

MOVEMENT SCHOOLS

Georgia Family Handbook 2026–2027

1950 Sullivan Road, Atlanta, GA 30337 | 470-575-2177

movementschools.org

Georgia-Specific Handbook

This handbook has been prepared specifically for the Movement South Fulton, Georgia campus. It reflects Georgia law, including the Official Code of Georgia Annotated (O.C.G.A.) and Georgia State Board of Education statutes.

Welcome to Movement Schools

Dear Families,

Welcome to Movement Charter Schools ("MSF"). We are so honored that you have chosen us to educate your child. We know you are your child's first teacher and look forward to partnering with you throughout the school year. The purpose of this handbook is to provide families with a guide to ensure a successful partnership. Please don't hesitate to reach out if you have any questions or concerns. We look forward to being part of your child's educational journey as they learn and grow here at MSF.

Our Mission

We exist to love and value scholars and communities by leading a movement of excellence in education. In partnership with our families, we equip our scholars with the tools to close generational gaps through self-efficacy, access to world-class instruction, and financial education.

Our Georgia Campus

South Clayton Campus	School Hours
1950 Sullivan Road Atlanta, GA 30337 470-575-2177	Mon–Thu: 7:30 AM–3:35 PM Friday: 7:30 AM–12:15 PM Main Office: 7:30 AM–4:00 PM

MSF is committed to providing an equal and equitable education and will not unlawfully discriminate against any individual on the basis of race (including natural hairstyles), religion, color, ethnicity, creed, national origin, age, sex (including gender, sexual orientation, or transgender status), disability, medical condition, genetic information, marital status, veteran status, military obligations, citizenship, or any other characteristic protected by state or federal law.

Our Virtues

CRITICAL THINKING	Analyzing, interpreting, and evaluating what you read, hear, say, or write.
PERSEVERANCE	Sticking to it, even when you'd rather give up.
GRATITUDE	Thankfulness for the gift of life and gifts in life.
JUSTICE	Giving to all what is owed to all, consistent with one's dignity.
DIGNITY	The special value of every human person.
EMPATHY	Standing in another's shoes; trying to understand another's thoughts and feelings.

Operations

Regular Hours

School Hours: Monday through Thursday, 7:30 AM–3:35 PM. Early dismissal every Friday at 12:15 PM. The main office is open from 7:30 AM–4:00 PM during the school year.

- Students not picked up by dismissal time 3:35 PM (Monday - Thursday) or 12:15 PM (Friday) will be supervised in a safe location until a parent is reached. After-school programming is available as an optional service.
- If students are not picked up by the designated dismissal time, the school will make every effort to contact parents and emergency contacts.

Arrival Procedures

All students must arrive and be in their classrooms by 7:45 AM each morning. Students may enter the building at 7:30 AM. Upon arrival, students will be offered breakfast and then report directly to their homeroom class. Once on campus, students are not permitted to leave unless a parent, guardian, or authorized adult is physically present in the school's office and presents a valid picture ID.

Dismissal Procedures

Car Riders

Parents should familiarize themselves with the designated pick-up and drop-off points and visitor parking areas. Maps and car tags will be distributed during Open House.

- Each parent will receive two custom car hang tags printed with the child's name and grade level.
- The car tag should be placed on your rear-view mirror. Additional tags can be requested from the front office.
- If you are unable to pick up your child, provide your extra car tag and directions to the authorized adult. Drivers without a visible MSF car tag will be directed to the front office for verification.
- Parents should remain in their vehicles during standard dismissal. Exceptions will be made for families without vehicles, ADA accommodations, or emergencies.
- Parents picking up students early must report to the main office to sign the student out. No early pickup after 2:00 PM on full school days or after 11:00AM on early-release days, except in documented emergencies or pre-approved circumstances, consistent with O.C.G.A. § 20-2-697.

Bus Riders

MSF contracts third-party transportation within a 5-mile radius of the school. Any disciplinary bus removal will comply with all relevant laws, including IDEA and Section 504.

- No child in kindergarten through second grade will be allowed to leave a bus without an adult guardian or older sibling to meet the child.
- Parents/guardians must be out of their vehicle and visible for a student to be released from the bus.
- If no adult is waiting at the bus stop, the child will return to school. If no authorized adult can be reached by 6:00 PM, the child will be returned to the school and law enforcement may be notified when safety concerns exist. O.C.G.A. § 19-7-5
- Transportation changes require advance notice when possible. Same-day changes will be honored for emergencies, safety concerns, or court-ordered situations.

Early Dismissal

Notify the school in writing or by calling the main office if you need to pick up your child early. Early dismissal is not allowed after 2:00 PM on full days or after 11:00 AM on half days. Students will only be called to the office once a parent or authorized adult arrives for pickup.

Visitors

All visitors (including parents) are required to sign in at the front office, provide proper identification, and wear a visitor pass for the duration of the visit.

- School visitors must comply with all school rules and board policies and may not possess drugs or weapons on campus.
- When an individual disrupts the educational environment or violates board policy, a school administrator may direct the individual(s) to leave the school property when their presence disrupts operations or poses a safety concern. O.C.G.A. § 20-2-1180.
- Classroom visits are welcome after the first 6 weeks of school but must be scheduled and approved by the classroom teacher.
- Visitor access may be limited after 2:00PM to protect instructional time. Exceptions include IEP/504 meetings, disciplinary hearings, and emergencies.

Volunteers

Movement Schools strongly encourages all parents to complete 10 volunteer hours per year per scholar. Volunteers must work under the supervision of a staff member. All volunteers must:

1. Complete a Volunteer Application via Raptor.
2. Submit a copy of a government-issued ID.
3. Submit to a background check, including the U.S. Department of Justice's Sex Offender Registry, state and federal fingerprint-based background check when having unsupervised access to students. O.C.G.A. § 35-3-34.2

School Closing

In the event of inclement weather, MSF will normally follow Clayton County Schools' decision. Parents will be notified via the school-wide communication system and MSF social media. MSF may enact a Virtual Learning Plan that meets instructional time requirements under State Board Rule 160-5-1-.0during school closure; virtual attendance and/or completion of assigned virtual work will count as attendance. State Board Rule §160-5-1-.02. Attendance is based on participation and completion of assigned work.

Field Trips

Field trips must comply with DECAL supervision and transportation guidelines for pre-K students when applicable. Field trips are for academic enrichment and comply with IDEA for students requiring accommodation. A signed permission slip is required for participation. Parental chaperones must complete a background check and remain under the supervision of an MSF employee.

Birthday Celebrations

- Students must follow the uniform policy on their birthday unless a documented religious or disability-related accommodation applies.
- All birthday celebrations must take place after lunch or during recess.
- Birthday treats must be store-bought with visible ingredient labels. No peanut butter or peanut ingredients.

- No balloons, flowers, party favors, treat bags, or costumes are allowed.

Student Electronic Devices

Students are strongly discouraged from bringing electronic devices to school. All cell phones, earbuds, and smart watches must be off and put away unless required, as assistive technology documented in an EIP or 504 plan during the school day and on the school bus. O.C.G.A. § 20-2-1183 MSF assumes no liability for damage, loss, or theft.

- 1st Offense: Device confiscated; returned to student at end of day.
- 2nd Offense: Device confiscated; returned to parent/guardian only.
- 3rd and Subsequent Offenses: In-school consequence and parent/guardian conference.

Confiscation procedures will comply with O.C.G.A. § 20-2-1183. Assistive technology required under an IEP or Section 504 plan will be permitted.

Admission & Enrollment

Georgia-Specific Admission Policy (O.C.G.A. § 20-2-2066)

MSF South Clayton is a Georgia charter school open to all children who are Georgia residents and domiciled in the state of Georgia, on a space-available basis within each grade. Enrollment is governed by O.C.G.A. § 20-2-2066 and State Board Rule 160-4-9-.05.

Admission

Movement South Fulton (MSF) is open to all children living in the following school districts: Clayton, Fulton, Dekalb and Atlanta (APS) located in Georgia, on a space-available basis within each grade. MSF does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, English proficiency, or any other basis prohibited by law. There are no admission requirements, and admission does not depend on performance on any tests.

If there are more applicants than available spaces, MSF will hold an enrollment lottery in accordance with O.C.G.A. § 20-2-2066. Applicants will be placed on a waiting list and admitted as spaces become available. Preference is given to siblings of admitted students.

Enrollment

To secure your child's place for the next school year, you will be asked to complete a re-enrollment form. Re-enrollment information will be sent via email in the spring, along with the deadline for submission.

Transfers

MSF asks that, whenever possible, parents provide at least two weeks' notice if a student must transfer. The registrar of the new school must send a records request to MSF; upon receipt, all student records will be forwarded to the new school.

Attendance

Georgia Compulsory Attendance Law — O.C.G.A. § 20-2-690.1

Georgia law requires regular school attendance. A student is considered truant after accumulating 5 unexcused absences. After 5 unexcused absences and two reasonable attempts to notify a parent without response, MSF is required to send written notice by certified mail, return receipt requested, to the parent or guardian.

Attendance Policy

Research has shown that students with consistent attendance perform better academically. MSF's attendance policy is designed to support families in developing exemplary attendance habits.

If your child will be absent, call the school by 8:00 AM on the day of the absence to provide the reason and expected return date.

Excused Absences

Absences will be excused only with legal documentation for the following reasons, consistent with Georgia State Board Rule § 160-5-1-.10:

- Personal Illness or Injury: Doctor's note or hospital release form required.
- Serious Illness or Death in the Immediate Family: Obituary or funeral home letter required.
- Court or Administrative Proceedings: Court documents or letter required.
- Religious Observance: Minimum of two excused absences per year upon written request from a parent/caregiver.
- Conditions Making Attendance Impossible or Hazardous: Documentation required.
- Registering to Vote or Voting: Up to one (1) excused absence per year for students of voting age, per Georgia law.
- Military Deployment Activities: Up to five (5) excused absences per year if a parent/guardian is called to duty, on leave, or returning from deployment per O.C.G.A. § 20-2-690.1. U.S. Government Deployment Letter required.

All absences are considered unexcused until the school receives legal documentation. Family vacations are not recognized as excused absences.

Excused Absences – Mental Health

Students are permitted one (1) excused mental health absence per school year with a written parent or guardian note.

Annual Attendance Agreement

Parents/guardians must sign an annual attendance agreement acknowledging Georgia's compulsory attendance requirements, pursuant to O.C.G.A. § 20-2-690.1

Truancy & Escalation

Under Georgia law (O.C.G.A. § 20-2-690.1), a student is considered truant after 5 unexcused absences. The following escalation process applies:

- After 5 unexcused absences: MSF will make two reasonable attempts to contact the parent/guardian by phone.
- If there is no response after two attempts: MSF will send written notice by certified mail, return receipt requested.
- Continued truancy may result in referral to the Clayton County School district attendance officer and other interventions as required by Georgia law.
- Excessive absences may impact promotion decisions in combination with academic performance and required interventions Georgia DOE Rule 160-4-2.11 and State Board Rule 160-5-1-.10 Student Attendance.

Tardiness

Instruction begins promptly at 7:45 AM. Students are considered tardy at 7:46 AM and must be signed in at the main office by a parent before proceeding to class.

- Schools participating in the USDA School Breakfast Program must ensure that breakfast remains accessible to all students. When students arrive late due to bus delays or other circumstances beyond their control, schools are expected to provide access to breakfast.
- Students arriving after 11:00 AM will be considered absent for the school day unless a written excuse is provided.

Consequences for Tardiness

- 3–5 Tardies: Parent contacted by phone; written reminder sent home.
- 6–9 Tardies: Conference with school administrator required. Attendance improvement plan created.
- 10+ Tardies: Referral to the Business Operations Director; formal attendance improvement plan; may impact grade promotion.

Dress Code Policy

MSF requires every student to be in complete uniform daily. Uniforms must be neat and clean.

Clothing Item	Requirement
Tops	Movement Red (Pre-K–5) polo with school logo. Uniform shirts must be tucked in daily.
Outerwear	Movement Monogrammed Sweater are the standard outerwear. Reasonable accommodations will be made for disability or religious needs. All outerwear must be removed for the school day. Students may wear a solid white, gray, or red long-sleeve shirt under their polo is the only permitted outerwear inside the building. All other outerwear must be removed for the school day. .
Bottoms	Black pants, black shorts, black skirt/skort, or black jumper (not to exceed 1 inch above the knee). No leggings, joggers, or sweatpants.
Footwear	Solid black shoes are required. No open-toe shoes, sandals, slides, or clogs/Crocs.

Clothing Item	Requirement
Backpacks	Movement branded backpacks are required unless a student needs a medical, disability-related or specialized bag. A backpack will be provided at Open House.
Accessories	All accessories must be consistent with the spirit of the uniform policy. Head coverings are only permitted inside the building for religious reasons.

Consequences of Dress Code Non-Compliance

- 1st Offense: Parents contacted by phone; letter sent home.
- 2nd Offense: Phone call requesting appropriate uniform items be brought in.
- 3rd and Subsequent Offenses: Loss of school privileges/incentives. Parent recommitment meeting.

Dress code enforcement complies with O.C.G.A. § 1-3-3.

Code of Conduct & School Discipline Policy

Code of Conduct

MSF's Code of Conduct guides teachers and staff to create a safe, orderly environment. The Code of Conduct will be distributed annually. O.C.G.A. § 20-2-735.

Students are expected to be:

- RESPECTFUL
- RESPONSIBLE
- READY TO LEARN

School Discipline Policy

The behavior matrix outlines consequences for minor and major violations. When a suspension is assigned, a mandatory re-entry meeting is required for all long-term suspensions. Re-entry procedures for short-term suspensions will follow established school policy and must be completed before the student returns to class. All disciplinary actions will comply with O.C.G.A. § 20-2-766.

Georgia-Specific Discipline Requirements

Under O.C.G.A. § 20-2-742, before suspending any student in Pre-K through 3rd grade for more than 5 cumulative days in a school year, MSF must first implement a multi-tiered system of supports (MTSS). If the student has an IEP or Section 504 plan, a meeting of that team must be convened prior to any such suspension.

Disciplinary hearings for long-term suspension or expulsion are conducted pursuant to O.C.G.A. § 20-2-752 before a Disciplinary Hearing Officer, Panel, or Tribunal, as applicable.

Under O.C.G.A. § 20-2-751.4, any student found to have committed an act of bullying three times within the same school year shall be assigned to an alternative school.

Minor Violations — Teacher/Administration Managed

Violation	Consequence 1	Consequence 2	Consequence 3	Consequence 4
Inappropriate Language	Verbal Warning / Redirection; behavior log	Verbal Warning; OWN reflection; phone home	OWN reflection w/ Administrator	1 Day ISS/OSS
Technology / Device Misuse	Device confiscated; returned to student end of day	Device confiscated; returned to parent/guardian	Device confiscated; meeting with Administration	Major Behavior Referral; 1 Day ISS/OSS
Property Misuse	Verbal Warning; behavior log; parent may pay repairs	Verbal Warning; phone home; parent may pay repairs	OWN reflection w/ Administrator; parent may pay	1 Day ISS/OSS; parent may pay repairs
Disrespect / Disruption	Verbal Warning / Redirection; behavior log	Verbal Warning; OWN reflection; phone home	OWN reflection w/ Administrator	1 Day ISS/OSS

Major Violations — Administration Managed

Violation	Consequence 1	Consequence 2	Consequence 3	Consequence 4
Abusive Language / Profanity	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742.	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742.	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat 5–10 Days OSS; Re-Entry Meeting	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat. 10 Days OSS; Re- Entry Meeting
Defiance / Disruption	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742.	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat 10 Days OSS; Re- Entry Meeting	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat. 10 Days OSS; Re- Entry Meeting
Digital Misconduct	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742.	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat Possible 10 Days OSS; Re-Entry Meeting	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat. 10 Days OSS; Re- Entry Meeting
Theft / Property Damage	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742. Possible 3 Days	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742. Possible 5 Days	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat Possible 10 Days	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat.

Violation	Consequence 1	Consequence 2	Consequence 3	Consequence 4
	OSS; Re-Entry Meeting	OSS; Re-Entry Meeting	OSS; Re-Entry Meeting.	Expulsion; Hearing required.
Harassment / Bullying	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742. Possible 3 Days OSS; Re-Entry Meeting	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742. 5 Days OSS; Re-Entry Meeting	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat Possible 10 Days OSS; Re-Entry Meeting.	3rd offense: mandatory alternative school transfer (O.C.G.A. § 20-2-751.4)
Fighting / Physical Aggression	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742. Possible 3 Days OSS; Re-Entry Meeting	MTSS Interventions implemented and documented. Grades PK-3 O.C.G.A. 20-2-742. 5 Days OSS; Re-Entry Meeting	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat Possible 10 Days OSS; Re-Entry Meeting.	OSS may be assigned. Expulsion considered if conduct causes substantial disruption or threat. + Possible Expulsion; Hearing required
Weapons / Drugs / Combustibles	OSS + Possible Expulsion; Hearing required	—	—	—

Short-Term Suspensions

A short-term suspension is the disciplinary exclusion of a student from attending school for up to 10 school days. Except in emergency situations, a student must be provided an informal hearing with the Principal before a short-term suspension is imposed. The student has the right to be present, informed of the charges, and to make statements in defense or mitigation.

Student Rights During Suspension

- The right to take textbooks home for the duration of the suspension.
- Upon request, the right to receive all missed assignments and materials.
- The opportunity to take any quarterly, semester, or grading-period examinations missed during the suspension.
- Work will be provided within five (5) school days, consistent with State Board Rule 160-4-8-.05. day of suspension.

Notice to Parent or Guardian

The Principal will notify the parent or guardian of the reason for the suspension by the end of the workday when the suspension is imposed (no later than two days after). Notice must be provided in the parent's primary language when resources are available.

Long-Term Suspensions & Expulsion (Georgia Procedures)

Georgia Disciplinary Hearing Process — O.C.G.A. § 20-2-752

Under Georgia law, recommendations for long-term suspension or expulsion are referred to a Disciplinary Hearing Officer, Panel, or Tribunal for a formal hearing. Georgia law also provides that it is preferable to reassign disruptive students to alternative educational settings rather than to suspend or expel them (Georgia State Board Rule).

A long-term suspension is disciplinary exclusion for more than 10 school days. A recommendation for long-term suspension or expulsion will be communicated to the Superintendent and the Board of Directors by the Principal.

- The parent/guardian will receive written notice of the recommendation, the conduct involved, the hearing process, and the right to representation.
- Parents/guardians will receive written notice of a formal hearing three (3) days prior to the scheduled hearing date, pursuant to O.C.G.A. § 20-2-754. A formal hearing will be conducted before a Disciplinary Hearing Officer, Panel, or Tribunal in accordance with O.C.G.A. § 20-2-752.
- An expulsion is the definite exclusion of a student from school enrollment. The Board of Directors will consider whether to provide alternative education services. A copy of the Board's decision will be sent via certified mail.
- A further appeal can be made to the Georgia Department of Education O.C.G.A. 20-2-1160.

Multi-Tiered System of Supports (MTSS) — Grades Pre-K through 3

As required by O.C.G.A. § 20-2-742, before MSF suspends a student enrolled in Pre-K through 3rd grade for more than 5 cumulative school days in a school year, MSF must:

- Implement and document a multi-tiered system of supports (MTSS) addressing the behavior.
- If the student has an IEP or Section 504 plan, convene the applicable team to review the plan and consider behavior supports prior to any suspension exceeding 5 cumulative days.

Anti-Discrimination & Safety

Unlawful Discrimination, Harassment & Bullying Prohibited

MSF prohibits unlawful discrimination on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religion, disability, or age. This policy applies to all students, employees, administrators, Board members, volunteers, visitors and vendors.

Anti-Bullying Policy — Georgia Requirements

Georgia Bullying Statute — O.C.G.A. § 20-2-751.4

Any student found guilty of bullying three (3) times in the same school year must be assigned to an alternative school. This is a mandatory consequence under Georgia law and is non-discretionary.

Harassment or bullying means deliberate conduct intended to harm another person or group through a pattern of gestures, written, electronic, or verbal communications, or physical acts that: (1) place a student in actual and reasonable fear of harm; or (2) create a hostile environment substantially interfering with a student's education. Cyberbullying (via Internet, email, text, or social media) is also prohibited.

- Any person who believes they have been bullied should report immediately to a school administrator.
- Any employee who witnesses or receives reliable information about bullying has a duty to report it.
- Parents/guardians will be notified of each bullying incident within one school day, as required by O.C.G.A. § 20-2-751.4.
- Under Georgia law, a student who commits a first or second bullying offense may receive disciplinary consequences, including suspension. A third bullying offense within the same school year requires mandatory placement in an alternative education program, as outlined in O.C.G.A. § 20-2-751.4."
- Bullying investigations are documented and retained per the Georgia Records Retention Act. Retaliation is prohibited.

Title IX Sexual Harassment

MSF does not discriminate on the basis of sex in its education programs or activities as required by Title IX of the Education Amendments Act of 1972. Prohibited conduct includes sexual assault, dating violence, domestic violence, stalking, and unwelcome conduct that is severe, pervasive, and objectively offensive.

The complete Title IX policy/procedure is available at movementschools.org/resource/title-ix-sexual-harassment-prohibited-conduct-and-reporting-process-policy/ and includes supportive measures, formal complaints, investigation timelines, and hearing requirements. Printed copies are available upon request.

Coordinator Contact Information

- Title IX Coordinator: Network Director of Compliance & Accountability
Lisa Mayhew lisa.mayhew@movementschool.com 252-241-3952
- ADA Coordinator: Exceptional Children's Coordinator
Jeanell Spence jeanell.spence@movementschool.com 470-575-2177
- Section 504 Coordinator: Exceptional Children's Coordinator
Jeanell Spence jeanell.spence@movementschool.com 470-575-2177

Commented [1]: Must list names, emails and phone numbers

Video Surveillance Policy

The Board authorizes use of electronic surveillance to promote the safety and security of students, protection of school property, and deterrence of criminal activities. Cameras may be placed in school buildings, grounds, and buses. Cameras shall not be placed inside bathrooms. Video records containing identifiable student information are considered education records under FERPA and may only be released as permitted by federal law.

Student Reporting of Sexually Inappropriate Behavior

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident

immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

Exceptional Children / Students with Disabilities

Individuals with Disabilities Education Act (IDEA)

MSF provides special education and related services for scholars with disabilities in accordance with IDEA, its implementing regulations, Georgia state law, and the Georgia Department of Education's policies. MSF's mission is to ensure students with disabilities are timely identified, evaluated, and located, and receive a free, appropriate public education in the least restrictive environment.

If a parent suspects their child may have a disability, submit a written statement or verbal request to the Exceptional Children's Coordinator.

Section 504 of the Rehabilitation Act of 1973 & ADA

MSF does not discriminate on the basis of disability in violation of Section 504 or the ADA. The Exceptional Children's Coordinator serves as both the Section 504 and ADA Coordinator. To file a complaint with the U.S. Department of Education's Office for Civil Rights: 400 Maryland Avenue, SW, Washington, DC 20202-1475.

Section 504 Reevaluation

Section 504 plans will be reviewed annually and reevaluated at least every three (3) years, consistent with Georgia Department of Education guidance.

Project Child Find

Child Find applies to all children ages 3-21, including homeless, migrant, highly mobile, and private school students, consistent with 34 CFR § 20-2-774. MSF follows Georgia's Child Find guidelines and procedures as administered by the Georgia Department of Education.

Health & Safety

Nurse

MSF has an on-site nurse at each campus. Parents must inform MSF in writing of any allergies or medical conditions.

Sick Child Policy

If a child becomes ill during the school day, parents or guardians will be notified and must arrange for a timely pick-up in accordance with school policy. Students exhibiting any of the symptoms listed below will be required to leave school for health and safety reasons.

- Fever: 100.4°F or higher. A student must be fever-free without medication for at least 24 hours before returning.
- Diarrhea, vomiting, breathing trouble, or continuous hacking cough.
- Pink eye with itchy, watery eyes and/or eye crust (24-hour antibiotic requirement before return).
- Frequent scratching of the body or scalp (lice or ringworm) — proof of treatment required.

Students excluded for communicable conditions must comply with Georgia Department of Public Health return-to-school guidelines.

Immunizations — Georgia Requirements

Georgia Immunization Requirements

Georgia law requires all students to have a Georgia Certificate of Immunization (Form 3231) on file. Students may not attend school without this form.

Students entering a Georgia school for the first time must also provide a completed Vision, Hearing, Dental and Nutrition Screening Form (Form 3300) from the Georgia Department of Public Health.

Religious exemptions are available via an Affidavit of Religious Objection (Form 2208), available from the Georgia Department of Public Health.

Required vaccines under Georgia law (all students):

Vaccine	Number of Doses
DTaP (diphtheria, tetanus, acellular pertussis)	5
Polio	4
Measles, Mumps, Rubella (MMR)	2
Hib (haemophilus influenzae type B)	3–4
Hepatitis B (Hep B)	3
Varicella (chickenpox)	2
Pneumococcal Conjugate (PCV)	4

Note: Immunization records must be updated, and Georgia Form 3231 must remain current. Expired certificates are not valid and must be updated within 30 days of expiration.

Prescription & Over-the-Counter Medication

Medication should be administered at home, when possible, except when required during the school day for medical or disability-related needs. O.C.G.A. 20-2-776 When this is not possible, a complete Medication Authorization Form signed by both the parent and the child's healthcare provider must be provided. All medication must be delivered directly to the nurse by a parent or guardian in its original labeled container. Medication, including controlled substances, will be stored in a locked cabinet and administered only by authorized personnel. O.C.G.A. § 20-2-776. Students may carry and self-administer asthma inhalers and epinephrine auto-injectors with proper documentation, pursuant to O.C.G.A. § 20-2-774.

Fire Drills / Evacuations

Movement South Clayton will conduct a minimum of one fire drill each month during school hours, in accordance with Georgia fire safety regulations. O.C.G.A. § 25-2-40.

MSF will also conduct lockdown, shelter-in-place, and severe weather drills consistent with GEMA guidelines.

Student Records & Confidentiality

Annual Notification of Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of submitting a request.
- The right to request amendment of records is believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- The right to consent to disclosures of personally identifiable information, except as authorized by law.
- The right to file a complaint with the U.S. Department of Education's Student Privacy Policy Office (400 Maryland Avenue, SW, Washington, DC 20202-8520).
- MSF will provide an annual notification of FERPA rights to parents/guardians and eligible students, consistent with 34 CFR § 99.7.

Notice of Directory Information

MSF designates the following as directory information: student name; grade level; dates of attendance; most recent previous school attended; photograph or digital image; and diplomas, credentials, and awards received. Directory categories will be defined annually, and all parents/guardians will have the opportunity to opt out by September 30th of each school year. 34 CFR § 99.37.

Classification, Maintenance & Destruction of Records

Student education records will be retained in accordance with applicable Georgia retention schedules. Special education records must be destroyed at the request of parents if no longer needed, though permanent records may be retained indefinitely. Parents will be notified prior to the destruction of special education records.

Food Service

Breakfast and Lunch

MSF aspires to the highest possible quality in its breakfast and lunch programs.

- To offer a meal alternative due to a food allergy, proper documentation completed and signed by a medical professional must be on file annually.
- Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

This is in compliance with the USDA Civil Rights Requirements.

Technology

ClassDojo

ClassDojo helps maintain an open communication channel and positive learning environment. Teachers award points for positive behaviors and document concerns.

Technology Guidelines

By signing the acknowledgment form at the end of this Handbook, you and your child agree to abide by the following rules:

- Hotspots and tablets assigned to students are MSF property, provided free of charge.
- Students and parents may not load, upgrade, or delete software without express staff permission.
- Internet sites containing prohibited content may not be accessed on school-issued devices or networks. Technology monitoring complies with FERPA and COPPA.
- Harassing, threatening, or attacking others electronically is prohibited.
- Students must not share passwords with anyone other than a parent or guardian.

Damage and Loss Fees

- Any fixable damage (missing keys, broken screen/charger port/casing): \$20–\$100
- Lost or missing charger: \$20
- Damage beyond repair (water damage, drop damage): \$200
- Lost or stolen tablet: \$200
- Lost, damaged, or stolen hotspot: \$50

Communication

Parent Newsletters

At the beginning of each month, MSF will provide parents with a monthly newsletter highlighting upcoming school closings, events, and important dates.

ClassDojo / School Messenger

MSF uses ClassDojo and School Messenger to communicate school news via calls, texts, and emails. Please contact the school immediately if your phone number changes.

Communication accommodations (translation, interpreters) are provided under Title VI and IDEA.

Parent Conferences

Formal parent/teacher conferences are scheduled three times per year. Informal conferences may be scheduled with teachers or MSF leaders at any time.

Report Cards

At the end of each quarter, parents will receive report cards with cumulative data on their child's performance. Parents can access grades anytime through Infinite Campus.

Grievance / Appeal Process

Movement Charter Schools is committed to resolving concerns promptly, respectfully, and at the lowest possible level. Families are encouraged to seek resolution through direct communication before escalating a concern. This grievance process applies to all complaints related to school operations, personnel, student services, discipline, special education, and any other matter involving the school.

Step 1 – Informal Resolution with Staff Member

Parents/guardians should first address concerns directly with the staff member most closely involved in the matter.

The staff member will respond within three (3) school days.

If the concern is not resolved, the parent may proceed to Step 2.

Step 2 – School Administration Review

Parents may submit a written complaint to the Principal or Business Operations Director.

The administrator will:

Acknowledge receipt within three (3) school days

Conduct a review of the concern

Provide a written response within ten (10) school days

If the concern is not resolved, the parent may proceed to Step 3.

Step 3 – Superintendent/Executive Director Review

If the parent disagrees with the school-level decision, they may submit a written grievance to the Superintendent/Executive Director.

The Superintendent/Executive Director will:

Acknowledge receipt within three (3) school days

Review all documentation

Provide a written response within ten (10) school days

If the concern is not resolved, the parent may proceed to Step 4.

Step 4 — Board of Directors Review

If the parent disagrees with the Superintendent/Executive Director's decision, they may submit a written appeal to the Board Chair.

The Board will:

Place the grievance on the agenda for the next regularly scheduled Board meeting (or a special meeting if required)

Review the complaint in accordance with Board policy

Issue a written decision within ten (10) school days of the meeting

The Board's decision is final at the school level. Parents/guardians may also file a complaint with the State Charter School Commission of Georgia.

For civil rights complaints, visit <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>

Transportation

Changes in Transportation

Parents/guardians must notify their child's teacher in writing of any transportation changes. Bus transportation changes require 7 days' advance notice. Students may only ride their regularly assigned bus.

Safe Bus Riding

Transportation is a privilege. Students are expected to follow the Code of Conduct on the bus at all times. Bus discipline will comply with O.C.G.A. § 20-2-751.5 which requires student codes of conduct to include transportation-related behavior.

Late Pick-Up

- 1st Occurrence: Verbal warning.
- 2nd Occurrence: Written documentation created.
- 3rd Occurrence: Referral to the Business Operations Director; a student pick-up contract may be drafted.

Forms & Acknowledgments

Forms Required for Student Registration

Every student is required to complete and submit the following as part of the registration process. All forms are available in the necessary language translation upon request.

- Proof of the child's age
- Proof of Georgia residency
- Registration Form (signed by a parent or guardian)
- Free and Reduced Price Meals Application
- Transportation Application

- Georgia Certificate of Immunization — Form 3231 (required by Georgia law)
- Vision, Hearing, Dental and Nutrition Screening Form — Form 3300 (required for first-time Georgia school entrants)
- Medical Forms: Due within the first 30 days of attendance. Includes immunization schedules and allergy information.
- Record Release: Authorizes MSF to obtain records from the previous school.

Acknowledgment

Georgia Student Code of Conduct Acknowledgment — O.C.G.A. § 20-2-751.5

Georgia law requires that each student and parent/guardian acknowledge receipt of the student code of conduct. By signing below, you confirm that you have received, reviewed, and understood the contents of this handbook, including the Code of Conduct.

I have received, read, and understand the contents of the Movement Schools 2026–2027 Georgia Family Handbook. I agree to follow all policies as outlined. I understand the school reserves the right to amend any policies when necessary and that I will be notified of any changes.

Parent/Guardian Signature(s): _____

Parent/Guardian Printed Name(s): _____

Student Name: _____

Date: _____

Parent/Guardian Commitment to Excellence

We exist to love and nurture our scholars by leading a MOVEMENT of change in education through academic excellence, character development, and preparation for success in high school, college, career, and beyond.

I promise to support my child's education at MSF. Therefore:

- I will make sure my child arrives at MSF every day by 7:45 AM.
- I will show respect to all teachers and MSF staff by handling concerns appropriately and directly.
- I will check my child's homework daily, ensuring all homework is completed and returned.
- I will ensure that my child reads (or will read with my child) daily.
- I understand that rewards and consequences are EARNED.
- I will come to school for a meeting if my child is suspended and understand my child will NOT be permitted to return to class until that meeting occurs.
- I understand that if my child is absent more than 10 days, he/she will be considered for retention.
- I understand I am required to complete 10 volunteer hours per year per scholar at MSF.

Parent/Guardian Signature(s): _____

Parent/Guardian Printed Name: _____

Student Name: _____

Date: _____

Student Commitment to Excellence

I promise to work relentlessly, to behave well, and to think at MSF. I will:

- Arrive at MSF daily ready to learn.
- Always work, think, and behave in a way that is RESPECTFUL, RESPONSIBLE, AND READY TO LEARN.
- Tell the truth and be trustworthy.
- Follow the MSF dress code and Student Code of Conduct daily.
- Understand that all rewards and prizes are EARNED.
- Understand that when I make a poor choice, there will be a consequence.

Student Signature: _____

Student Printed Name: _____

Grade: _____

Technology Guidelines – Signature Page

By signing below, you and your child agree to abide by all Acceptable Use and technology policies outlined in this handbook. Violations may result in revocation of computer access, device confiscation, disciplinary action, or other sanctions provided by law.

Parent Signature: _____

Date: _____

Student Name: _____

Device # (found on device label): _____

Field Trip Permission Slip

Permission is granted for _____ to attend trip(s) with MSF for this school year. Lunch and transportation will be provided and clearly communicated in advance.

Parent/Guardian Name: _____

Phone #: _____

Allergies: _____

Conditions requiring special consideration: _____

Does your student require an EpiPen? Yes ☐ No ☐

Does your student require an inhaler? Yes ☐ No ☐

Current Medications: _____

TO TREATING PHYSICIAN OR HOSPITAL PERSONNEL: I hereby authorize the release of my child's pertinent medical information to the appropriate professional staff and give permission to the treating physician or hospital personnel to secure medical care for my child in case of emergency.

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____