized instruction. For more information on English Learner (EL) program services. • If a language other than English is indicated upon enrollment the student(s) will be administered an assessment to determine possible placement

into the EL program. • Interpreters are available to assist with communication between school personnel and family. ESOL learners may take specialized instruction from the specialist twice a week.

Enrollment Requirements

Parents who wish to enroll their children at PPA must bring the following items to the school:

- Immunization records • Birth certificate • Proof of residency* • Unofficial transcript (for high school students only) • Any specialized instruction information including IEP or Section 504 documentation
- *Pay the application and registration fees with the completed enrollment packet.

Students may also expect to take placement exams if needed to determine correct level of placement for reading and math. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving counselor.

Withdrawal from School

Parents of children who are leaving the school to attend another school must fill out the withdraw form and pay all remaining fees, and tuition balances and books. Library materials, texts and other school property must be returned before transfer is complete. We do not release records when there is an unpaid balance. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged. Parents sign a 10-month contract for tuition, and budgets are set on this agreement from August to May. Should a student leave early for any reason, except military transfer, the parent/guardian will still owe that tuition until the balance is paid in full. Those who leave an unpaid balance will be turned over to collections from a law office.

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and to complete an alternative assignment or to complete missed activities when physically able to participate.

Distribution of Non-curricular Student Publications

PPA provides a limited forum and therefore screens distributed materials from the school. It allows students to distribute, at reasonable times and places, unofficial material, including but not limited to, petitions, buttons, fundraisers, badges, or other flyers. Students cannot distribute materials that:

1. Are obscene
2. Are libelous
3. Contain indecent or vulgar language or content
4. Advertise any product or service not permitted to minors by law
5. Constitute insulting or fighting words, profanity, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion, or ethnic origin)
6. Present a substantial likelihood that, either because of

their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or 7. The violation of lawful school procedures. 8. Violates our Biblical standards as a Christian school and as believers of Christ.

Field Trips

All field trips will be taken as extensions of classroom learning activities. Fieldtrips are usually optional on Fridays. See the calendar and the flyer for each fieldtrip. Supervision is the responsibility of certified staff member(s) sponsoring the activity. Fieldtrip participation requires a written permission slip to participate. Food is not covered in the field trip fee. Food cost is the responsibility of the parent/guardian. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips. Field trips are designated for students enrolled in PPA classes taking the field trip as part of the curriculum. Non-school-age children are not allowed on field trips. Parents are not to bring young non-enrolled PPA students on a field trip. Drivers on field trips must have two adults who have given a copy of auto insurance, a valid driver's license and done a background check through PPA to drive students. Ratios are 2 adults per car with two or more students. Parents may drive their own vehicle but must if another child that is not theirs is present in said car, another adult must also ride in that vehicle. Students are never to be left alone or unsupervised on a fieldtrip. This includes on site and in a vehicle.

Immunizations/Enrollment

Georgia law requires all students to have on file evidence of required immunizations prior to attending school. Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law. • Medical exemption: A child will be considered exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.

- Religious exemption: A child will be considered exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. All exemption cards must be obtained and processed through the Forsyth or Dawson Counties or the Georgia health departments. The religious immunization exemption card does need to be renewed annually.

- Georgia Department of Health and Senior Services guidelines are used in determining the length of time a child should be absent for specific diseases (e.g., chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

Illness and Injury: A student should not be in attendance and will be sent home with any of the following: • Temperature 100.4 degrees or greater or vomiting and/or diarrhea. Student may return to

school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s). • Symptoms related to possible communicable diseases:

- o Suspicious skin rashes
 - o Suspicious open wounds
 - o Redness of eyes with intense itching/burning and thick drainage
 - o Painful, reddened sore throat accompanied by enlarged lymph nodes
 - o Constant cough accompanied by other symptoms
- Excessive drainage from ears, persistent earache, or ears that show symptoms when assessed with an otoscope
 - Symptoms of an acute illness/injury making it difficult for student to fully participate in learning:
 - o Exhaustion (cannot stay awake in class),
 - o Pain that is difficult to control in the school environment,
 - o Limited mobility related to an injury that has not been evaluated by a physician.
 - Students with live head lice

The school secretary and principal assess students' symptoms and make the decision whether a student needs to be sent home based on current symptoms and the history of the student's situation.

Students excluded from school for health reasons may return when symptoms have subsided for an appropriate amount of time. Any questions regarding when to return to school should be discussed with the school principal. A physician's note may be required for return in some cases of illness or injury.

Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g., crutches, casts or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school office. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved for medical transport and care.

Medication Policy

If a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school secretary or principal will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication (prescription or over the counter), completing a Medication Guideline and Authorization Form, and making arrangements for the medication to be delivered/picked up from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires an order from a licensed prescriber (see details under prescription medication). The school will not knowingly administer any medication or dosage of medication deemed not safe by medical guidelines. Unless necessary, PPA personnel will not administer the first dose of any medication due to the potential for unknown reactions. For complete GA School Policy, see Policy JHCD, Administering Medications to Students at School.

Exception for Potentially Harmful Administration: PPA personnel will not knowingly administer any medication contraindicated for a student or any dosage of medication (prescription or over the counter) exceeding the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized professional medical or pharmaceutical guidelines. PPA personnel maintain the right to contact the health care provider issuing the prescription to confirm its accuracy.

Medication by Injection: If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g., epinephrine, glucagon, or insulin) an Individual Healthcare Plan (IHP) and/or Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel trained to administer the medication via injection. If a student exhibits a symptom of anaphylactic shock, EMS will be called. Epinephrine will be administered as indicated on the IHP or EAP or per school policy/procedure.

Over-the-Counter Medication:

- Middle and high-school students may not possess and self-administer any over-the-counter medication if carried in the original container. This is done through the office.
- All over-the-counter medication to be administered by the secretary and/or principal must be brought to school in the original container.
- A Medication Guidelines and Authorization Form must be signed by a parent/guardian before the medication will be administered. The child's name should be on the container.
- Only the instructions listed on the medication container will be followed unless a physician specifically requests in writing different instructions for administering the medication.
- No expired medications will be administered.

- The school does not provide any medications for students. This includes medications such as ibuprofen, Tylenol, cough drops, decongestants, antacids and sunscreen without the parent consent and the parent providing what their student will need. Bottles must have your child's name in black marker on them. The medications must be given to the office.

Prescription Medication:

All prescription medication must have the label attached by the pharmacist/physician. This includes any inhaler in the health room or carried in the school. The label must contain the name of the student, name of medication, date, dosage and any instructions for administration.

For each medication to be given at school the parent/guardian must complete and sign a Medication Guidelines and Authorization Form giving their permission for school personnel to follow the authorized prescriber's instructions to give the medication. High school students will be permitted to possess and self-administer inhalers, asthma medication, and diabetic medications. All prescription medications must go to the office, again, the medication is in the original bottle or container with the original prescription label, and the student possesses no more than one dose of the medication. A parent/guardian is required to notify a school principal when their student is carrying a prescription medication for breathing, allergic reactions and/or diabetes.

- The school secretary and/or principal may periodically monitor the student's manner of taking the medication. This may include observing the student taking the medication, reminding the student to take the medication, and reviewing guidelines/responsibilities of carrying any medication as needed. The school personnel will communicate with the parent/guardian and/or physician regarding any problems that arise with the student's self-administration of the medication, including the student's refusal or failure to take the medication in an appropriate or safe manner. If the school nurse finds a student unwilling to cooperate with safe measures of self-administration of a medication, a student's right to carry that medication will be terminated

Consequences: Students who possess or consume medications in violation of this policy while on school property or during a school activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

Homebound Instruction

A program of homebound instruction will be made available to all PPA. Those students who are unable to attend school because of medical/psychological problems or the parent chooses that COVID is a threat, may participate in two of our homebound programs of instructions. One requires students to live stream classes and the other requires curriculum pacing for homeschool and meeting twice a month for work and testing on Friday's.

Make-up Work

Make-up work is permitted and given full credit for all absences. It is the student's responsibility to check with his or her teacher(s) Google Classroom as to work missed during any absence. A student shall have one day to complete assignments for each day missed.

Make-up work for truancy and during out-of-school suspension is allowed, but it is the responsibility of the student to secure. Students who are out of school suspended should contact the building attendance office and/or communicate with their teachers via email to secure work.

Students should be prepared to hand in assignments and take any missed or assigned tests immediately upon returning to school. Students who have major assignments (e.g., final projects, research papers) due on the day of a truancy or an out-of-school suspension must decide for those assignments to be turned in on or before that day.

Personal Property

Chrysalis (PPA) is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, when present, should be always secured in a locker. Students should notify the attendance office of lockers needing repair. A combination lock should be placed on the locker. The students are not to change lockers or store items of any kind for other students. The combination to the lock is to be given to the office. Examples of personal property include but are not limited to purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks, and book bags.

Public Displays of Affection (PDA)

PPA strives to maintain an educational atmosphere conducive to learning and marked by responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for PPA students, and this behavior is not permitted. A student's failure to comply with a staff member or administrator's direction or request may result in disciplinary action of detention, suspension or even expulsion. Boyfriend and girlfriend relationships are highly discouraged on campus. Students in grades 4-10 are not to be involved in boyfriend and girlfriend relationships on campus.

Sale of Personal Property

Students are not allowed to sell clothing, candy, personal property or other goods for non-district fundraising purposes while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school. Clubs such as, NHS and Beta Club may sell various items to benefit their clubs.

Standards of Dress

We have a uniform for our school. It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the principal, or her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a

threat to health or safety or is otherwise contrary to the school's objective to maintain a work and school environment that is free of offensive and hostile conduct, the student may be required to change clothing. Student dress should be modest, clean, neat, and non-distracting. Students must wear a school polo or school oxford with a pant or short that is in dress code. Dress that is detrimental or distracting to the learning process or working environment is not permissible.

Hair must be kept out of the eyes for all boys and girls. Boys hair must not be longer than the bottom of the collar of a shirt. Those who can not keep it out of they eyes are to wear it pulled back with a hair tie or cut it above the eyes. Girls must wear their hair in a girl fashion and not cut shaved, bald or like a boy cut. Students who wish to bleach or dye their hair must do so in a natural color only.

- Shoes must be worn in the building.
- Hats, bandanas, non-prescription sunglasses, and other headgear are not to be worn in the building at any time or carried during school hours. These items should be kept in a locker or vehicle for the duration of the school day.
- Clothing must be worn according to the original design of the garment.
- Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco and drugs will not be permitted.
- Clothing with words, images or other content that violate the school beliefs or are deemed non-modest are prohibited
- Heavy or lengthy chains are not to be worn at any time.
- Clothing that exposes a bare midriff or back or is otherwise too revealing is not permitted.
- Halter-tops, tube tops, spaghetti strap tops or any clothing that exposes a bare midriff, off shoulder is prohibited. Jeans must not be too tight. Jeans must not have rips, holes or be frayed. Shorts must be finger-tip length or below. They may not be too short. Students are to wear the PPA spirit wear t-shirt or the school polo shirt for school each day. The polo shirt must have the school logo on it. School polos are black, white, yellow gold, and blue. Sandals must have a strap on the back of them. Crock shoes, house shoes, slides, and flip flops may not be worn. The PPA black field-trip shirt is to be worn on school field-trips. Monday through Thursday students wear a school polo or school spirit wear shirt and approved pants from the choices lists. Spirit wear shirts must be bought through the school office.

Shoes acceptable: Sandals with a strap, tennis shoes with socks, boots, and flat dress shoes. (No high heels are to be worn to school).

Shorts: Finger-tip length and below in length. Any color is fine.

Jeans: Any blue or black jeans that have no holes, rips or frays. Jeans are not to be too tight. Docker style pants are acceptable. Pants are not to sag on the rear or be too baggy.

Tops: A school oxford or school polo shirts with the embroidered logo. The PPA spirit wear can be worn Monday, Tuesday or Thursday.

PE: Gym shorts and a t-shirt with undergarments, socks, and tennis shoes. Label your gym bag and PE clothes.

Water bottles – Must have the student's name on it. This means you need your bottle to be refilled at the fountain.

Formal Wear – At the HS Banquet, a flyer will be given about the dress code requirements for males and females. Follow the guidelines on the flyer.

Swim wear – Boys must wear a swim short, not speedo. Girls must wear a one-piece suit and a swim short is suggested over the one-piece suit. Swim wear may be worn at camps, trips, etc.

For safety/student identification purposes, students may not wear hoods over their head while inside the school building during school hours.

Disruptive or offensive costumes and costume masks are prohibited.

COVID Procedures

If a student test positive for Covid, please stay home until the doctor has released the student.

Classroom Treats

To protect the health and safety of our children, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. In order to address any known allergy concerns, a label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-packaged treats are brought to school.

Party invitations are only to be brought to school if they are distributed to the entire class.

Progress Reports

Quarterly report cards may be accessed by parents through MySchoolWorx at the end of each grading period with the teacher's evaluation of a child's academic and behavioral progress. The distribution of progress reports happens each weekend. Should a paper copy be needed, please contact the office. Both teachers and parents should emphasize the importance of daily school attendance, consistent effort, and individual goal setting regarding learning.

Activities/Athletics Extra- and Co-curricular Activities

The PPA extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social, and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities, occurring outside academic class time, for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and student body participation. All extracurricular activities must have an appointed sponsor, supervisor, or coach. There is a \$200 per sports activity and participation fee for each student per sport.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of PPA and often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades for their

performance in courses associated with co-curricular activities (e.g., band, art and vocal music programs). A certified teacher/advisor will be assigned to each co-curricular activity. The Fine Arts fee is \$200 and covers these classes.

Classroom Conduct

Students will be expected to participate in class activities and complete all class assignments to the best of their ability. PPA staff receive training in the use of anti-bullying, character building, and Positive Behavior Intervention. Staff members use this training to develop expectations for appropriate and respectful behavior, which will be shared with students. We teach students to act and respond Christ like. We focus on respect, obedience, and kindness to those in authority and to peers in the classroom. Students will be held accountable for appropriate and respectful behavior. Teachers will work with students, parents, and administrators when behavioral expectations are not met. Those who do not have good conduct and create classroom distractions will be assigned detention, ISS and OSS (suspension). Disrespect, hitting, bullying, profanity, defiance, and disobedience will not be tolerated.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

Lunchroom Procedures

The eating area is generally limited to the café and the courtyard only. Eating in the café is a privilege, and students may be assigned an alternate location for lunch if they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Lunch will be enjoyable and pleasant if everyone remembers the following procedures:

Students are expected to: Follow guidelines and instructions posted or required by staff.

- Take their place in line without pushing or crowding in front of others; • Ask friends to wait their turn in line and to use the microwaves.
- Move to the eating area quickly after heating food instead of waiting for friends
- Bring their own money and not borrow from others.
- Clean up after themselves by picking up all food and cleaning the table area.

In most cases, parents can visit school and eat with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents planning to eat lunch with their child are encouraged to notify the school office one day in advance. Bringing outside restaurant or fast food is okay.

Lockers and Locks Lockers are school property

The use of lockers is a privilege, and if students are unable to use their lockers properly, other arrangements will be made. The administration reserves the right to inspect lockers at any time deemed necessary. To avoid theft or loss of property, including textbooks, hallway and gym bags should always be kept locked. Students are discouraged from bringing valuable personal possessions to school. Locker combinations should not be given to other students, and students are not to share lockers. Valuables are not to be left in lockers.

Each student is assigned a hall locker and a combination lock may be put on the locker. These lockers are provided as a convenience to students for storing necessary school supplies. Valuables should not be kept in lockers. The school is not responsible for any textbooks or belongings stolen or lost from a student locker. Lockers shall not be banged, kicked, defaced, or otherwise damaged. Decorations may not be placed on the outside of a locker. Adhesive stickers may not be used to attach any decorations on the inside of a locker. In addition, interior locker decorations may not be disruptive to or inconsistent with the educational environment and may not otherwise violate the rights of others in the school setting. Students who are in P.E. classes or involved in sports are also assigned hooks.

Anything found in lockers that may be detrimental to the well-being of the student body (i.e., firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board policy will result in disciplinary action. Report any locker that is not working properly to the office.

Locker Expectations

- Do not share your locker combination with any other individual.
- Use only your assigned locker.
- Keep locker always locked.
- Keep locker clean, especially over extended breaks.
- No inappropriate posters, pictures or photos are permitted.
- Food and drink should not be kept in locker for extended periods of time.

Classification of Students

Any freshman who has not earned four or more credits will be reclassified as a freshman. In addition, unless otherwise required by law or policy, senior students who are not on schedule to graduate with their class will not be allowed to participate in pre-graduation activities. Students who wish to re-classify may only do so prior to their 9th grade year.

Credit Recovery

Students may recover credit for a course in which an F was earned by enrolling in our Credit Recovery Program. Students taking Credit Recovery for EOC-tested courses must pass the EOC for that course with a score of Basic or above in order to receive credit, which will be transcribed as a P for Pass. Please note our current Credit Recovery courses do not meet the NCAA guidelines. Students who need to recover credit, but who are concerned about NCAA eligibility, are advised to repeat the course. Please contact the school counselor with further questions.

Graduation Event Participation

Participation in the graduation ceremony is a privilege and not a right. Students must meet all requirements and be in good standing to participate. Although the ceremony is an important event, participation or nonparticipation does not alter the significance or value of the diploma. The graduation ceremony is like any other extracurricular activity, which means school rules and Board policies regarding student conduct apply. We will enforce a standard of dress that is appropriate for graduation attire and may prohibit students who violate the standard of dress from participating in the ceremony. Participating graduates should wear appropriate dress attire. Casual clothes such as jeans, shorts, tennis shoes, sandals, etc., are not appropriate graduation attire. The cap and gown must be worn, and their appearance may not be altered. The graduation ceremony is the time to show respect toward parents/guardians and toward the ceremony. Any misconduct related to the graduation ceremony will result in removal from the ceremony, loss of the privilege to participate in the graduation exercises and further disciplinary consequences prior to receipt of the diploma. Graduation fees must be paid in full to participate with graduating and receive the diploma.

PPA will issue two transcripts to colleges and one to the student. Additional transcripts will be \$2.00 each.

Graduation Requirements

PPA graduation requirements are set to permit individual students to develop skills in five broad areas of educational growth: spiritual, intellectual, physical, social and career. An orderly developed curriculum has been established for students to develop skills in the five areas mentioned above. In order that basic minimum skills commensurate with students' ability may be met, students will be required to take a specified number of credits as follows:

Early Graduation

A student who, for sound educational and vocational reasons, wishes to graduate in less time than the traditional eight semesters, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. Parents/guardians will be encouraged to meet with school guidance counselor and principal to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. Specific procedures for permitting students to complete a high school education in less than four years will be developed by the administration. A student who graduates early must complete all graduation requirements as approved by the Head of School.

Class of 2020 & Beyond

English Language Arts* 4 (English 1, 2, 3 and American Literature)

Social Studies* 4 (Geog., World Hist., US History, and American Government and Economics)

Science 4 (Biology req)

Mathematics 4 (Algebra I, Algebra 2, Geometry, and I other Minimum)

Physical Education 1

Fine Arts 1

Practical Arts 1

Health 0.5

Personal Finance 0.5

Electives 4

Foreign Language 2 (2 years consecutive of the same language)

Total 26

Online and Dual enrollment

PPA Offers high school students a multitude of online dual enrollment class options. We also offer in person and on campus dual enrollment classes. Student taking dual enrollment classes must meet the state requirements for taking these classes. The guidance office will instruct the student of the requirements and work with the student for his or her DE program.

Valedictorian Selection

The student who has earned the highest grade-point average (GPA) using the weighted grade scale, completed the minimum required number of Carnegie Units/credits* and completed the requirements for graduation will be honored as valedictorian. For the purposes of determining the class valedictorian only, the district will not include non-weighted summer, correspondence or PPA courses taken beyond the regular school day in a student's grade-point average for class rank purposes if the student received an "A" in the course and if including the course will negatively impact the student's selection as valedictorian. If a tie exists between two or more individuals earning the highest GPA, all students with that average will be declared to be valedictorians. Students graduating early are not eligible for valedictorian. Note: Any student receiving the designation of F and/or WF on his or her transcript will be removed from consideration for valedictorian status. *Special consideration may be given to transfer students who have maintained a full schedule throughout their high school career but may not have the minimum required number of Carnegie Units/credits due to credits available from their sending school. In addition to honoring the valedictorian at the time of graduation, all straight-A students will be honored for receiving straight-A grades throughout their high school careers. The Head of School and school board will track the progress of the Valedictorian and Salutatorian for approval to meet the requirements.

Grading Scale

- A 90-100
- B 80-89
- C 76-79
- D 70-75
- F 69-0

Honor Roll National Honor Society

National Honor Society (NHS) is a national service organization sponsored by the National Association of Secondary School Principals (NASSP) that recognizes students who exhibit excellence in scholarship, service, leadership and character through school and community activities. Seniors who graduate at the end of the first term are not eligible for induction as they must be enrolled in school to participate. Members are selected by meeting the following minimum eligibility requirements: • Be a 9th through 12th grade student • Have a minimum cumulative 3.5 grade-point average • Have been active in two school-sponsored clubs, teams, or organizations in grades 9-12 with evidence of active involvement. Students will need to obtain a signature from the coach or sponsor. • Have participated in community service projects in grades 10-12 • Complete the Student Activity and Service Information Form indicating school organization involvement • Satisfactory faculty evaluation of character. This evaluation shall be strictly confidential, and under no circumstances shall a student or parent be permitted to review it. The evaluation will not be maintained as a part of the student's education records. The student may not have any discipline issues or major write ups in order to be elected.

Freshmen are strongly advised to consider their active participation in school and community functions and organizations if membership in this prestigious organization is a goal of their high school years. Questions regarding NHS should be directed to the school adviser.

Jr. Beta Club

Beta Club is a 6th through 8th grade club that students may apply to for membership. Students must have no behavior write ups and be in good standing with a 3.0 or higher in GPA. The student must fill out the application at the end of the first quarter.

Definitions/Descriptions of Disciplinary Actions

PPA personnel are authorized to impose these actions:

Loss of Privileges: There are many privileges for students who attend PPA. These privileges are earned through appropriate behavior and attendance, and these privileges may be gained or lost based on those or other factors. These privileges may include, but are not limited to, student parking, optional eating areas at lunch, enrichment rewards and attendance at, and/or participation in, extracurricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with a loss of privilege may be given additional consequences.

Detentions: Detentions assigned may be served after school, during lunch, and Fridays. Failure to serve detentions may result in further consequences.

Four-Hour Detention-Saturday School/Evening School: An administrator may assign a student to attend a four-hour detention. Failure to serve this detention can result in suspension. The student will be expected to engage in various work during this time. Four-hour detentions are held on Fridays from 10:00 am to 2:00 p.m. and on Saturdays from 8 a.m. to 12 p.m. There is a \$30 fine per detention that is to be paid on the day you serve the detention. This is detention is for only serious and repetitive infractions.

OSS School Suspension: A student is removed from the student's daily class schedule but his or her work will be provided to him or her while they serve OSS at home. An administrator may assign one to three school days as an OSS suspension. Students will be supervised on campus in the office if given (ISS) in school suspension classroom. For in-school suspensions, should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products and smoking-related products (including, but not limited to, any electronic smoking devices, such as, e-cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes) in accordance with Board policy. This includes, but is not limited to, all PPA buildings, on or about district grounds, on school buses/vehicles, in student vehicles and at all Promise Preparatory Academy events. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph. If a student brings, sells or uses a vape at school he or she may be searched and if it is found, her or she will be suspended for one to two days. On a second offense he or she will be expelled.

Level of Demerits

1. Disobedience, Classroom Distractions, & Disorderly Conduct: Disorderly, rude, vulgar, or inappropriate behavior that is intentional or reckless and substantially or materially disrupts the school environment. Disruptive Behavior: Disruptive, rude, vulgar, or inappropriate behavior that negatively affects the school environment (e.g., disrupts classroom activities or school functions or interferes with student learning).

2. Profanity, sleeping in class, disrespect, & Academic Dishonesty: Cheating on Exams, quizzes, major assignments, or projects. Damage to Property/Vandalism: See Board Policy ECA. Damage to property/vandalism is defined as conduct which damages, destroys, mutilates, vandalizes, or defaces objects, buildings, materials, or property belonging to the district or school personnel, wherever the property is located. Inappropriate Personal Cell phone usage on and off campus. Direct disobedience to a faculty or staff member.

3. Student Assaults, Fighting, Threats by Word or Deed and/or Other Acts of Violence, cyber bullying, Bullying: In accordance with the GA state law, bullying is defined as intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying typically involves a real or perceived imbalance of power and may consist of, but is not limited to, intentional physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, putdowns, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is defined as a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district may impose consequences or discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment; the communication involves a threat as defined by law; or the district is otherwise allowed by law to address the behavior.

Electronic smoking devices: Law enforcement referral may be required. Electronic smoking devices are prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport student to and from school or district activities. This prohibition also applies to any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the supervision of the school district. Electronic smoking devices include, but are not limited to: electronic cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes. All electronic smoking devices will be confiscated from students. The use, sale, transfer, distribution or possession of electronic smoking devices and/or smoking-related products used or altered to consume narcotic substances, controlled substances, illegal drugs, or imitation controlled substances will be deemed a violation of the principal, assistant principal, or designee will issue a consequence based on the circumstances of each case and will consider factors such as the student's age and intent and the effect of the misconduct on the school environment. Based on such factors, the principal, Head of School, or designee has discretion to impose more discipline than set forth in the guidelines, to include possible recommendation for long-term suspension or expulsion for any offense. Possession or use of an electronic smoking device or possession of related paraphernalia items (e.g., e-juice, pods, oils, charger, and other accessories. Tampering with Computer Equipment or Data: See Board Policy EHB and Regulation EHB-R. Law enforcement may be notified depending on the infraction. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary. A fine may be assessed with this violation. Theft: Theft includes taking, receiving, retaining, or disposing of (including transferring or selling) property of the district or others without permission or authorization.

A. Taking Others' Property: Defined as taking or appropriating property of services of another with the purpose to deprive him or her thereof, either without consent or by means of deceit or coercion. Law enforcement referral required.

- The modification or destruction of data, programs or supporting documentation that resides or exists internal or external to a district computer, device, computer system or computer network; or,
- Disclose, take or copy data, programs or supporting documentation that resides or exists internal or external to a district computer, device, computer system or computer network; or,
- Entry into a district computer, device, computer system or computer network in an attempt to gain or gaining unauthorized access to any technology system or files of another person; or,
- The introduction of computer virus, hacking tools or other disruptive or destructive programs into a district computer, device, network or any external networks is prohibited

4. Possessing, using, distributing, selling, purchasing, transmitting, transferring or obtaining a substance intended to give the appearance of a substance or likeness of alcohol, vape, drugs or drug paraphernalia, Distributing, selling, purchasing, transmitting, transferring or obtaining unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances (including, but not limited to, edibles, topicals, tinctures, oils and waxes containing alcohol or illegal drugs), Assault or threat of violence to a staff member, Possessing, using, distributing, selling, purchasing, transmitting, transferring or obtaining a firearm/weapon (includes pocket knives), Sexual Harassment: See Board Policy AC. Law enforcement referral required. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditions upon submission to, or punishment is applied for refusing to comply with, unwelcomed sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the districts programs and activities. Sexual harassment may occur between members of the same or opposite sex. Acts of sexual harassment could include, but are not limited to:

- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact;
- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact;
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact;
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex;
- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing;
- Comments about an individual's body, sexual activity or sexual attractiveness;
- Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol;
- Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping but not involving conduct of a sexual nature.

Demerit notices are in writing and in MySchoolWorx. All students who receive a detention or demerit notice will have this in their permanent file for GAFutures and Common APP reporting.