



# Georgia Department of Education

## Policies and Procedures

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|----------------|--|---------------|-----------------|
| Policy Title:  | <b>Incident Reporting – Serious Breaches of Conduct, State Schools</b> |               |                 |
| Policy Number: | <b>SS-3007 Descriptor Code-JD-2</b>                                    |               |                 |
| Release Date:  | <b>10-08-02</b>  | Last Revised: | <b>07-13-06</b> |

### Purpose

To describe the process for reporting school related incidents that occur at or in association with the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf's students, employees, and/or property.

### Applicability

This policy applies to any and all school related incidents that occur at or in association with students, employees, and/or property at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf during school hours, after school hours, or during off campus school related events or activities.

### Policy

All school related incidents that are investigatory, disciplinary, or emergency related in nature shall be reported to the Office of State Schools and other appropriate agencies as outlined in this policy.

### General Provisions

When a student or employee at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, or the Georgia School for the Deaf is involved in a serious breach of conduct, student and employee safety shall be secured and an oral report by telephone shall be made immediately to the appropriate police authority, child protective services, and district attorney. In addition, a notification by phone is to be made to the Office of State Schools immediately. A written incident report shall also be submitted to the Office of State Schools within 24 hours of said incident. A serious breach of conduct shall include the following acts:

- Simple Assault
- Aggravated assault
- Simple battery
- Aggravated battery

- Sexual offenses
- Possession of a deadly weapon
- Illegal possession of a firearm
- Use, purchase, possession, distribution, sale or manufacture of a controlled substance
- Arson

**Authority and/or  
Cross-Reference**

- State Schools *Reports of Child Abuse and Neglect* Policy (SS-3005)
- O.C.G.A. 19-7-5;16-5-21;16-5-20;16-5-23;16-5-24;16-6-22.1;16-6-22.2;16-6-2;16-6-1 ;16-6-4 ;16-7-60;16-13-2;16-13-30; 16-11-127.1