

Established with Pride, 2005

DEKALB AGRICULTURE TECHNOLOGY & ENVIRONMENT, INC.

Student/Parent Handbook

2024-2025 School Year
www.dekalbacademy.org
Telephone (678) 999-9290
Fax (678) 999-9294

“Learning with Relationships, Relevance, and Rigor!”

Vision

Engaging Hands And Minds On Through Environment, Agriculture And Technology

DeKalb Agriculture Technology & Environment, Inc. 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.

Mission

The goal of DeKalb Agriculture Technology & Environment, Inc. is to educate a student population about the essential need to consider environmental, agriculture, and technology ramifications 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 among agriculture, 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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School Information

DeKalb Agriculture Technology & Environment, Inc.

1492 Kelton Drive.

Stone Mountain, Georgia 30083

(678) 999-9290 Main Office

(678) 999-9294 Fax

www.dekalbacademy.org

Maury Wills, Ed. D., *C.E.O.*

The Board of Directors

The Board of Directors initially in existence is as follows:

Post 1: PTO: Dr. Daniell Whyllly

Post 2: 3 Year: Environmental: Scott Barrino

Post 3: 3 Year: Education: Faye Garrett

Post 5: 3 Year: Joe Ani

Post 6: 3 Year: Darold Honore'

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Post 7: 3 Year: Vacant

Post 8: 3 Year: Stefani Carter

Post 9: 3 Year: George Jones-Technology

*Members and Post are subject to change.

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 the school's website and the DeKalb Legal Donor. Generally, Board meeting dates are the fourth Tuesday of each month. DeKalb Agriculture Technology & Environment Inc. encourages community input and participation at each board meeting.

Hours of Operation

Before Care:6:30 a.m. – 7:15 a.m.

After Care:3:30 p.m. – 6:30 p.m.

School Hrs:7:45 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

Counselor's Office.....(678) 999-9290 ext 153

Admission's Office.....(678) 999-9290 ext 144

Elementary Principal.....(678) 999-9290 ext 151

Middle School Principal.....(678) 999-9290 ext 148

Director of Student Services.....(678) 999-9290 ext 149

Chief Academic Officer.....(678) 999-9290 ext 114

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 email 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 email attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending or facilitating mass emails 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;

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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 schools 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 email. 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
Drop In.....	\$25.00 daily
Each Additional Sibling.....	\$10.00 weekly

Breakfast: Free

Lunch: Free

Breakfast

D.A.T.E participates in the Breakfast Program. Please be assured that this program will not interfere with students classroom instruction time, but improve academic achievement.

It is our hope that offering breakfast will dramatically increase the percentage of students who eat breakfast. Research shows that hungry children do not effectively learn. In addition, research has proven that students who participate in the School Breakfast Program perform better academically and have better school attendance. Moreover, their dietary intake is greater than that of non-participating students. The breakfast will be free.

The Breakfast Program is another way to enhance children's health and improve their overall academic achievement. Students may report to the cafeteria upon drop off at 7:15AM. Breakfast will not be available after 7:45 AM.

If you have any questions, please contact Ms. Caddell (bcaddell@dateacademy.org).

Lunch

The school will contract with an outside agency for all student lunches. Students who qualify will have the opportunity for assistance in the 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. All meals are free for school year 2024-2025. The school is not responsible for student lunches. 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

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

Character Education

DeKalb Agriculture Technology & Environment, Inc. 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

DeKalb Agriculture Technology & Environment, Inc. 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 Agriculture Technology & Environment, Inc. 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.

Discipline Policy

Conduct

The Board of Directors of DeKalb Agriculture Technology & Environment, Inc. 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.

D. A. T. E. Progressive Discipline Plan

The staff at DeKalb Agriculture 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 Agriculture Technology & Environment, Inc. 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**.

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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 parents 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 Agriculture Technology & Environment, Inc. 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 through third low level offenses (Type A), the staff member will give the student a verbal reprimand, or take other appropriate action.

B. Phone Call/Conferencing

For the fourth offense, the staff member will contact the parents of the student's unacceptable behavior. The staff may also administer a consequence. After three documented parent contacts for unacceptable behavior, staff members will notify the Student Services Director for an Administrative level consequence.

C. Detention

After the third parent contact, the Principal and 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

After the third parent contact for unacceptable offenses, the student will be referred to the Student Services Administrator. The Student Service Administrator will administer a consequence ranging from refocus, In-School Suspension, Out of School Suspension, etc.

E. Refocus

The administrator will have the option of sending students 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 refocus time that student will have the opportunity to:

- 1: Identify and refocus 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 from school. This will prevent students from trying to go to refocus 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 will be in 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 persists, 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

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 tardiness
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

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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

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 AGRICULTURE TECHNOLOGY & ENVIRONMENT, INC.

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 CEO or CEO'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 Agriculture Technology & Environment, Inc.), 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.

Drug-Free Schools

DeKalb Agriculture Technology & Environment, Inc. 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

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notify the teacher to dismiss your child. No student will be able to be dismissed after 1:30 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 Agriculture Technology & Environment, Inc. is a part of the 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 Agriculture Technology & Environment, Inc. 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

DeKalb Agriculture Technology & Environment, Inc. 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 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.

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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 relook at 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. (Entering the parking lot by 7:55am). Students who do not adhere to consequences of excessive tardiness according to DeKalb Student Code of Conduct will be withdrawn from the academy. Note: Students arriving at school after 7:55 a.m., must be signed in by a parent or 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]).

The following apply to all unexcused absences:

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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 the 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 Tardiness 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	Students receive 1 day detention or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s).
7 - 10	Students receive 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.

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11+	Students receive a discipline referral and ISS or comparable consequence pending a local formal hearing. Parents will be contacted and a referral to counselor and social worker. Students are given a choice of 10 days ISS, alternative school/program placement, or comparable consequence.
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Gifted Program

DeKalb Agriculture Technology & Environment, Inc. 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 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 :[Gifted – DeKalb County School District](#)

Delivery Models

Targeting academic progress:

Grades K-8 (Advanced Content or Cluster Delivery Models)

Class instruction is differentiated so that the content, teaching strategies, and expectations of student mastery have been adjusted to be appropriate for gifted students. The complexity and acceleration of the curriculum offers a variety of options for students in abilities, knowledge and skills (GADOE, 2020).

D.A.T.E. ensures that there is at least one gifted teacher per grade level to ensure that students’ receive the accelerated curriculum. The students are also served in specials’ classes such as environmental science and computer science.

In-School Suspension Program

As mandated by the Georgia Board of Education and the Quality Basic Education Act (QBE), the DeKalb Agriculture Technology & Environment, Inc has an in-school suspension program (ISS) for the entire school. ISS information, including policies and rules governing student behavior at the Academy, 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 agricultural sciences, technology integration and environmental sustainability. It is our 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 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 school will improve student achievement via a curriculum which:

- Recognize the important link between agriculture, 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.”

Agricultural Sciences

We are working with our students, so they can have a comprehensive understanding of what it means to be great stewards of their land and environment, as well as an understanding of their agricultural responsibility. For these reasons, students are exposed to agricultural sciences: food production and animal life and husbandry, plant life and crop cultivation and harvesting

The school’s collective vision is to engage their students’ hands and minds through agriculture, technology, and the environment. After gradually implementing a curriculum focusing on agricultural science, D.A.T.E. now concentrates on sustainability across the entire campus through four main ecosystems.

These outdoor laboratories include:

Greenhouse and Aquaponics – A student-led system featuring two 500-gallon tanks with 45 fish in each container where seeds are planted in NFT (Nutrient Film Technique) as well as DWC (Deep Water Culture) grow beds.

Multi-species Paddock (The Coop) – Home to various breeds of chickens and Nigerian Dwarf goats, and Georgia Sheep. Students compare and contrast the different species’ anatomy, as well as practice the deep bed method of substrate composting inside the coop to create the school’s very own Black Gold Compost.

Outdoor Soil Garden – By exploring plants, soils, and various ecosystems right on the property, students can sustainably prepare and maintain a “clean” and edible landscape.

Pond Habitat – Hands-on learning includes water testing and wellness checks on the Western Painted and Yellow-Bellied turtles, Bluegill, Koi, and multiple water plants. The entire system is maintained by the D.A.T.E. S.T.E.A.M Dream Team.

Technology Integration

DeKalb Agriculture Technology & Environment, Inc. provides computer science 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.

Environmental Sustainability

The environmental science focus teaches about the impact of humans on natural ecosystems. It'll cover such issues such as air pollution, environmental destruction, sustainability and climate change. Students will observe the physical, chemical and biological components of the environment and also the relationships and effects of these components with the organisms in the environment. Our scholars will be engaged in exploratory and hands-on activities. Our goal is for every problem, to discuss a solution and understand that we can make a difference.

Lockers

All students will be assigned a locker to 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 Agriculture Technology & Environment, Inc. 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 Agriculture 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 the 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 Agriculture Technology & Environment, Inc. 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 Agriculture Technology & Environment, Inc. 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 volunteers. 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 or Principals. 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 Agriculture Technology & Environment, Inc. will not use identifiable pictures of students in print publications or on the district website unless signed consent forms are on file. Students may be audio/visually recorded for the 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 “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, nunchaku, 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 Principal 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 Agriculture Technology & Environment, Inc. 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 for 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 Agriculture Technology & Environment, Inc and staff are 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 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 childcare 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 Agriculture Technology & Environment, Inc. 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 Agriculture Technology & Environment, Inc. 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:

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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 Agriculture Technology & Environment, Inc. 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 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 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

DeKalb Agriculture Technology & Environment, Inc. 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.

The standardized testing program in the DeKalb Agriculture Technology & Environment, Inc. 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.

Assessment

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)
 - o August - May
- Grades K -4 MAP Assessment (Fall Universal Screener)
 - o August - September
- Grades K - 4 Gifted Formal Evaluation Assessment
 - o October - November
- Grades K - 4 MAP Assessment (Winter Universal Screener)
 - o December - February
- Grades K - 4 ACCESS for English Language Learners (ELLs)
 - o January - March
- Grades 3 - 4 Georgia Milestone End-of-Grade (EOG)
 - o April - May
- Grades K - 4 MAP Assessment (Spring Universal Screener)
 - o April - May
- Grades 3 Georgia Milestone End-of-Grade (EOG) Retest
 - o May

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)
 - o August - September
- Grades 5 - 8 Gifted Formal Evaluation Assessment
 - o October - November
- Grade 8 PSAT 8
 - o October
- Grades 5 - 8 MAP Assessment (Winter Universal Screener)
 - o December - February
- Grades 5 - 8 ACCESS for English Language Learners (ELLs)
 - o January - March
- Grades 5 - 8 Georgia Milestone End-of-Grade (EOG)
 - o April
- Grades 5 - 8 MAP Assessment (Spring Universal Screener)
 - o April - May
- Grade 8 Georgia Milestone End-of-Course (EOC)
 - o April - May
- Grades 5 and 8 Georgia Milestone End-of-Grade (EOG) Retest
 - o May

Unit Benchmark Assessments:

(USA Test Prep, Write Score and Illuminate)

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

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 8:00 am. Parents are welcome to visit the school. Classroom visitation times can be set by calling the school's front office. Parent visitations will be on hold until further notice due to COVID!

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 Cognia. 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 the Cognia 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 elaborate 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. Leveled reading programs are 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 mathematical skills and concepts as well as build 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

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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 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 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>		<i>0%</i>		
	Formal or Informal Pre-Assessments			
<i>Assessment During Learning</i>		<i>25%</i>		
	Skills Assessment (Warm-Up)			
	Quiz			
	Projects			
<i>Guided, Independent, or Group Practice</i>		<i>45%</i>		
	Classwork			

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	Project or Performance			
	Homework			
Summative Assessments or Assessment of Learning		30%		
	Formal Post-Assessment Test			
	Culminating Project or Performance			
	Final or Culminating Exam			
TOTAL		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 a 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.

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.

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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 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, computer science, environmental/agricultural science for grades (K-4). In addition to these connection classes, students in grades 5 - 8 will receive even more specialized instruction through CTAE (career, technical, and agricultural education) or the performing arts pathway courses. Courses for the CTAE pathway include: drones; green car design; media production; agricultural production; and music production.

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

All students in grades 5 - 8 will have the opportunity to experience all exploratory specials offered at D.A.T.E. These include: **health, physical education, environmental science, and computer science.**

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

The Program includes one of the three pathways with a 4 year track: performing arts or CTAE. Students are rolled up within the pathway from year to year unless there is a placement change request.

Band - available for students 5th -8th grade in the performing arts pathway

Drama - available for students 5th -8th grade in the performing arts pathway

Visual Art - available for 5th and 6th grade students (where space is available)

Media arts production - available for students 5th-8th grade students (where space is available)

Agriculture production - available for students 5th-8th grade students (where space is available)

Music production - available for students 5th-8th grade students (where space is available)

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.

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

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"> Students cooperate appropriately in class activities without a reminder 70% or more of the time. Students listen and follow 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"> Students cooperate appropriately in class activities without a reminder less than 70% of the time. Students listen and follow 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"> Students demonstrate appropriate behavior to others and equipment 70% or more of the time. Students exhibit a positive attitude toward tasks and others 70% or more of the time. Students follow class safety rules and treat equipment with care 70% or more of the time. 	<ul style="list-style-type: none"> Students demonstrate appropriate behavior to others and equipment less than 70% of the time. Students exhibit a positive attitude toward tasks and others less than 70% of the time. Students follow class safety rules and treat 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"> Students exhibit outstanding performance 70% or more of the time. Students demonstrate content knowledge of standards 70% or more of the time. 	<ul style="list-style-type: none"> Students exhibit outstanding performance less than 70% of the time. Students demonstrate content knowledge of standards less than 70% of the time.

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	<ul style="list-style-type: none"> Students accept feedback from peers and teachers 70% or more of the time. 	<ul style="list-style-type: none"> Students accept feedback from peers and teachers less than 70% of the time.
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MUSIC K-5

	Pass (100-70)	Fail (69 – 0)
Assessment During Learning <ul style="list-style-type: none"> Active participation Active listening Guided reading Guided writing <ul style="list-style-type: none"> Singing Playing an instrument 	<ul style="list-style-type: none"> Students demonstrate active participation while singing, playing (instrument), speaking, reading, writing, and listening 70% or more of the time. 	<ul style="list-style-type: none"> Students demonstrate active participation while singing, playing (instrument), 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 Follow directions 	<ul style="list-style-type: none"> Students participate appropriately in class activities without a reminder 70% or more of the time. Students perform learning tasks 70% or more of the time. <ul style="list-style-type: none"> Students demonstrate engagement in class activities 70% or more of the time. 	<ul style="list-style-type: none"> Students participate appropriately in class activities less than 70% of the time. Students listen and follow directions less than 70% of the time. Students demonstrate engagement in class activities less than 70% of the time.
Summative Assessments to Validate Learning <ul style="list-style-type: none"> Observation of skills Active participation Formative assessments 	<ul style="list-style-type: none"> Student exhibits required performance 70% or more of the time. 	<ul style="list-style-type: none"> Student exhibits required performance less than 70% of the time.

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<ul style="list-style-type: none"> Summative assessments 	<ul style="list-style-type: none"> Students demonstrate content knowledge of standards 70% or more of the time. 	<ul style="list-style-type: none"> Students demonstrate content knowledge of standards less than 70% of the time.
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Arts (Visual and Performing) 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"> Students cooperate appropriately in class activities without a reminder more than 70% of the time. Students listen and follow directions more than 70% of the time. Students demonstrate positive, responsible, personal and social behavior more than 70% of the time. 	<ul style="list-style-type: none"> Students cooperate appropriately in class activities without a reminder less than 70% of the time. Students listen and follow directions less than 70% of the time. Students demonstrate positive, responsible, personal and social behavior 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"> Students demonstrate appropriate behavior to others and equipment more than 70% of the time. Students exhibit a positive attitude toward tasks and others more than 70% of the time. Students follow class safety rules and treat equipment with 	<ul style="list-style-type: none"> Students demonstrate appropriate behavior to others and equipment less than 70% of the time. Students exhibit a positive attitude toward tasks and others less than 70% of the time. Students follow class safety rules and treat equipment with care less than 70% of the time.

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	care more 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"> ● Students exhibit outstanding performance more than 70% of the time. ● Students demonstrate content knowledge of standards more than 70% of the time. ● Students accept feedback from peers and teachers more than 70% of the time. 	<ul style="list-style-type: none"> ● Students exhibit outstanding performance less than 70% of the time. ● Students demonstrate content knowledge of standards less than 70% of the time. ● Students accept feedback from peers and teachers 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 a certificate or recognition for Achievement.**

Classwork Policy and Procedures: All assignments are at the teachers 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 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*

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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 the 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 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 logbook, 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 secrets. 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

Rent the uniform item from the school (While supplies last). Items to rent will include:

- Ties = \$5 per day, per incident
- Belt = \$10 per day, per incident
- White Shirt = \$15 per day, per incident
- Khakis Bottoms = per day, per incident
- Blazer = \$25 per day, per incident

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School Uniform and Dress Policy

D.A.T.E. has entered into a partnership with Educational Outfitters:

<https://atlanta.educationaloutfitters.com/find-my-school/dekalb-academy-of-technology-and-environment/>

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. **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 Agriculture Technology & Environment, Inc. representatives if you have questions or concerns.

Uniforms improve the classroom-learning environment by:

- helping students concentrate on their schoolwork 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:

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

Section One: General Provisions. Uniforms at DeKalb Agriculture Technology & Environment, Inc. 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.

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

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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 hours.

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 skorts 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.. 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. 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.

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, Uniform log, Email contact, and Correction of the Violation
Second Offense	Phone Parent Contact, Correction of Violation, Uniform Log
Third Offense	Uniform Log, Parent Contact, Full Day in Refocus (ISS) or until corrective action has taken place

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Fourth Offence	Phone Parent Contact/Meeting, Discipline Referral and one (1) Days ISS and Local Formal Hearing, which may result in up to ten (10) days ISS, Local Probation and/or parent attend classes with students 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 guilt by the Student Evidentiary Hearing Committee.
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After 2 uniform infractions students WILL be sent to refocus. To minimize the time in refocus, parents have the following options. If a student is not in the proper uniform, the parent may:

1. Bring the item back to the school. Students will remain in refocus until the items are brought and the student is in full uniform.

2. Pick your student up from school. The student either remain with their parent or the parent may return the student with the appropriate uniform.

3. Families may RENT uniform items. This will be based on what we have in stock at the school.

- Blazers - \$15 per day, per incident
- Pants - \$10 per day, per incident / white shirts
- Ties - \$5 per day, per incident

Note: The following items cannot be offered for rental by D.A.T.E.

- Socks
- Black or Brown Shoes
- Underwear

Your emailed receipt will serve as a “Get out of Refocus” ticket. Send receipt to refocus@dateacademy.org.

4. Have their student remain in refocus the entire school day.

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 times. 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.

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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) (The Color Black Has Been Added)
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) (The Color Black Has Been Added)
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 (The Color Black Has Been Added)
<u>FRIDAY ONLY</u> KNIT SHIRTS	Spirit Shirts with Khaki Pants
SKORTS	Khaki WRAP Skort (Style #907) or Khaki Long Skort (Style#148) (The Color Black Has Been Added)
SLACKS	Khaki Pleated, Flat Front and Fashion Fit Slacks - Must be worn with solid black or brown belt (The Color Black Has Been Added)
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)

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	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) (The Color Black Has Been Added)
SHORTS	Khaki Pleated Shorts (Kindergarten Only) (The Color Black Has Been Added)
SHIRTS	White Short Sleeve or Long Sleeve Oxford Shirt with School Appliqué
<u>FRIDAY ONLY</u> KNIT SHIRTS	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)

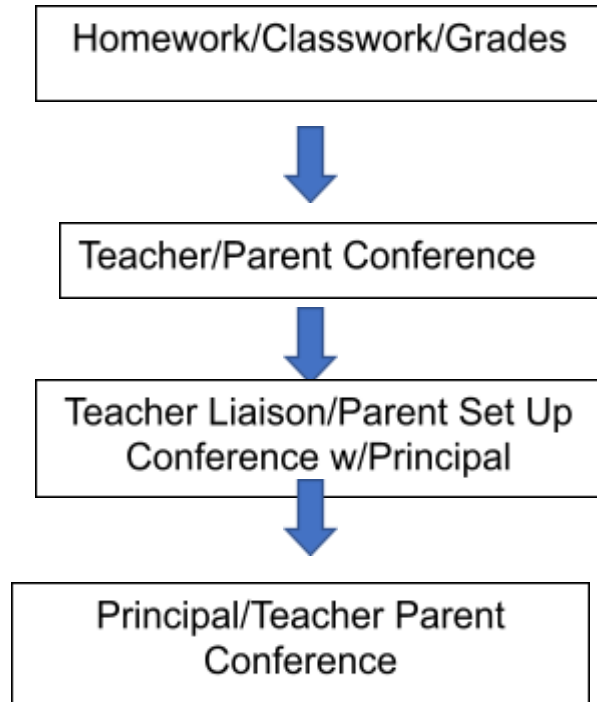
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	No Merrells
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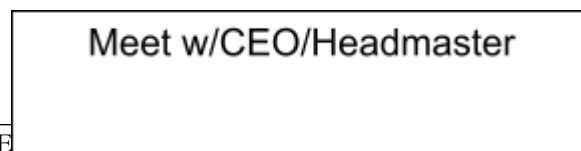
P.E. UNIFORM (4th through 8th GRADE STUDENTS ONLY)

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

Addressing Questions/Concerns or Inquiry Academics



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





Meet w/Advisory Board/Board
of Directors

**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



Parent Conference with
CEO/Headmaster

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



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Meet w Advisory Board/ Board of Directors

Parent Grievance Procedures

DeKalb Agriculture Technology & Environment, Inc. 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 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 CEO, Dr. Maury Wills, or email at maurywills@dateacademy.org. The 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 Agriculture Technology & Environment, Inc.

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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DEKALB COUNTY SCHOOL DISTRICT | 2024-2025 CALENDAR**(Approved by the Board of Education on January 8, 2024)****JULY '24**

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			

4 Independence Day**29-31** Pre-Planning Days**JANUARY '25**

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	

1-2 Winter Break**3** Virtual Teachers' Workday**6** Post/Pre-Planning Day**7** First Day of 2nd Semester**20** Dr. M.L. King, Jr. Day**18 Instructional Days****AUGUST '24**

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

1-2 Pre-Planning Days**5** First Day of School**20 Instructional Days****FEBRUARY '25**

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	

17 Virtual Teachers' Workday**18-21** February Break**15 Instructional Days****SEPTEMBER '24**

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					

2 Labor Day**20 Instructional Days****MARCH '25**

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					

7 Independent Learner Day/Professional Development Day**21 Instructional Days****OCTOBER '24**

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		

14 Columbus Day/
Indigenous Peoples' Day**15-18** Fall Break**18 Instructional Days****APRIL '25**

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			

7-11 Spring Break**17 Instructional Days****NOVEMBER '24**

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

5 Independent Learner Day/Professional Development Day**25-29** Thanksgiving Break**16 Instructional Days****MAY '25**


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

26 Memorial Day**29** Last Day of School**30** Post Planning Day**20 Instructional Days****DECEMBER '24**

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				

20 Last Day of 1st Semester**23-31** Winter Break**15 Instructional Days****89 Instructional Days Total****JUNE '25**


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					

19 Juneteenth
 Virtual Teachers' Workday/ Schools Closed

First/Last Day of Semester

Holiday/Break Schools Closed

Teachers' Workday/Professional Development Day Schools Closed

 Independent Learner Day/Professional Development Day
91 Instructional Days Total

DATE Technology One to One Handbook

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Section 1: Device Use and Care at School and Home

1.1 : Device Care at School

Lockers

- Device should be stored on its side standing up.
- Never pile things on top of it.
- **Never leave it on the bottom of the locker.**
- **Keep the locker securely locked at all times.**

Hallways

- Keep your device in the laptop case at all times.
- Never leave the device unattended.

Classroom Habits

- Keep the device in the center of the desk, not on the edge.
- Secure the device before standing up.
- Follow all directions given by the teacher.

1.2 : Traveling To and From School

- Do not leave the device in a vehicle.
- If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

1.3 : Home Use Guidelines

Questions often arise regarding the use of the devices at home. Families are encouraged to participate with their student in exploring and learning about the device. THIS DEVICE IS FOR DATE STUDENT USE ONLY NOT COMMUNAL USE AND ACADEMIC USE ONLY.

- All school rules apply for home use of devices.
- Use ONLY a lint free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may scratch your screen.
- NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on your screen as they may damage it.
- Keep all food and drinks away from your device at all times.

1.4 : Storing at Home

- Keep device and charging cord away from pets, extreme heat or cold, food and drinks, and small children.
- Designate a safe location off the floor where your device can be stored and recharged each evening, such as a desk or table.
- Keep device in school-approved bag.
- Charge the device fully each night.
- Use the device in a common room of the home.

1.5 : Keeping the Device Charged

All charging should take place at home. Device batteries must be fully charged before each school day.

1.6 : Where to Save Files

DATE teachers and students have access to Google Workspace for Education for accessing your digital schoolwork anywhere, anytime. If you follow the instructions for saving your files in this section you will be able to access your saved files anywhere you can access the Internet.

When at school, students should always save everything to GoogleDrive or upload to Google Classroom and not the user desktop. Items saved only to the user desktop will be lost if there is a hard drive error or other equipment problem.

If your home does not have internet access:

- Please save a copy of what you started at school to your GoogleDrive folder. You may also save to a USB Flash Drive.
- Be sure to work with your teacher to download offline versions of your online textbooks.

1.7 : Lock Your Device

Device screen should always be “locked” when not in use.

- Lock or unlock your screen
 1. On a keyboard: Press Search + L. Or press Launcher + L.
 2. At the bottom right, select the time. Select Lock

1.8 : Music/Movies

Listening to music or viewing movies on your device (from a streaming website) is allowed at home if it supports academic instruction provided by the instructor. However, media content should never be downloaded onto your school device without expressed permission from your teacher or authorized DATE staff.

1.9 : Prohibited Actions

Students are prohibited from:

DeKalb Agriculture Technology & Environment, Inc. 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.

- Putting stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
- Defacing DATE issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case.

Section 2: Acceptable Use of Technology

2.1 : Regulations

Your device is for schoolwork only.

- Use of the device must be consistent with the educational objectives of the district.
- Do not access social networking sites.
- Do not play games or watch non-academic videos during instructional time.
- Use for individual profit or gain or other commercial activities is not acceptable.
- Use for product advertisement or political action or political activities is prohibited.

Do not share your login information with others.

- Don't share your username and password with anyone except your parents/guardians.
- You are responsible for all content found on your device.

Do not use your device to access inappropriate or potentially unsafe content.

- Access to, submittal, publication, display or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secrets.
- Never download or install anything onto your device without appropriate authorization from your teacher. This includes (but is not limited to) music, games, video files, or any external/Internet installed applications. This includes CD/DVD games as well as Internet installed games.

• Your device is school property, and school personnel have the right to inspect it and all your files or electronic communications at any time.

Malicious activities are forbidden.

- Do not use another person's account.
- Never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.
- Do not hack your device or the network.

DeKalb Agriculture Technology & Environment, Inc. 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.

- Do not attempt to defeat or bypass the Internet filter.

Be respectful in all your electronic communications.

- Be polite. Never send or encourage others to send abusive messages. In other words, do not engage in cyberbullying.
- Do not photograph or record another person without that person's permission and permission from your teacher.

2.2 : Consequences of Policy Violation

- Consequences for violations of these policies are listed in the DATE DISCIPLINE CODE OF CONDUCT

Section 3: Damaged, Lost or Stolen Equipment

Liability and financial responsibilities are defined in the One-to-One Student/Guardian Contract that is signed when devices are distributed. Please note, if the property is not returned or is damaged, the guardian is responsible for the total cost of repair, or the current replacement value. If the device is damaged or stolen because of negligence, the student/guardian will be responsible for the full replacement cost of the device. The designated location is the technology within your school with designated times to report damaged equipment.

If a device is lost or stolen during school hours, you must report it to your teacher, administrator, or technology staff immediately. If a device is lost or stolen at any time outside of school, parents will be responsible for the device recovery and replacement cost.

Insurance

This school year, each student will be assessed a Technology Fee of \$25.00. This fee will be used to enhance instructional technology resources for students. All electronic devices that DATE issues to students are covered by the DATE in the event that they are damaged due to an accident, whether on campus or off campus.

Section 4: Device Support/Help at Home and School

4.1 : Internet Connection Issues

Please call your Internet Service Provider (ISP) for issues regarding connectivity. DATE is not able to diagnose or repair issues related to ISP home wiring, wireless and equipment.

4.2 : Technology Support at Home

There are several ways to receive assistance for technology issues. Students have access to some simple troubleshooting steps located on the Technology Helpdesk Website: <https://dekalbacademy.org/>.

4.3 Technology Support at School

- DATE IT staff provides technical support. However, before you seek help, try some of the steps below:
 - o Computer frozen – hold the power key down for 10 seconds and restart
 - o Application Not Working – close app and restart the device
 - o Can't Connect to Internet – check wireless connection, rejoin network if needed, restart
- Broken or damaged devices must be reported to the school immediately.

Section 5: Connecting your device to the Internet

5.1 : Home Internet Service Provider (ISP)

There are many Internet service providers. Each one has their own equipment (modem, cables, Wireless routers etc.) For help with your wireless internet at home, please contact your provider for technical support.

If you do not have access to the Internet at your home, here are some resources that may be helpful in receiving internet access at a reduced price.

everyoneon

<https://www.everyoneon.org/>

Internet Essentials

www.internetessentials.com

855-846-8376

5.2 : Public Internet Access

Many public places provide free public wireless access. Most will display a sign advertising they offer this service. Many businesses do this as a way to attract business. If you are using free access it is considered good etiquette to either purchase something at the business or thank the business for the service.

Other potential free wireless networks include restaurants, churches, schools, hotels, libraries, and some communities. Some Public locations require that you accept an acceptable use policy (AUP) which states you will not try to do anything illegal or harmful before they will allow you to access their network.

5.3.1 : Protect your Device and Information

When connecting to a free wireless network, you want to make sure it is sponsored by someone you trust. Once you join a wireless network, it is possible for those with malicious intent to try to access your device with the intent of doing harm to your device or trying to access and steal your information. Most businesses who share the internet are prepared and protect you by

not allowing users to access each other on the network. Smaller providers may not be as prepared and you might want to ask them before connecting.

5.3.2 : Off-Campus Internet Use Filtering

DATE does provide Internet filtering for the devices while connecting to the Internet away from the school networks. It is still the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home. No filter is as reliable as adult supervision!

DATE does not recommend that students use devices in an unsupervised or isolated setting while off campus. DATE recommends students use devices in plain view of parents, guardians, or other family members. Please be reminded that DATE reserves the right to inspect any device at any time.

6.1 : Outside Resources

There are many websites available that have current information on Internet Safety such as: Netwise at <http://www.getnetwise.org/> and NetSmartz at <http://www.netsmartz.org/>.

6.2 : Some Tips for Your Students and Family

- Have fun being a part of your child's online experience.
 - Use devices in a shared or common space in the home.
 - Keep the device where everyone can see the screen.
 - Do not post personal information and beware of requests for personal information online.
 - Teach your child how to recognize and avoid online predators.
 - Report strangers who solicit information or meetings with any child.
 - Do not be a Cyberbully!
 - Report cyberbullying and threats to teachers immediately.
 - Honor the Dekalb Agriculture Technology & Environment, Inc security software and filters.
 - Do not give out personal information such as address, telephone number, parent's work address, telephone numbers, or the name and location of your school without the permission of your parents.
 - Tell your parents right away if you come across any information on the Internet that makes you feel uncomfortable.
 - Never agree to get together with someone you "meet" on the Internet.
 - Do not respond to any messages that are mean, rude, or make you feel uncomfortable in any way. If you do get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents about it right away.
 - Talk to your parents about the rules of your household concerning how you use the computer and the Internet.
- Decide on the time of day that you can go online, how long you can surf the 'Net, and what kinds of websites you can view.

6.3 Internet Safety Links

Common Sense Education - <https://www.common sense media.org/>

DeKalb Agriculture Technology & Environment, Inc. 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.

The site has curriculum and information for parents about being safe online and managing a digital reputation.

ConnectSafely - www.connectsafely.org

The site has tips for teens and parents, as well as other resources for safe blogging and social networking.

Internet Keep Safe Coalition - www.iKeepSafe.org

This is a broad partnership of public health and educational professionals, law enforcement, and industry leaders working together for the health and safety of youth online.

OnGuard Online - www.onguardonline.gov

Practical tips from the federal government and the technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information. Features NetCetera which includes tips to help parents talk to kids about being online.

Staysafe - <http://www.staysafeonline.org/>

An educational site intended to help consumers understand both the positive aspects of the Internet as well as how to manage a variety of safety and security issues that exist online.

Wired Safety - www.wiredsafety.org

Provides help, information and education to Internet and mobile device users of all ages and they also help parents with issues, such as Facebook and cyberbullying.

For questions or additional tips or resources, please check with your child's teachers or school librarian