



**ICAGEORGIA**

International Charter Academy of Georgia

**cognia**™ accredited school

# **Student Handbook**

## **School Year 2024-2025**

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Student Handbook 202-2025 Revision Log:

Plan Established	Ver.0	July 1 <sup>st</sup> , 2024	Plan Effective: July 1 <sup>st</sup> , 2024	Board approved Plan established
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## Letter from the Board

Dear Families,

We are excited to welcome you to ICAGeorgia for the 2024-2025 academic year. Your family is part of an exceptionally talented and energetic student body, and we are proud that you chose ICAGeorgia. The ultimate purpose of our work together can be stated in our mission to “broaden the horizons of students in Georgia to a diverse international community so that they may become global citizens who promote peace around the world.” Ultimately, we want 100% of our students to have a solid foundation that will prepare them for middle school, high school, college, and the competitive world beyond.

The ICAGeorgia Student Handbook provides a great deal of important information regarding our programs, policies and procedures. Please read the handbook thoroughly and discuss this information with your children. Good communication between home and school is vital to the learning process.

Here at ICAGeorgia, you will find fantastic teachers and staff devoted to your student’s success, and we encourage you to reach out to these individuals at times when you might need assistance. We encourage a close, proactive relationship with our parents and look forward to working with you. Please remember that our door is always open for questions, comments or concerns.

Sincerely,

ICAGeorgia Board of Directors

## About ICAGeorgia

ICAGeorgia offers a Dual Language immersion program in both English and Japanese. This means that students spend part of their day immersed in Japanese-speaking classes and the rest of the day in English-speaking classes. Throughout the school day, during both Japanese and English immersion, students are exposed to a wide range of content learning areas, such as Math, Science, Social Studies, Art, Music and Physical Education.

## Mission

To broaden the horizons of students in Georgia to a diverse international community so that they may become global citizens who promote peace around the world.

## Core Values

W.O.R.L.D. PEACE (We Own our Responsibility to Lead and Devote ourselves to Peace.)

<b>W (We)</b>	<b>DIVERSITY</b>	We practice mutual respect for the rich dimensions of diversity contained within each individual. We seek to build alliances across differences so that we can work together to eradicate all forms of discrimination.
<b>O (Own our)</b>	<b>ACCOUNTABILITY</b>	We use our power to make choices that lead to positive results. Likewise we apologize when our choices lead to negative results. We accept, learn and apply the lessons that come from our mistakes. We celebrate our victories.
<b>R (Responsibility to)</b>	<b>RESPONSIBILITY</b>	Our decisions have individual and collective impact. We challenge and support each other to consider, understand and own the effect that our decisions and/or actions have on our own lives and the lives of others.
<b>L (Lead and)</b>	<b>LEADERSHIP</b>	We lead by example. We treat ourselves and others with love and respect. We motivate the members of our community to make the positive changes that they want to see in their own lives, communities and the world.
<b>D (Devote ourselves to Peace)</b>	<b>COMMITMENT</b>	We have staying power. We follow through on our promises. We show up, we persevere and we try.

# ICAGeorgia School Calendar

## International Charter Academy of Georgia 2024-2025 School Year Calendar (190 School Days)

### Key Dates

#### TERM 1: 7/29/2024-10/4/2024

- 7/4 (Thu) Independence Day (Holiday)
- 7/19-7/28 Teachers Pre-Planning (No School)
- 7/24 (Wed) Back-To-School Open House
- 7/29 (Mon) First Day of School
- 9/2 (Mon) Labor Day (No School)
- 9/5 (Thu) Curriculum Night
- 9/20 (Fri) Digital Learning Day #1
- 10/4 (Fri) End of 1st Ten Weeks, Progress Report Distribution

#### TERM 2: 10/7/2024-12/20/2024

- 10/11-10/14 Fall Break (No School)
- 10/17-10/18 Parent-Teacher Conference, Early Release
- 11/8 (Fri) Digital Learning Day #2
- 11/25-11/29 Thanksgiving Break (No School)
- 12/20 (Fri) End of 2nd Ten Weeks
- 12/20 (Fri) Early Release, Report Card Distribution, Teacher Planning
- 12/23-1/3 Winter Break (No School)

#### TERM 3: 1/6/2025-3/14/2025

- 1/20 (Mon) Martin Luther King Jr. Day (No School)
- 2/7 (Fri) Digital Learning Day #3
- 2/17 (Mon) Presidents' Day
- 3/14 (Fri) End of 3rd Nine Weeks, Progress Report Distribution

#### TERM 4: 3/17/2025-5/23/2025

- 3/14 (Fri) Digital Learning Day #4
- 3/20-3/21 Parent-Teacher Conference, Early Release
- 4/4 (Fri) Early Release, Teacher Planning
- 4/7-4/10 Spring Break (No School)
- 5/23 (Fri) Last Day of School, Early Release, Final Report Card Distribution
- 5/28 (Mon) Memorial Day (Holiday)
- 5/27-5/30 Teachers Post-Planning (Mandatory)
- 6/19 (Thu) Juneteenth (Holiday)

- No School Day (Student/Teacher Holiday)
- Digital Learning Day (All students learn at home)
- Teacher Planning/Professional Development (Student Holiday)
- Early Release Day
- Parent-Teacher Conference & Early Release

July						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				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

September						
Su	Mo	Tu	We	Th	Fr	Sa
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					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					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

December						
Su	Mo	Tu	We	Th	Fr	Sa
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				

January						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						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	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				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

June						
Su	Mo	Tu	We	Th	Fr	Sa
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					

Board Approved



## ICAGeorgia Daily Schedule

<b>Regular School Days</b>		
	<b>Mon-Thu</b>	<b>Fri</b>
Tardy Bell (At/after 8:10am, parents/guardians must escort your child to the Front Office for check-in)	Starting at 8:10am	Starting at 8:10am
Instructional Time	8:10am to 2:45pm for Elementary 8:10am to 3:08pm for Middle	8:10am to 2pm for all grade levels
Early Arrival (Principal approval required)	7:30am	7:30am
Carpool Drop-Off	7:45am to 8:05am	7:45am to 8:05am
Early Pick-Up	Before 2:20pm	Before 1:30pm
Dismissal Time	2:45pm to 3:15pm for Elementary 3:08pm to 3:25pm for Middle	2:00pm to 2:30pm for all grade levels
Late Pick-Up Fee in effect	Starting at 3:16pm for Elementary Starting at 3:26pm for Middle	Starting at 2:31pm for all grade levels
<b>Early Release Days</b>		
Instructional Time	8:10am to 12:15pm including recess and lunch time	
Dismissal	12:15pm to 12:45pm	
Late Pick-Up Fee in effect	Starting at 12:46pm	



## A Day in the Life . . .

ELEMENTARY			MIDDLE		
Sample Daily Schedule			Sample Daily Schedule		
Period	Bell Schedule	Subjects	Period	Bell Schedule	Subjects
<b>Homeroom</b>	8:10am	Attendance	<b>Homeroom</b>	08:10am	Attendance
<b>1</b>	8:15am	ELA/SS	<b>1</b>	08:15am	Math/Sci
<b>2</b>	9:10am	Math/Sci	<b>2</b>	09:10am	Math/Sci
<b>3</b>	10:05am	Specials (Art, PE, Health, Character Building)	<b>3</b>	10:10am	ELA/SS
<b>Recess/Lunch</b>	11:00am	Recess/Lunch	<b>4</b>	11:15am	ELA/SS
<b>4</b>	12:05pm	Japanese	<b>Lunch</b>	12:20pm	Lunch
<b>5</b>	01:00pm	Japanese	<b>5</b>	01:20pm	Connections (ie. Art, Computer Science, Music)
<b>6 (Mon-Thu)</b>	01:55pm	Differentiated Instruction (DI)	<b>6</b>	02:15pm	Connections (ie. Japanese, PE)
<b>Dismissal</b>	Mon-Thu: 2:45pm, Fri: 2pm		<b>Dismissal</b>	Mon-Thu: 3:08PM, Fri: 2:12PM	

### ICAGeorgia Late Pick-up Policy

The school day ends at 2:45pm for elementary and 3:08pm for middle school Monday through Thursday and 2:00pm for all grade levels on Fridays. The latest pick up times are at 3:15pm for Elementary/3:25pm for Middle Mondays through Thursdays and at 2:30pm on Fridays. If you believe that you will be late picking up your child, please contact the main office. Chronic lateness will result in \$1 per minute for the first 10 minutes, \$25 for 11 min.-20 min., \$50 for 21 min. and on. This policy will be effective September 3rd, 2024. Failure to pick up your child on-time may result in the school contacting the authorities. You will pick up your child at the police department.

### ICAGeorgia Afterschool Program

ICAGeorgia provides an in-house after school program. Please use this link <[HERE](#)> to register for the ICAGeorgia Afterschool Program lottery if interested.

#### ICAGeorgia After School Program - Lottery Information

Due to the program's popularity, the program accepts families who intend to use the program on a weekly basis only for the 2024-2025 school year. Since there is a limited number of seats available, there will be a lottery for new families. Please fill out the following lottery registration at the link

above. The lottery registration is open from 5/31/2024 at 9am to 7/8/2024 at 8:59am. The lottery will take place at the school on 7/8/2024 at 9am. Selected families will be notified to the email below upon completion of the lottery on 7/8/2024.

## ICAGeorgia Governing Board

ICAGeorgia's board of directors is responsible for carrying out the provisions of the school's charter, for upholding the school's mission and vision, for setting policy, ensuring financial stability and working to ensure performance goals are met.

If you have a question or concern that you would like to direct to the entire board, please attend one of our upcoming board meetings (schedule [here](#)) or email [board@internationalcharteracademy.org](mailto:board@internationalcharteracademy.org).

## Governing Board Members

**Lai Ying Floria Whitcomb, Board Chair** - Lai Ying Floria Whitcomb advocates for the continued strengthening of business and cultural relationship between Asia and the U.S. She is currently employed at the Department of Global Affairs, Kennesaw State University. Until 2017, her professional career was in the area of banking mainly in currency trading and financial analysis. She is also sitting on the board of Hong Kong Association of Atlanta. A native of Hong Kong, Lai Ying has been residing either in Japan or in the U.S. since 38 years ago. She received a B.S. degree from Sophia University in Tokyo, Japan. She and her husband of 33 years raised three children together.  
[f.whitcomb@internationalcharteracademy.org](mailto:f.whitcomb@internationalcharteracademy.org)

**Mellissa Takeuchi, Secretary** - Mellissa Takeuchi is a Project Manager at the Georgia Department of Economic Development specializing in Japanese investment. She is tasked with bringing more Japanese companies to Georgia. In addition, she travels the state to better understand the local communities, including all of their unique characteristics and strengths and to assist them in attracting more Japanese businesses. She took over this role in February of 2021.

Ms. Takeuchi is fluent in Japanese and has more than 18 years of experience working with Japanese companies and public entities. She earned her B.A. in International Affairs and Economics from George Washington University. Prior to joining the Georgia Department of Economic Development, she held various roles at the Consulate-General of Japan in Atlanta for 8 years. Previously she worked as a Bilingual Executive Assistant at Toppan Interamerica in McDonough, Georgia, as well as serving 5 years as an Assistant Language Teacher on the Japan Exchange and Teaching (JET) Program. She lived and worked just outside of Kobe, Japan for 6 years and has remained connected to Japan and the local Japanese community in Atlanta ever since.

Ms. Takeuchi is a member of the Japan-America Society of Georgia, the Japanese Chamber of Commerce of Georgia, and the Georgia Economic Developers Association.

Ms. Takeuchi is a native of Conyers, Georgia. She now lives in Marietta with her husband and their two pugs and three cats. In her free time she likes to travel and (attempting) to cook Japanese food.  
[m.takeuchi@internationalcharteracademy.org](mailto:m.takeuchi@internationalcharteracademy.org)

**Ed Barnett, Treasurer, new board member (SY2024-2025)**  
[e.barnett@internationalcharteracademy.org](mailto:e.barnett@internationalcharteracademy.org)

**Sachiko Ueno** - Ms. Ueno is originally from Kyoto, Japan. At the age of 22, she moved to Atlanta and earned an MBA from Kennesaw State University. She pursued SHRM-SCP certification with SHRM.

Ms. Ueno currently serves as the Human Resources and Administration Manager at Nissei ASB Company located in Smyrna, GA.

She has been an HR professional in the U.S. for over 20 years. She feels that her profession was given to her for a reason. She loves helping and guiding others to a better position in life and career.

She raised three boys by herself and are now all adults and enjoys her life of empty nest by traveling and hiking. She has five grades on the second stage of calligraphy, and she also enjoys calligraphy for meditation.

She is a member of the Japanese Chamber of Commerce of Georgia and the Society for Human Resource Management.

[s.ueno@internationalcharteracademy.org](mailto:s.ueno@internationalcharteracademy.org)

**Daniela Britton** - Daniela Britton is a lawyer, writer, and research professional. She is licensed to practice law in Germany and the United States (Georgia) and currently serves as a Staff Attorney at DeKalb County State Court, handling complex civil litigation matters.

Daniela grew up in Mainz, Germany and got her J.D.-equivalent degree after graduating from Albert Ludwigs University in Freiburg i. Brsg., Germany. After obtaining her bar license in 1999, she worked as a transactional and entertainment lawyer in a boutique law firm in Berlin, Germany. In 2007, she got a Master of Arts degree in Journalism from Johannes Gutenberg University in Mainz and subsequently worked as a Legal Editor for a nationally acclaimed trade publication.

After moving to the United States in 2011, she worked at the law firm Arnall Golden Gregory, specializing in business immigration and international litigation, before establishing her own company where she provided language services for multinational law firms, agencies, and individuals and managed a team of experts in financial fraud and other white-collar crime investigations. She was admitted to the Georgia Bar in 2019 after graduating from Georgia State University College of Law.

Daniela serves the global community in Atlanta as a volunteer and board member of several cultural and non-profit organizations. Daniela's interest in Japan originated in her love for modern Japanese literature. She is currently studying Japanese and is a member of the Japan-America Society of Georgia.

[d.britton@internationalcharteracademy.org](mailto:d.britton@internationalcharteracademy.org)

**Carol Freeman, new board member (SY2024-2025)**

[c.freeman@internationalcharteracademy.org](mailto:c.freeman@internationalcharteracademy.org)

**Minako Ahearn - ICAGeorgia Founder and Chair of the Advisory Board** - Having spent her early life between Japan, America, and Europe, Mrs. Ahearn knows firsthand the difficulties and the great benefits of living in more than one culture. Throughout her career, she has striven to provide similar experiences to others. She started a Dual Language program and pioneered service-learning and peace-education initiatives in Atlanta in 2004. Mrs. Ahearn believes in a future of peaceful international cooperation, where individuals from different cultures interact with open hearts and minds. Having worked both in the classroom and in administrative roles as principal, Mrs. Ahearn's ideals are matched by the hands-on experience of running an educationally-sound and financially-viable school. Mrs. Ahearn obtained a Bachelor's Degree in International Law from the

International Christian University in Japan in 1982, a Bachelor of Music from Southern Methodist University in Texas in 1986 and a Master's Degree in Education from Central Michigan University in 2005. The area of her research focus has been Dual Language immersion education for the last 15 years. She currently teaches Japanese at LaGrange College. She was named one of the 25 Most Influential Asian Americans in Georgia in 2019.

[m.ahearn@internationalcharteracademy.org](mailto:m.ahearn@internationalcharteracademy.org)

## Faculty & Staff

The staff of ICAGeorgia is made up of committed educators with a vast range of experiences and expertise. Our team holds college degrees ranging from associates to doctorates and instructional certificates in leadership, ESOL, reading, gifted, special education, physical education and counseling. This allows our staff to be both flexible and highly attentive to each student. Please enjoy learning more about our team!

### Central Office Staff

**Felecia Tucker-Jones, Principal** - Felecia Tucker-Jones serves as the Principal at International Charter Academy of Georgia. She works for ICAGeorgia because she believes in the value of diversity. Language allows for deep connections and cross-cultural relationships. She feels privileged to be a part of our students' journeys. In her spare time, Ms. Tucker-Jones loves to write and enjoy her family.

[f.jones@internationalcharteracademy.org](mailto:f.jones@internationalcharteracademy.org)

**Junko Jones, Chief Financial Officer** - Junko Jones is Chief Financial Officer (CFO) at International Charter Academy of Georgia, managing financial strategy, budget administration, and funds from federal, state, and donations. In addition, she oversees ICAGeorgia's administration, enrollment, facilities, and human resources operations. Ms. Jones has 25 years' experience in finance and accounting with 20 years in Corporate Finance. She has an MBA in Accounting as well as certificates in Charter Schools Financial Management.

[j.jones@internationalcharteracademy.org](mailto:j.jones@internationalcharteracademy.org)

**Miki Ito, Sr. Operations Specialist / School Liaison for the McKinney-Vento Program** - Miki Ito is Sr. Operations Specialist and School Liaison for the McKinney-Vento Program at International Charter Academy of Georgia assisting in the central office to ensure that the school runs smoothly. Before starting her career in Education, she worked as a corporate events & conference planner, office manager, consecutive interpreter and translator for 20 years. As a native-born Japanese speaker who studied English in the US school system, she understands intimately the experience of learning two languages and can relate as well as empathize with our ICAGeorgia's students. She enjoys witnessing the growth of all of our children as they blossom into English and Japanese speaking citizens. In her spare time, she enjoys shopping, doing crafts and being outdoors with her boyfriend and Chihuahua twins. She also loves hula and anything Hawaiian.

[m.ito@internationalcharteracademy.org](mailto:m.ito@internationalcharteracademy.org)

**Yuriko Evett, Executive Assistant** - Yuriko Evett is an Executive Assistant at International Charter Academy of Georgia. She is very grateful to have joined the team and to be a part of the first Japanese and English public charter school in Georgia. She certainly feels that she is lucky to work with our wonderful teachers and skillful staff members! Ms. Evett enjoys building relationships with students, parents, and everyone that comes to visit ICAGeorgia. She loves to visit Georgia State Parks, camp, and hike with her beautiful family. She loves taking pictures of nature and generally spending time outdoors. She is a mother of 3 and a loving Irish terrier!

[y.evett@internationalcharteracademy.org](mailto:y.evett@internationalcharteracademy.org)

**Heidi Walker, Receptionist/Administrative Assistant** - Heidi Walker is Receptionist/Administrative Assistant here at ICAGeorgia. Before joining the team she was lucky enough to translate and teach abroad in Haiti, Jamaica, Dominican Republic, Mexico, Canada, and other states across the US. This experience allowed her to become more culturally aware which draws her closer to students and parents. She enjoys helping others and making sure everyone is taken care of. In her spare time, she values family time, loves to travel, and watch movies. [h.walker@internationalcharteracademy.org](mailto:h.walker@internationalcharteracademy.org)

**Kaitlyn Garrett, School Nurse, RN** - Kaitlyn Garret is a School Nurse at International Charter Academy of Georgia.  
[k.garrett@internationalcharteracademy.org](mailto:k.garrett@internationalcharteracademy.org)

## Kindergarten Team

**Carlota Parra, Teacher** - Carlota Parra is an English subject teacher for the kindergarten class. She was born in Venezuela and is an enthusiast and advocate of bilingual education. Her journey as an educator has been magical. She believes in nurturing young minds, creating a fun and engaging learning environment, and sowing the seeds of a lifelong love for language, which is one of the many reasons why she joined ICAGeorgia. In her spare time, she enjoys outdoor activities with her husband and dog, board games, traveling, and a hot cup of coffee.  
[c.parra@internationalcharteracademy.org](mailto:c.parra@internationalcharteracademy.org)

**Shizue Sommer, Teacher** - Shizue Sommer is a Japanese subject teacher for the kindergarten class. She enjoys working at ICAGeorgia because she loves kids and has always been fascinated with bilingual education. Many years ago, she remembers her own kindergarten experience and always strives to improve upon it. For hobbies, she likes spending time with her children, watching figure skating, cooking, and hiking.  
[s.sommer@internationalcharteracademy.org](mailto:s.sommer@internationalcharteracademy.org)

**Jourdan Moulis, Teaching Assistant** – Jourdan Moulis is a paraprofessional for the kindergarten class.  
[j.moulis@internationalcharteracademy.org](mailto:j.moulis@internationalcharteracademy.org)

**Noriko Ueda, Teaching Assistant** – Noriko Ueda is a paraprofessional for the kindergarten class.  
[n.ueda@internationalcharteracademy.org](mailto:n.ueda@internationalcharteracademy.org)

## 1st Grade Team

**Monica Blade, Teacher** - Monica Blade is an English subject teacher for the 1st grade class and is also a Gifted class teacher. She was born and raised in Rome, Italy, but she has lived in the US since 1997. She is very excited to be part of the staff at ICAGeorgia and can't wait to learn more about the Japanese language and culture. Ms. Blade has a master's degree in elementary education and a gifted endorsement. For the past 9 years, she taught both 1st and 2nd grade at another dual language immersion school in Atlanta. Despite the challenges, she has seen the incredible enrichment that students get when they learn academic content while acquiring another language and their increased level of cultural awareness. When she is not teaching, she enjoys traveling to Europe and spending time with her friends and family.  
[m.blade@internationalcharteracademy.org](mailto:m.blade@internationalcharteracademy.org)

**Mieko Basan, Teacher** - Mieko Basan is a Japanese subject teacher for the 1st grade class. It is her privilege to witness students grow as global citizens in diverse learning environments. She believes their learning experiences at ICAGeorgia open their eyes to the world. In her spare time, she enjoys videography, photography, and working out. She also enjoys learning about different cultures and food from all over the world.

[m.basan@internationalcharteracademy.org](mailto:m.basan@internationalcharteracademy.org)

## 2nd Grade Team

**Naosuke Umezaki, Teacher** - Naosuke Umezaki is a Japanese subject teacher for the 2nd grade class. Language is an important factor in the culture and identity of any country. He aims to demonstrate the valuable parts of Japanese culture to his students through daily lessons, his thoughts, words and actions, and to empower them to learn. Mr. Umezaki loves kayaking, camping, and Japanese archery, but the most enjoyable time for him is when he plays tug of war.

[n.omezaki@internationalcharteracademy.org](mailto:n.omezaki@internationalcharteracademy.org)

**Camlihn Duong, Teacher** - Camlihn Duong is an English subject teacher for the 2nd grade class.

[c.duong@internationalcharteracademy.org](mailto:c.duong@internationalcharteracademy.org)

## 3rd Grade Team

**Maria Icabceta, Teacher** - Maria Icabceta is an English subject and ESOL teacher for the 3rd grade class. She is excited to be part of the International Charter Academy of Georgia team. She thinks that students can achieve great heights when they are bilingual. They are able to embrace diversity and learn about a different culture. In her spare time, she enjoys spending time with son and daughter. She loves outdoor activities.

[m.icabceta@internationalcharteracademy.org](mailto:m.icabceta@internationalcharteracademy.org)

**May Mac, Teacher** - May Mac is a Japanese subject teacher for the 3<sup>rd</sup> grade class. She works for ICAGeorgia because she is passionate to support and nurture children to obtain academic knowledge, broaden the global view, and find a joy of learning. In her spare time, she likes reading, dancing and going to new places with her children.

[m.mac@internationalcharteracademy.org](mailto:m.mac@internationalcharteracademy.org)

## 4th Grade Team

**Peter Kim, Teacher** – Peter Kim is a Math/Science subject teacher for the 4<sup>th</sup> grade class. Mr. Kim recently graduated with a Master’s Degree in Elementary Education from Mercer University. He holds a deep love for travel, firmly convinced that it brings invaluable experiences to the classroom. Through his journeys, he has gleaned important lessons on understanding different perspectives and embracing diversity.

Outside of the classroom, he loves to read, learn new skills, and play sports. Mr. Kim has developed a strong passion for martial arts and has been a Taekwondo instructor for the past eight years, sharing his expertise with people from diverse age groups and backgrounds.

[p.kim@internationalcharteracademy.org](mailto:p.kim@internationalcharteracademy.org)

**Michi Shimura, Teacher** - Michi Shimura is a Japanese subject teacher for the 4th grade class.

[m.shimura@internationalcharteracademy.org](mailto:m.shimura@internationalcharteracademy.org)

## 5th Grade Team

**Megan Perkins, Teacher/Dean of English Program** - Megan Perkins is an English subject teacher for the 5th grade classes, and is also Dean of English Program. She works for ICAGeorgia because she believes in the benefits of students learning and experiencing different languages and cultures. In her spare time, she is often found enjoying outside activities with her sons. When she has the time to relax at home, she is typically found reading.

[m.perkins@internationalcharteracademy.org](mailto:m.perkins@internationalcharteracademy.org)

**Noriko Harada, Teacher** - Noriko Harada is a Japanese Math subject teacher for the 5th grade class. She works for ICAGeorgia because she believes in the benefits of learning two languages, two cultures, and developing greater cognitive flexibility. In her spare time, she loves watching soccer games and spending time with her family.

[n.harada@internationalcharteracademy.org](mailto:n.harada@internationalcharteracademy.org)

## 6th Grade Team

**Seiko Onuki, Teacher/Dean of School Community** - Seiko Onuki is a Japanese subject teacher for the 6th grade class, and is also Dean of School Community.

[s.onuki@internationalcharteracademy.org](mailto:s.onuki@internationalcharteracademy.org)

**Megan Perkins, Teacher/Dean of English Program** - Megan Perkins is an English subject teacher for the 6th grade classes, and is also Dean of English Program. She works for ICAGeorgia because she believes in the benefits of students learning and experiencing different languages and cultures. In her spare time, she is often found enjoying outside activities with her sons. When she has the time to relax at home, she is typically found reading.

[m.perkins@internationalcharteracademy.org](mailto:m.perkins@internationalcharteracademy.org)

**Noriko Harada, Teacher** - Noriko Harada is a music teacher for the 6th grade class. She works for ICAGeorgia because she believes in the benefits of learning two languages, two cultures, and developing greater cognitive flexibility. In her spare time, she loves watching soccer games and spending time with her family.

[n.harada@internationalcharteracademy.org](mailto:n.harada@internationalcharteracademy.org)

## Specials

**Ai Lovell, Teacher** - Ms. Ai Lovell is the Humanities and Physical Education teacher at ICAGeorgia. Students will study Art, Health, Character Building and Physical Education with Ms. Lovell through the school year. She has been teaching for over 15 years in both Japan and the U.S. She is looking forward to helping the students at ICAGeorgia learn and grow. She is happy to be a bridge builder between the U.S. and Japan. In her spare time, she enjoys traveling, cooking, and looking out for new coffee shops in Atlanta.

[a.lovell@internationalcharteracademy.org](mailto:a.lovell@internationalcharteracademy.org)

**Shawn Allen-Nix, Teacher** - Ms. Allen-Nix is a PE/Health teacher for all grade levels.

[s.nix@internationalcharteracademy.org](mailto:s.nix@internationalcharteracademy.org)

## ESOL

**Annie Varghese, Teacher/Dean of Education** - Ms. Varghese has been with ICAGeorgia since its opening in 2018. Prior to coming to ICAGeorgia, she served as Head Teacher of the English Department at a private Japanese school in Atlanta. With 17 years plus in education, her current role revolves primarily around supporting the principal in all aspects of day to day operations, Assessment and ESOL coordinator. She also implements a strong school culture with teachers, parents, and students while organizing a variety of school culture events that align with the mission. Mentoring the student leadership team is her passion and building strong relations in the community through service learning projects. She is proud to work with students and serve their needs everyday and enjoys the diversity represented at ICAGeorgia!

[a.varghese@internationalcharteracademy.org](mailto:a.varghese@internationalcharteracademy.org)

## Special Education

**Andrea Lay, Teacher/Special Education Coordinator** - Ms. Lay is a Special Education and MTSS coordinator here at ICAGeorgia. This is her 26th year of teaching special education in Georgia. She loves seeing the abilities in all students, and watching students succeed is the best part of her job. She loves the outdoors and being a mom of two girls. She is so excited to be part of the ICAGeorgia family and so thankful for feeling so welcomed.

[a.lay@internationalcharteracademy.org](mailto:a.lay@internationalcharteracademy.org)



## Admissions and Enrollment

In accordance with O.C.G.A. 2022066 (1)(A), ICAGeorgia will admit students of any race, color, nationality, ethnic origin, religion, sexual orientation, or gender. ICAGeorgia shall enroll an eligible student, as defined by GADOE, who resides within the attendance zone and submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random lottery process.

ICAGeorgia may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including requests for letters of recommendation, essays, resumes, or information regarding a student's school or community activities, grades, test scores, attendance record, or disciplinary history. ICAGeorgia may use applications for the purpose of verifying the student's residence within the school's attendance zone. ICAGeorgia may gather relevant information from students after enrollment is determined. For a detailed list of information that is needed to complete enrollment, refer to the Enrollment packet for students with confirmed spots on the school's website: <https://www.internationalcharteracademy.org/admissions/>.

Current ICAGeorgia students are provided the opportunity to re-enroll for the upcoming school year prior to new enrollment. Siblings of current students will register during this re-enrollment period. For new students interested in attending ICAGeorgia for the following school year, the registration period is from the middle of January to the middle of February. The exact dates and the procedure will be announced each year on the school website. Students enrolling at ICAGeorgia are subject to the following priority:

- Siblings\* of students admitted at ICAGeorgia;
- Children of teachers and staff at ICAGeorgia; and
- Children of the ICAGeorgia Board\*\*

\*Siblings are defined as follows:

1. Biological (including half sibling/adoptive sibling)
2. Step sibling residing in the same household
3. Foster children residing in the same household

\*\*The children of the founding board members as well as the current governing board members will have the priority.

Applications and detailed information on admission procedures will be made available to the public on ICAGeorgia's website. The opportunity to apply will also be advertised to the community in newspapers, community bulletin boards, etc. Interested individuals may also request an application via email or come to pick up in person at the school office.

When there are more registrants than spaces available, ICAGeorgia will hold a lottery of the students who register during the enrollment period. Lotterease, a third party vendor that specializes in charter school lotteries, will handle the initial registration as well as the lottery in the event of a lottery. The time and place of the lottery will be published on the school's website:

[www.internationalcharteracademy.org](http://www.internationalcharteracademy.org).

During the lottery, participants will win admission in the order that their number is drawn, up until the pre-established maximum capacity is reached. Thereafter, participants will be placed on a waitlist in the order their number is drawn. The results of any lotteries will be published on ICAGeorgia’s website and posted for public viewing in the school building. Applicants will also be notified of the results via e-mail. Accepted students will then be given a further deadline by which time they must confirm their enrollment. If parents do not bring in their enrollment documentation during the specified timeframe, then the school will deem the acceptance as a rejection and shall fill the vacant spot from the waitlist.

At the conclusion of this process, if any grade level, program, class, or building remains below its maximum capacity, applicants will be admitted from the waitlist according to the order determined at the lottery. Any applications received after this point will be considered “late registrants” and treated as follows: (1) If spots remain available in the grade level, program, class, or building, applications will be admitted in the order they are received. (2) If no spots are available, applicants will be added to the waitlist in the order their applications are received.

ICAGeorgia shall maintain a written waiting list of registered students for the current school year only. Parents, therefore, must register every year, even if they are on the waitlist for the current school year.

## Attendance Expectations

Attendance is one of the most powerful predictors of academic achievement and having our students in their seats, ready to learn for the entire school day will benefit them, their classmates, and our whole school community. We know there are times when missing school cannot be avoided but too often it becomes a habit. ICAGeorgia has the legal obligation to report chronic absenteeism to Juvenile Court and as a way to avoid this action, please read this section carefully.

### Definitions:

**Tardy** - A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive to the orderly instructional process; therefore, teachers or principals will take corrective action.

**Unexcused Absence** - A student is absent any time he or she is missing from school or from any assigned class or school activity.

**160-5-1-10 (a) Truant** – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. Truancy is a serious offense that requires stern corrective action on the part of the school and the parents. All unexcused absences will be reported to parents via email or phone within 24 to 48 hours.

The International Charter Academy of Georgia School District operates under the authority of the State Board of Education Rules and laws set forth in the state of Georgia. Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of our district and schools is to provide each student with quality instruction and inform parents if their child is absent from school.

## Excused/Unexcused Absences

Excuses for absences shall be furnished to the school by the student's parent or guardian within five (5) days after the student returns to school and shall specifically state the reason for the absence. If a note

is not received, the absence or tardy will be recorded as unexcused. Parents need to furnish a doctor's excuse if their child was seen by a doctor. If the student did not visit the doctor, a note explaining the absence from the parent will be accepted. Students shall be permitted to make up work missed. Please send these notes to the main office.

If a student must be absent, his/her parent(s) MUST submit the **Attendance Form** (Parent Attendance/Absences) on our website or use the QR Code behind the Carpool Tag Card and notify the homeroom teacher prior to 8:00 a.m. on the day of the absence. If a parent knows in advance that their child will be absent, they must notify the main office by submitting the **Attendance Form** and homeroom teacher at least 24 hours in advance of the absence. The school will accept absent notices through the Attendance Form and will accept documents (excuse note) via emails (office email: [infor@internationalcharteracademy.org](mailto:infor@internationalcharteracademy.org)).

For excuse absences, parents have five (5) days to turn in the excuse absence documents such as Doctor's note to our office in-person or by email ([info@internationalcharteracademy.org](mailto:info@internationalcharteracademy.org)). Failure to do so will result in an unexcused absence. All absences due to Illness for three (3) or more consecutive days will require a Doctor's Note or an explanation email from parent/guardian. Upon the student's return to school, please provide any documentation or Doctor's Note(s) to the Front Office in-person or by email ([info@internationalcharteracademy.org](mailto:info@internationalcharteracademy.org)).

Students will be marked absent for one-half day if the student is out-of-school for 1.5 hours or more; a student will be marked absent for a whole day if the student is out-of-school for more than 4 hours. If a student misses school in order to attend a non-school function, the absence will be considered as unexcused unless he/she has received prior approval from the principal. Students participating in a contest/event will attend school the full day in order to participate. Exceptions can only be made by the building principal or designee. *A student who has been absent for more than three (3) days for illness, must present a physician's statement to be readmitted to class.*

The following are considered excused absences:

- Illness
- Serious illness or death in student's immediate family (Funeral)
- Medical or dental appointment
- Court order by a governmental agency mandating the student's absence from school.
- Special or recognized religious holidays observed by the faith of the student.
- Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety.
- Other absences for which permission has been granted in advance. (Vacation during the regular school calendar will be unexcused.)

The following, even with parental consent and a written note/excuse, are considered unexcused absences:

- Truancies
- Working
- Oversleeping
- Shopping
- Car not starting
- Personal appointments
- Out-of-town travel (unless excused prior to absence)
- Needed at home (unless excused prior to absence)

- Other avoidable absences.

If there is doubt about whether an absence will be considered excused or unexcused, check in advance by emailing with the main office.

## Excessive Absences

Any student who is absent for more than five (5) days in any one quarter will be considered as having excessive absences. These absences do not include those that result from participation in school-sponsored trips. Additionally, a child who is absent 25 days in one school year may be considered for retention. **Disciplinary actions for excessive absences, unexcused absences, tardiness and trancies are outlined below.**

A pattern of tardiness and/or unexcused absences will result in a report to the administrator, counselor or other designated school personnel. Attendance personnel will assess the situation by talking to the student, parent, and school staff, suggest appropriate interventions, and document attempts to reduce tardiness and absences. ***If unexcused absences and tardiness continues, the parent and/or the student will be referred to the appropriate court for truancy.***

### Level I:

Three (3) unexcused absences. School staff will contact parents/guardians and document the contact in the student's school file. The staff may contact parents via email, telephone, letter, note in the student's agenda, or other forms of communication.

### Level II:

Five (5) unexcused absences. School staff will notify parents/guardians of the student's truancy and request a conference with the parents/guardians, and parents/guardians will be required to sign an Attendance Contract.

**Note:** after 6<sup>th</sup> unexcused absence, parents/guardians will receive a notice to attend a 40-minute attendance course on school premises in an attempt to avoid a truancy report to Juvenile Court.

### Level III:

Ten (10) or more unexcused absences may lead to filing a complaint report with juvenile court for judicial proceedings and suspicion of neglect associated with attendance may lead to notifying the Department of Family and Children Services (DFACS).

## Late Arrival/Tardiness/Early Checkouts

Students who are not seated in their seats **at 8:10 a.m.** will be marked absent. Any student who is tardy or who must leave school prior to regular dismissal time **MUST** be checked in and/or out by a parent/guardian with the main office secretary. Otherwise, the student will be considered truant. A student will receive a Tardy Pass to be marked as tardy.

To be considered "in attendance" for a school day, a student must be present for at least one half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day. Students may not be signed out for early checkout after 2:20pm on Mondays through Thursdays and 1:30pm on Fridays, for this is disruptive to the schoolwide dismissal process.

## Prolonged Absence Due To Illness

If a student is absent due to illness for more than ten (10) consecutive days, arrangements can be requested for an alternative education program such as Hospital/Homebound (HHB).

## Evening/After school Activities

Please be sure to accompany your child to all evening events. They should not be dropped off or left unattended.

## Make-up Work After Absences

It is the responsibility of the parent to make arrangements to make up missed work when absent. Students will not be provided with make-up work prior to absences. If your child is absent two or more days, you may call the main office and request that assignments be prepared for pick up the next day. If your child only misses one day, work can be made up the following day.

Teachers must permit students to makeup work missed during absences for any of the following reasons:

- A. Participation in school-sponsored activities such as field trips or other designated events,
- B. Personal illness,
- C. Medical requirements,
- D. Family illness,
- E. Death of a family member,
- F. Observance of a religious holiday,
- G. Orders of government agencies,
- H. Hazardous conditions,
- I. Suspension (ISS and OSS)

Any assignments or projects given prior to days of absence are due immediately upon the first day a student returns. However, in extenuating circumstances, this may be extended.

## Parent/Guest Visits

All visitors to International Charter Academy of Georgia must go directly to the main office upon entering the building to officially register as a guest and receive a visitor badge/sticker. Guests must wear a visitor's badge/sticker at all times during the visit. All guests are expected to respect the teacher's duty to provide instruction from 7:45am-2:45pm. All classroom visits must be pre-arranged with either a teacher or administrator.

## Parent Visits During Lunch

Parents are welcome to have lunch with their child with the exception of the beginning of the year, testing, and the end of the year. A minimum of a week advance notice is required of your child's teacher. Please remember to check the school calendar. All visitors must check-in at the main office and receive a visitor badge/sticker. **Fast food lunches are not permitted at school.** *Only two visitors allowed per child* due to limited space. Parents may sit with their child at the assigned parent table in the cafeteria. Once the student's lunch period is over, visitors must leave the campus after signing out

at the office immediately following lunch. If a parent has another child who eats at a different lunch time, they must leave the cafeteria and return to the main office to follow the check-in/out process. Picnic tables outside are reserved for special group activities.

## Volunteers

School volunteers may be used to relieve teachers of routine and clerical matters so that they may increase their effectiveness in instruction. In some cases, the volunteers will supplement the teacher's work through the volunteer's special resources as determined by the teacher. Parents at ICAGeorgia volunteer at least 15 hours each school year.

Volunteers in the school shall be under the supervision of the school's principal or designee, in accordance with approved procedures. The school's principal or designee will provide an orientation to each volunteer prior to the volunteer's service at the school. Volunteers may not disrupt instruction or request to meet with their child's teacher during their visit. All volunteers must sign in and out at the designated area in the main office.

## Volunteer Training

Prior to volunteering, all volunteers must attend FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99) training for school volunteers by Operations Specialist and online Mandated Reporter training. Volunteers are mandated to immediately report suspicions of child abuse and/or neglect to the school's principal or designee, should they have concerns about a student's wellbeing.

## Security Clearance

All volunteers, including parents, must go through security clearance. Security clearance forms are available in the main office. This also applies to chaperones for field trips. Upon completion of application forms, volunteer applicants must do a fingerprint and background check process. The approval may take several weeks. Requests for emergency clearances will not be accepted. Therefore, it is recommended to start the security clearance process as soon as possible if an applicant feels that there may be an opportunity to volunteer at some time throughout the school year. Security clearance is valid for 5 years. Cost will be incurred by the volunteer applicant.

## Field Trips

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours.

\*\*\*Parents identified to attend a field trip are required to work with the central office to obtain a background check.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and while at the field trip site. Students who fail to follow instructions will be given

an appropriate consequence upon return to school. If a student is suspended anytime during the school year, the student will not participate in the next school event/field trip. Also, those students with poor behavior that may endanger/disrupt others on a field trip their participation will be left up to the discretion of the school administration.

Parent permission must be given for students to participate in field trips, no exceptions. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the permissions slips guidance, prior to the field trip or the student **WILL NOT** be permitted to take part in the field trip. Students are to wear their uniform on field trips for security reasons (unless otherwise authorized by administration). All open balances owed to the school must be remitted prior to the student attending the field trip according to the permission slip.

It is very important that parents adhere to the field trip collection deadlines. Teachers will not be able to collect any payments after the due date written on the permission slip. No refunds after the permission slip deadline, **NO** exceptions. Please **DO NOT** ask the office staff to take payment for field trips. Students must hand deliver required documents to his/her teacher by the due date. All students must be in attendance on the day of the field trip to be allowed to attend.

- Early dismissal from a field trip site is not permitted.
- All field trips should be paid by cash or check (payable to ICAGeorgia) to your child's teacher.
- Money will not be accepted at the front office.
- If you are a chaperone, no babies/siblings are allowed on the Field Trip. Please be mindful that a chaperone may be responsible for their own field trip cost.

## Chaperones

The PTO and ICAGeorgia Staff have determined that chaperones will be randomly selected for school field trips. Periodically, your child may be eligible for the mandatory parent/guardian chaperone list which is based on your child's safety and support needs. All chaperones must have background checks to be selected.

## Car Ride Procedures

ICAGeorgia encourages parents to carpool to and from school. This will help the school to receive and dismiss children in a timely fashion. ICAGeorgia will not coordinate carpools, but rather help bring interested parents together so they may work out specific details. Getting students to school and dismissing from school safely are high priorities.

Please access active carpool during designated times. Families must use the most current carpool tag for the school year. Drivers of cars in line without a current carpool tag will be asked to get out of line and wait until carpool ends to pick up their child(ren) in the office. Carpool ends daily at 3:15 pm on Mondays through Thursdays and at 2:30pm on Fridays. If a parent arrives after that time, a parent will be asked to park and come to the main office to pick up their child(ren).

Communicating with teachers and staff during the arrival or dismissal process poses a safety risk. If you need to speak with a teacher or staff member, please make an appointment or come to the office during the office hours.

As a best practice, any walk-ups and ID checks during the dismissal process will be asked to wait until the end of dismissal time to retrieve your child. Please note and understand that a driver without a carpool tag must come into the office and show a picture ID, no exception. This is for the security of the student. The ID name must match the students designated pick-up personnels on the Office Card.

## Technology and Electronics Policy

It is the discretion of school administration to allow students to bring electronic devices to enhance student learning in the practice of BYOD. The acronym "BYOD" stands for Bring Your Own Device. As students utilize their personal technology devices in school, they can learn new ways to use them for collaborating and interacting with their teachers and each other to research information, solve problems, create original products, and publish their work. Some of the technology tools that schools may opt to allow students to bring may include the following: laptop computers, tablet computers, e-readers, netbook computers, iPads, gaming devices and smartphones. Please note: prior approval must be granted before a student brings a device to school. If the device has not been pre-approved, it will be held by the teacher until the end of the day.

To promote proper Electronic Etiquette and an academic environment, the use of these devices will be restricted during the following times and situations:

- Use of electronic devices during the instructional school day is prohibited, UNLESS authorized by school staff and signed parental permission. Students may not use electronic communication devices during instruction time or on school buses {O.C.G.A. § 20-2-1183) unless it is for the sole purpose of academic instruction and authorized by school staff. Students must adhere to the school's established Cell Phone Protocol as directed. They must be KEPT OUT OF SIGHT IN THE STUDENT'S BACKPACK AND TURNED OFF DURING THE OFFICIAL SCHOOL DAY, AS WELL AS WHILE ON FIELD TRIPS, AND ON THE SCHOOL BUS AND/OR SCHOOL OTHER PROVIDED TRANSPORTATION, unless being utilized for instructional purposes and authorized by school staff. Students are not to utilize communication devices for personal calls, texting or personal social media postings.
- The use of audio recording or camera functions of electronic devices by students is strictly prohibited on school premises at all times, unless directed by a school official. Electronic devices shall not be used in a way that threatens, humiliates, harasses or intimidates school-related individuals, including students, employees and visitors, or violates local, state or federal law. Students may only have electronic devices for the exceptions below. Otherwise ICAGeorgia's policy prohibits the possession or use of the following electronic devices on the school campus or on the school bus: cell phones, pagers/beepers, iPods, walk-men, radios, CD/DVD players, digital cameras, electronic games and toys, laser pointers or any other electronic devices.

## Exception for Personal Communication Devices

- Students can bring communication devices to school for the sole purpose of student safety and communication with parents and guardians before and after the school day. ALL DEVICES MUST BE KEPT OUT OF SIGHT IN THE STUDENT'S BACKPACK AND TURNED OFF DURING THE OFFICIAL SCHOOL DAY, AS WELL AS WHILE ON FIELD TRIPS, AND ON THE SCHOOL BUS AND/OR SCHOOL OTHER PROVIDED TRANSPORTATION, unless they are being used for instructional purposes (BYOD) and authorized by school staff.



- Students can BYOD for the sole purpose of academic instruction. BYOD devices must be authorized by school staff and parental permission provided through the ICAGeorgia Technology Use Agreement.
- Cell phones or any other personal communication devices that are visible, ring, or make sounds during the instructional day will be considered contraband items and a violation of this policy.
- Electronic devices may not be used during any students' assessments unless specifically allowed by law, student IEP, or teacher directions.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. No student shall photograph, videotape, record or reproduce, via any audio or video means, another student or staff member while on school system premises, without the expressed prior permission of the student or staff member.

**First Offense:** Should a student receive or send a phone call or text message during school or make personal posts on social media the device shall be confiscated by a certified or classified staff member and given to an administrator. The Parent(s)/guardian(s) of the student will need to plan with the Administrative Office to retrieve the device.

**Second Offense and Thereafter:** A second infraction shall result in the device being confiscated and the student will be required to participate in disciplinary action assigned by the administrator and the device will remain in the possession of the administrator until a parent, guardian or parent designee comes to the school to pay a \$25 fine and to participate in a conference with school administration. In addition, disciplinary actions may be assigned as outlined in the Code of Conduct.

Students shall be personally and solely responsible for the security of their cellular telephones and/or other Personal Communication Devices (PCDs) or BYODs. ICAGeorgia shall not assume responsibility or liability for the theft, loss or damage to a cellular telephone or other PCD or BYOD, nor does it assume responsibility for the unauthorized use of any device.

## Social Media

ICAGeorgia will utilize Facebook, Instagram, LinkedIn and other forms of social media to enable our community and families to exchange information concerning upcoming events, important dates and critical information. Social media will not be utilized as a means to degrade, bash, or spread negative comments against our school, students, and staff. We reserve the right to delete and or block individuals who post hurtful and negative comments. At ICAGeorgia **we own our responsibility to lead and devote ourselves to promote world peace.**

## Photography

Students may be photographed, videotaped, or interviewed by school officials or the news media at school or during a school activity or event and such photographs, video tapes, and interviews may be published, including internet publication. If you, as a parent/guardian, object to your child being photographed, videotaped, interviewed, or having his/her work displayed, the objection must be presented in writing to the school's front office within 10 days after the first day of school.

## Uniform Policy

All children are expected to follow the ICAGeorgia dress code. Uniforms are an indispensable feature of our school culture and effort to maintain an elevated standard of personal appearance, promote a dignified school climate, and foster school pride. Please use the following uniform and appearance guidelines:

### Tops: Collared Polo or Button Down

- White (Elementary)
- Navy (Elementary)
- Black (Middle)
- Lime Green (Middle) - Polo shirt with school logo available for purchase at school

### Blazer, Vest, Cardigan or Pullover

- Navy

### Bottoms: Pants, Shorts, Skirts, Dresses

- Navy
- Khaki

### Tights, Socks, Stockings or Leggings

- Navy
- Khaki
- Black
- White

### Shoes

- Closed toe shoes *only*.

### Others

- Face mask or face shield (Optional)
- On Fridays, students are allowed to wear an ICAGeorgia T-shirt with jeans.

There will be occasional announced opportunities for dress-down or spirit wear days, and those requirements will be specified in the announcement during the occasion.

**Note:** The school logo is preferred but not required on uniform shirts. All shorts, skirts and dresses must be below the knees. Students who are out of uniform on regular school days will receive a verbal and written correction. The school will contact a parent/guardian to bring a change of clothes on the second offense. Parents who require an exemption from the dress code for religious, cultural or short-term medical reasons may make an application to the principal.

## Lunch

Students may bring their own lunch from home or order through ICAGeorgia's lunch vendor, Gohan Market. More information regarding Gohan Market and ordering process can be found on the ICAGeorgia website or a weekly Parent Bulletin.

- Please note that students are not allowed to use a microwave to heat up lunch items. Please ensure that all lunch items are ready to eat.
- Commercial fast food and canned or bottled soft drinks are **NOT** allowed.

- If a parent will need to deliver lunch during the school hours, please bring the lunch by 10:30am at the latest.
- No restaurant deliveries
- A \$10 fee will be incurred to students who forget to bring lunches.

## Food Allergy / Nut-free School

ICAGeorgia is a nut-free school. If your child brings food from home, please help us keep our students and staff safe by refraining from sending products with nuts or made with nuts.

If a lunch contains nuts or food made with nuts, the student will be removed from the lunchroom and allowed to eat lunch in another room. A note will be sent home to remind parents of nut products.

**Please be aware of students with nuts allergy and exposure to nuts can result in death.**

## Parties & Celebrations

At ICAGeorgia, we enjoy honoring our students on their birthday, special occasions and holidays. And children enjoy the food that parents bring. However, because of the ongoing pandemic and the growing number of students who struggle with food allergies we are strongly encouraging families to send non-food items on birthdays, special occasions and holidays. Instead of a food item, please consider sending something for the class to enjoy such as:

- A game for the classroom
- A Classroom book
- A set of items for each child to keep such as pencils, pens, erasers, markers, etc.

If you must send food, the item must be individually and commercially wrapped. Please keep in mind that our school is a nut-free school. Foods made at home may not be distributed within the school at this time. Prior to bringing store bought food, parents must get permission from the classroom teacher.

No visitors are allowed in the classroom, which means parents will need to drop off the items at the front desk. If you have any questions, please contact your child's teacher. Thank you very much for understanding.

## Free & Reduced Lunch Program

Free and Reduced Lunch Program is available to families who believe they may qualify. The Free and Reduced Lunch Program Application forms are available at the Main Office. Please note that a parent must provide their child's lunch until the official approval notification is communicated by the office.

## Emergency Delays or Closings

In the event of inclement weather, ICAGeorgia will make an inclement weather decision. We will announce delayed start time, early dismissal or school closing via local news outlets and all in-house communication vehicles including our website, email, text, and social media. Please know that our students and staff members come to us from a large geographical area, and even if you may not have inclement weather in your area, your child's classmates might. We want to make every effort to ensure that our community is safe at all times. If you feel that you should not travel for safety reasons, please inform the office, and keep your child safe.

Families will receive an email from [info@internationalcharteracademy.org](mailto:info@internationalcharteracademy.org) or text via the school messenger if the school closes or is delayed during inclement weather. Please also check the following media sources:

- Local News: Channel 2 WSB-TV or <https://www.wsbtv.com/weather/school-closings/>
- Facebook: <https://www.facebook.com/internationalcharteracademyofgeorgia/>
- School Website: <https://www.internationalcharteracademy.org/>

## Emergency Procedures

Your child's safety is paramount. We are required by law to hold fire, lockdown and inclement weather drills on a regular basis. ICAGeorgia will train students and staff members on safety procedures. Additionally, it is critical for the school to be able to contact parents/guardians at any time students are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers. Emergency contact persons/guardians and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone or emergency contact information.

## Drills

Georgia law requires all public schools to perform drills throughout the school year. Drills are not publicly announced. ICAGeorgia will perform monthly fire drills or severe weather drills (twice a year) to ensure students and staff are prepared in the event of a real emergency.

ICAGeorgia will perform at least one intruder alert drill per school year. Parents will be notified via school messenger text at the start and conclusion of the drill. Please refrain from contacting the office during the drill. Parents who wish to opt out of intruder alert drills will be notified the day of the drill. Parents will keep their child at home for the day as the drill can happen at any time during the school day.

## Illness

Signs and symptoms of illness can appear suddenly; they progress rapidly in children, and infections spread easily in school settings. Many of our children are susceptible to viruses. In order to minimize the spread of illnesses, ICAGeorgia requests that you keep your child/children home if he/she exhibits any of the symptoms described below. If you are unsure as to whether or not your child's symptoms are indicative of an illness, we request that you keep your child home for, at least, a day. If your child is sent home because of an illness, or becomes sick at home, keep him/her home for at least 24 hours after all symptoms have subsided.

### **SYMPTOMS OF ILLNESS REQUIRING YOUR CHILD TO STAY HOME OR BE REMOVED FROM SCHOOL**

- A temperature of 100 degrees Fahrenheit taken in the ear, in addition to other symptoms is an indication of a fever.
- One or more episodes of watery or loose stools indicates diarrhea.
- Vomiting two or more times in a 14-hour period.
- Rashes are frequent occurrences in children, however, if the rash is accompanied by fever or causes severe itching or discomfort, your child should remain at home until the symptoms disappear, or are treated by a physician who gives you a written clearance for him/her to return to school.

- Thick mucus or yellow/green drainage from the eye, crustiness along eyelids which appears after cleaning, or “Pink Eye”.
- Children can experience much pain with an earache and are more comfortable at home.
- Severe sore throat, swollen glands and a fever, especially accompanied by fever and/or swollen glands may be strep throat. Strep throat requires treatment with antibiotics. The child must be on antibiotics for at least 24 hours before he/she can return to school.

Runny noses and coughs are frequent during the winter and the spring. If your child coughs continuously, has thick yellow/green nasal or mucous drainage, or requires frequent wiping of nasal mucous drainage, please keep him/her home. Should these symptoms develop at school we will request that you take him/her home.

Irritability/excessive sleepiness, or unusual behaviors, especially in younger children may be an indication of the onset of an illness. Children are uncomfortable, unhappy and do not benefit from the classroom at these times.

### **PROCEDURE FOR STUDENTS RETURNING TO SCHOOL AFTER FEVER, SIGNIFICANT ILLNESS, INJURY OR SURGERY:**

- Students may **ONLY** return to school once 24 hours have passed since the last episode of vomiting or diarrhea, 24 hours have passed after taking any type of antibiotics, and must be fever free without the use of fever reducing medications for 24 hours. This is vital to the health of our school’s population as some of our students are more susceptible to becoming critically ill if they contract any type of infection.
- To maintain the health and safety of our students, it is essential that we receive current information on a child who is returning to school after a period of absence.
- In the event that a student is absent for three or more consecutive days, is hospitalized, has a need to go to the Emergency Room, or has a change in their functional status (i.e. change in weight bearing status, functional restriction, etc.) due to illness or injury, please provide the school nurse with documentation from the physician noting any change in medications or restrictions including start date, date of return to school, or changes in activities.
- For injuries, please provide specific instructions from the physician regarding any restrictions or accommodations related to physical activity, therapy and/or equipment use.
- The physician should also include a specific time frame for the restrictions. Without this information the student may not be able to participate in his/her regularly scheduled activities, including therapies.
- ICAGeorgia recommends that in all of the above situations that a parent/guardian calls the school nurse prior to the student returning. All documentation can be sent to [info@internationalcharteracademy.org](mailto:info@internationalcharteracademy.org) or be handed in.

**Note:** To use the elevator, students must provide a dated and signed doctor's note explaining the medical necessity for elevator access.

## **Medication**

Whenever possible, medications should be given at home. However, we realize that for a student to maintain school attendance, certain medications may be required during school hours. In an effort to prioritize student and staff safety, the school has specific policies and procedures for medications administered at school. **NO medications will be given without prior written permission.** For your child to receive medication at school, you will need to complete:

"The parent Medication Permission Form." This form provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school.

"The Health Care Provider Medication Information Record." This form provides information from your healthcare provider about medications that are to be given for more than 10 days or regularly during the school year.

Please take the time to read the **guidelines below** carefully. These policies will require cooperation and communication between parents and school personnel.

1. Medications received at school in unlabeled bottles, pills in zip-lock bags and aluminum foil will not be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school by a designated adult in the **Original** container along with a written parental request that includes parent contact phone number, and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the **Original** prescription container labeled with the student's name, date prescribed, instructions for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. School staff will dispense medications only as directed on the **Original** labeled container. It is the responsibility of the parent/guardian to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **Original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having your health care provider complete a "Health Care Provider Medication Information Record."
6. It is the responsibility of the parent/guardian to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. It is the responsibility of the parent/guardian to deliver **ALL** medication to the nurse or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include the student's name, name of medication, time, route, and correct dose.
9. Long-term medications usually need to be refilled on a monthly basis. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication.

## Bullying and Harassment Policy

Bullying and other forms of intimidation will not be tolerated in any form and are strictly prohibited by International Charter Academy of Georgia and Georgia law (O.C.G.A. 20-2-715.4). All reports of bullying are taken seriously. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written.

Bullying behavior is defined as:

- Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or;
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
- Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.
- Has the effect of substantially interfering with the student's or victim's education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of ICAGeorgia

Examples of bullying and harassment include, but are not limited to:

- Unwanted teasing
- Physical violence and/or attacks
- Sexual, religious, or racial harassment
- Destruction of school/personal property
- Rumors or spreading of falsehoods
- Social exclusion, including incitement and/or coercion
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. Facebook, etc.) chat rooms, texts, and instant messaging
- Sending abusive or threatening text messages or instant messages
- Threats, taunts and intimidation by words and/or gestures
- Extortion
- Public humiliation 46c
- Theft of money and/or personal possessions
- Stalking
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim.
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online.
- Using websites to circulate gossip and rumors to other students

Bullying may occur on school property or through school technology resources, but can also occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:

- a) is directed specifically at students or school personnel,
- b) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of ICAGeorgia, AND
- c) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

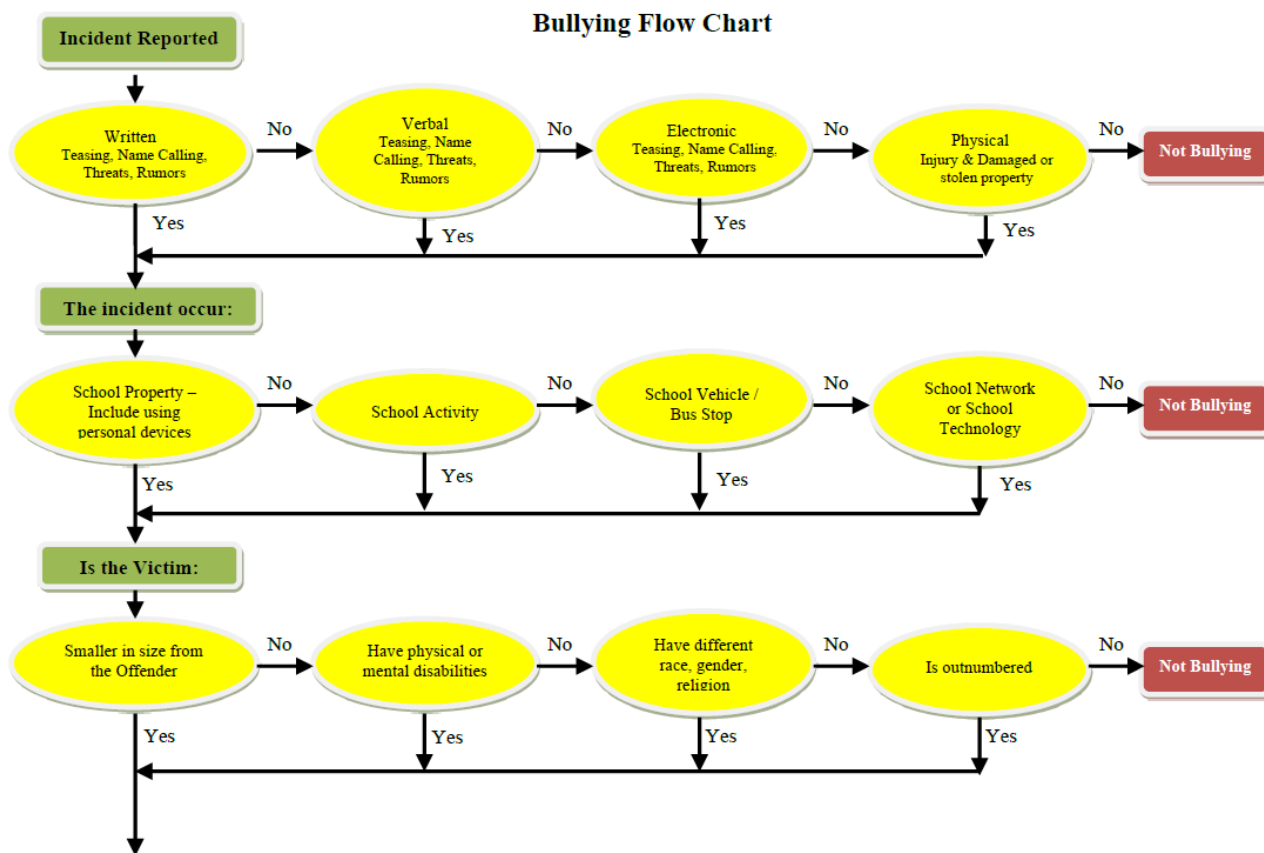
Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Parents/guardians/persons that have control of charge of students who are victims of bullying or are found to have committed bullying will be notified via telephone/personal conference or letter/referral. Staff members are expected to report instances of these behaviors to the designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, students, and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined. Please see ICAGeorgia School Behavior Policy.

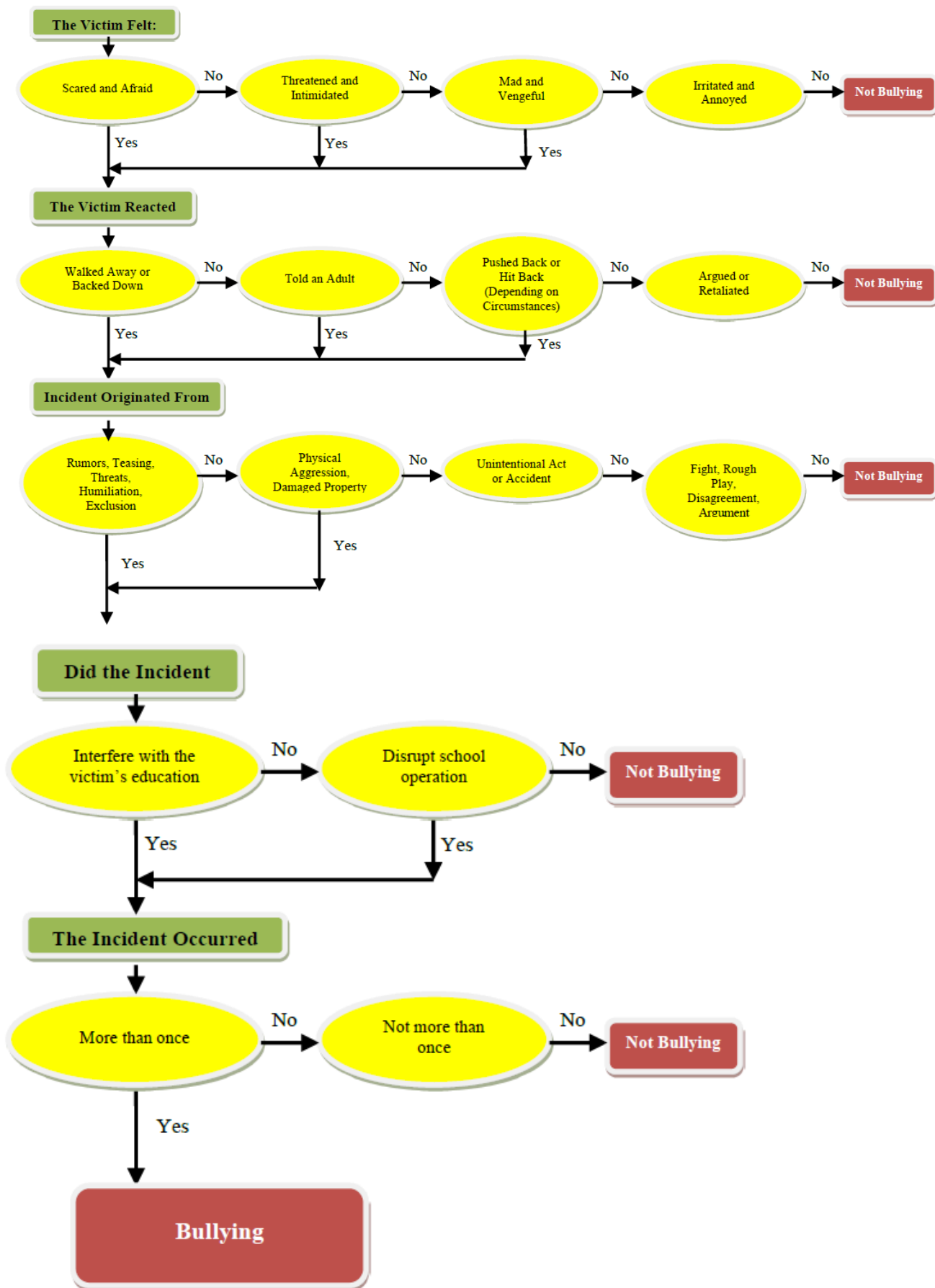
*Prohibited behaviors must occur on the property of the public school, at an event within the 45c jurisdiction of a public school or at a school-sponsored event. Reported incidents of bullying, harassment, intimidation or retaliation that have occurred outside the jurisdiction of the school and have not disrupted the ICAGeorgia environment shall be reported to the students' parents/guardians. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the ICAGeorgia school environment.*

### Bullying Flow Chart

Adapted from Texas State: Texas School Safety Center & Georgia Department of Education







## Code of Conduct

At ICAGeorgia, we believe in creating schools that foster the natural potential and curiosity of our students by providing high quality instruction, accountability and support in a safe and nurturing learning environment. We understand that providing this environment requires the thoughtful planning of a fair, student-centered school wide community building and discipline plan. This means that in our classrooms, we must provide explicit instruction and support about our mission, core values, expectations and non-negotiables. Helping students learn valuable life lessons like making good choices lead to good consequences and making bad choices lead to bad consequences is also a significant part of this process.

In general, the school's core values are aligned to the mission and will inform our approach to community building, celebration and accountability.

### W.O.R.L.D. PEACE

**(We own our responsibility to lead and devote ourselves to promote world peace)**

MNEMONIC	MEANING	CORE VALUE
W	We	DIVERSITY
O	Own our	ACCOUNTABILITY
R	Responsibility to	RESPONSIBILITY
L	Lead and	LEADERSHIP
D	Devote ourselves to peace	COMMITMENT

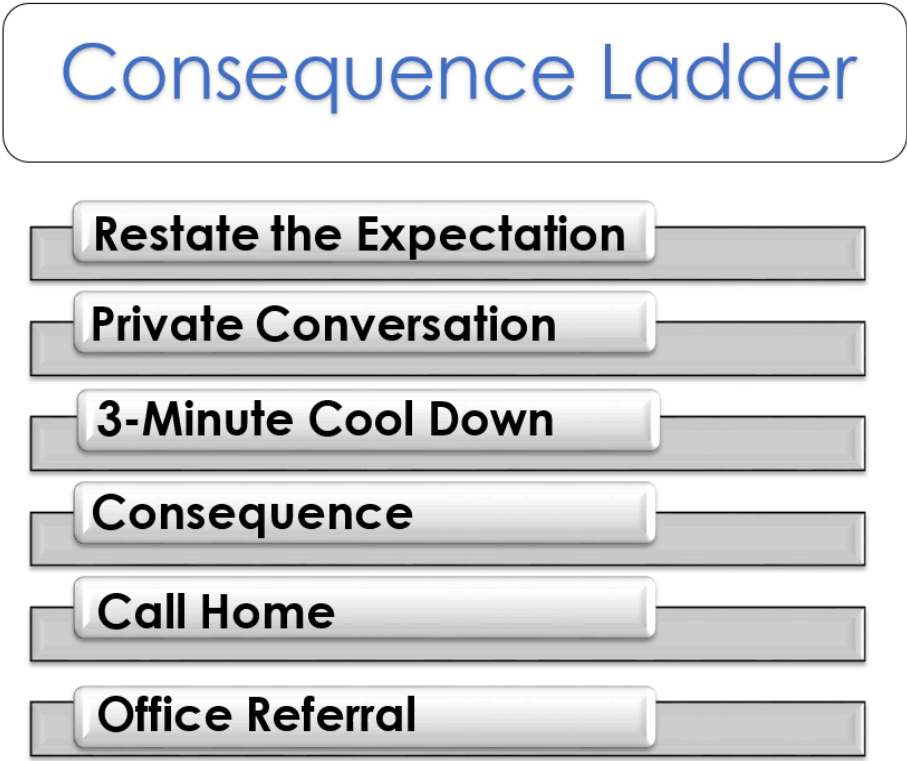
While there is no simple formula for creating the perfect large-scale community building and accountability system, the ideals below will provide clear, developmentally appropriate consequences for a wide range of students' choices. This formula will serve as a guideline for holding our students accountable for both good and poor choices either in our classrooms or common areas. The successful implementation of W.O.R.L.D PEACE will include a sense of purpose, consistent committed adult leadership and support, check-ins for reflection, student-led programs and activities, program supervision, and the integration of community building activities into the regular school day.

Ongoing communication about how students' care for themselves and the community will be imperative, so grade teams will routinely discuss student concerns and/or choices during grade level meetings. These concerns will be submitted via meeting minutes to the Principal. Time sensitive issues will be reported immediately. Additionally, office referrals and all major incidents will be recorded in the student support log.

### Core Beliefs

1. At ICAGeorgia, we believe we will strengthen students' ability to self-monitor by providing feedback for basic expectations.
2. At ICAGeorgia, we believe everyone deserves the right to emotional and physical safety in our community. Breaks in trust and respect will not be tolerated.
3. At ICAGeorgia, we believe in empowering our students to reflect on the choices they have made through multiple opportunities to consider their impact on the community.
4. At ICAGeorgia, we believe in an individualized approach to meet students' needs so they are most successful in school. We will always consider the student and the context of a situation.
5. At ICAGeorgia, we believe in the importance of a community coming together to celebrate individual and joint successes as well as hold one another accountable.

## ICAGeorgia School Discipline Policy



A child who is sent to the office will lose school wide privileges [Loss of Privileges = LOP] including field trips, and other school events: NO EXCEPTIONS. Further, a student with three or more office referrals will be placed on a behavior plan (see charts below).

Teachers and staff will follow the procedure below for each office referral:

- **1st Office Referral** - The teacher will call the parent/guardian to explain the incident that lead to the office referral. The child will lose schoolwide privileges for one week (five days).
- **2nd Office Referral** - The teacher will schedule a parent-teacher conference to discuss the incident that lead to the office referral. The child will lose schoolwide privileges for ten days/two weeks.
- **3rd Office Referral** - The child will be sent home immediately. He/she may not return without a parent. The parent will meet with the teacher, principal and child the following morning between 7:45am - 8:15am to discuss next steps including but not limited to loss of privileges and a behavior plan.
- **4th Office Referral** - The principal or designee may request that the parent/guardian will shadow the student during class. The child will remain on the behavior plan and will still not be allowed to participate in school wide events. If the pattern continues, the school will make recommendations to the SST, Sped and/or counseling teams.

## Office Referral Ladder

**1st - Phone Call Home/One Week LOP**

**2nd - Parent-Teacher Mtg/Two Weeks LOP**

**3rd Time - Return w/Parent/Behavior Plan (BP)**

**4th Time - Parent-Principal Mtg/BP**

### Discipline Procedures

Discipline is the process of changing a student’s behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience. Though few students desire discipline, they often need structure and clear expectations to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

1. Students are expected to respect the authority of school personnel which includes but is not limited to administration, teachers, staff, and substitutes.

2. Malicious destruction of school property will result in the replacement, repair, or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on school grounds.
4. Items such as water pistols, matches, iPods, skateboards, handheld game devices, toys, of any sort, etc. are not permitted on school grounds.
5. Weapons or anything used with the intent to cause harm are not permitted on school grounds or school activities on or off campus.
6. No items will be permitted that carry pictures or slogans referring to drugs culture or alcohol. No profane, abusive or slang language is to be used.
7. All students will follow the established school cell phone policy. Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
8. There is zero tolerance for aggression, drugs, and alcohol on campus. Students that push, hit, bite, kick, harass, bully, threaten School Safety or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.

Detention Policy:

- 3<sup>rd</sup> Grade – 6<sup>th</sup> grade: 30 minutes - 1 hour (Teacher will coordinate with family)
- 6<sup>th</sup> grade: Saturday School

LEVELS OF DISCIPLINARY ACTION

The International Charter Academy of Georgia has aligned its school code of Conduct and enforced with Administrative Consequences and, or Intervention’s outline in the [Georgia Department of Education Discipline Matrix](#). The Discipline Matrix is a tool for administrators to respond appropriately when students have committed school violations, per the Code of Student Conduct. This tool is designed to offer consistency at all levels across all grade levels so that students are disciplined fairly when their behavior requires consequences and, or interventions beyond the classroom.

There are three (3) levels of disciplinary actions determined by the seriousness of the act and the prescribed action recommended by the Georgia Department of Education Discipline Matrix.

**Level I Actions** – In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Restorative Practice
- Restitution
- Detention (lunch)

**Level II Actions** – In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)

- Detention (after school teacher)
- Time out
- Restorative Practice
- Restitution
- Conference with Principal or designee
- Saturday School
- Out of school suspension if repeated offense (includes a writing assignment)
- Alternative to External Suspension (includes a writing assignment)

**Level III Actions** – In order to resolve Level III offenses, the options available are:

- Out of school suspension (includes a writing assignment)
- Dismissal from school/expulsion

#### AFTER-SCHOOL DETENTION

An administrator or teacher will complete the After-School Detention form which includes the date/time/location of the detention, description of why the detention was given, and the attempts made to contact parent/guardian. If a student misbehaves during After-School Detention or is late, they may be issued another behavioral consequence aligned to the Georgia Department of Education Discipline Matrix.

#### SATURDAY DETENTION

Saturday Detention may be assigned to those students whose behavior is consistently inappropriate. Saturday Detention is scheduled from 8:30-10:30 am; students are required to wear their school uniform and must complete homework/seatwork while serving the detention. There is zero tolerance for misbehavior. A student may be suspended for one day if they miss Saturday Detention, unless due to a family emergency or illness verified by a doctor's note.

#### SUSPENSION

Suspension is a disciplinary action that temporarily removes a student from a class or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions or incidents involving serious misconduct. The student will also be required to write an essay explaining actions and plans of corrective behavior prior to returning to school after the suspension.

#### PERMANENT DISMISSAL

The Principal may recommend dismissal of a student to the ICAGeorgia Board of Directors for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick, club, or tool.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, making a threat or false report, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of any school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene, or abusive language, or other acts that are detrimental to the educational function of the school and that have clearly transpired.

Suspendible and/or expulsion offenses include, but are not limited to, the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking/vaping on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession and/or use of a weapon or any object that can be used as a weapon including but not limited to knives, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalizing school property.
6. Igniting any flammable substance.

### **NONDISCRIMINATION POLICY:**

ICAGeorgia operates on a policy of nondiscrimination based on race, color, national origin, sex, religion, creed, and disability in program services.

## **Authority of School Leadership**

In cases of disciplinary violations not covered by this handbook, the ICAGeorgia's administrative team will collectively determine and impose corrective measures that they believe to be in the best interest of the student and the school. The Accountability and Discipline plan is for staff to use when providing interventions and consequences for student misbehavior. Based on the circumstances of a disciplinary violation, Principals have the authority and discretion to impose interventions and consequences ranked higher on the matrix than indicated for each behavior.

## **Disciplinary Hearing Procedures for Regular Education Students**

Disciplinary Hearing Officers are independent decision makers appointed by ICAGeorgia to hear disciplinary matters. Individuals selected to serve as Disciplinary Hearing Officers will meet the training requirements included in O.C.G.A. 5 20-2759 and State Board of Education (SBOE) rule 160-4-8-.15. Notwithstanding anything to the contrary here within, Disciplinary Hearing Officers have the authority to issue a short-term suspension, long-term suspension, or expulsion of any student found to have violated the Code of Conduct.

If a disciplinary hearing is called, the student will be suspended from school until the hearing can be held. The hearing will be held no later than ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension or the conduct of the student or parent causes a delay beyond said ten-day (10) period. Prior to the hearing, students and parents will receive a notice to include the following:

- The rules which the student has allegedly violated.
- A description of the student's acts.
- The names of the witnesses who may testify against the student (witnesses may be added prior to and during the hearing).
- The maximum punishment that the student could receive.
- The time and place for the hearing.

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary hearing. The school has the burden of proving that the student engaged in acts that violated the Student Code of Conduct. Students who deny that they have violated the Code of

Conduct should be prepared to present evidence and or witnesses to prove that the student did not violate the Code of Conduct. The Disciplinary Hearing Officer will determine whether the student did or did not violate the Student Code of Conduct as set forth by the school. The Disciplinary Hearing Officer shall make a verbatim or written record of any information orally presented at the hearing. A transcript of the hearing will not be prepared unless there is an appeal to the Board of Directors.

All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Disciplinary Hearing Officer may limit unproductively long or irrelevant questioning. The parents or legal guardian of the student and any victims may give testimony at the hearing and make a statement to the Disciplinary Hearing Officer concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel, at the student's expense, at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interest. All parties shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student's principal at least forty-eight (48) hours prior to the time of the disciplinary hearing.

The decision of the Disciplinary Hearing Officer may be appealed by submitting a written notice of appeal to the Principal within twenty (20) calendar days from the date the decision is made. The record and documentary evidence shall be kept on file by the Principal or designee for a period of twenty (20) days after the date of the decision of the Disciplinary Hearing Officer. If no appeal is filed within twenty (20) days of the date of the decision of the Disciplinary Hearing Officer, the record and documentary evidence may be destroyed. If an appeal is filed, the record and documentary evidence will be kept until thirty-one (31) days after the appeal(s) become final at which time the record and documentary evidence may be destroyed.

Parents/guardians should contact the school if they would like the notice and other documents related to the hearing in a language other than English. Language interpreter services are also available upon request for a student disciplinary hearing.

All student disciplinary proceedings and hearings conducted by either the Disciplinary Hearing Officer or the ICAGeorgia Governing Board are confidential and are not subject to the open meetings law. Only the following persons are permitted to attend a school disciplinary hearing conducted by a Disciplinary Hearing Officer: the accused student, parents or legal guardians of the accused student, legal counsel, a provider of interpretative services, school staff, and witnesses. Any written records, transcripts, exhibits or other documents assembled or used in any manner with regard to the conduct of any student disciplinary hearing are not public records and are not subject to public inspection.

When a hearing is appealed, the ICAGeorgia Governing Board will review the transcript of the hearing, make a decision based solely on the record, and notify students and parents in writing of the Board's decision. For the hearing before the Board, students have the right to be represented, at the students' and parents' expense, by an attorney. The attorney will not, however, be allowed to speak at the disciplinary hearing appeal. Students and parents may appeal the Board's decision to the State Board of Education by giving the Principal written notice within thirty (30) days of the decision of the Board.



## Disciplinary Hearing Procedures for Students Who Receive Services Under Section 504 or IDEA

If a disciplinary hearing is called for a student who receives services under Section 504 or IDEA, the school will comply with the notification provisions for regular education students. The student will be suspended from school, no more than ten (10) days, until a manifestation determination hearing may be held, and a decision is rendered by the manifestation team as to whether the alleged behavior was a manifestation of the student's medical condition or disability. If the manifestation team determines that the behavior was a manifestation of the student's medical condition or disability for which the student is receiving services or accommodations, the disciplinary hearing will be concluded, and the manifestation team will determine the appropriate measures to insure that the student does not engage in the prohibited behavior. However, if the manifestation team determines that the alleged behavior was not a manifestation, the disciplinary hearing will proceed as set forth above.

## Violence Against Teachers Or Other School Officials or Employees

ICAGeorgia will have zero tolerance of any kind of intentional violence or inappropriate touching inflicted on a ICAGeorgia school official or a ICAGeorgia employee. Students shall not inflict violence or inappropriate touching on ICAGeorgia or other school officials or employees. Physical violence shall include:

- Intentionally making physical contact of an insulting or provoking nature with the person
- Intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of him or herself.

### **Consequences for committing physical violence or inappropriate touching against a school official:**

In the event a student is charged with violence or inappropriate touching against a school employee the student may be subject to suspension, expulsion and/ or criminal charges.

## Weapons

Students are prohibited from possessing firearms (as defined by O.G.G.A. 16-11-127.1), dangerous weapons (as defined by O.G.G.A. 16-11-127) or hazardous objects (as defined by H.B. 826), while on school property or at school functions. Students who possess firearms on campus shall be expelled and will be referred to law enforcement officials. No person other than licensed police personnel will be allowed to carry a gun/weapon onto the property of ICAGeorgia or to any school function off or on the campus.

### **Additional Resource:**

- For more information on progressive discipline in Elementary Schools, please read page 11; pages.24-26 and 30-32 in the [Georgia Department of Education Guidelines](#)

## Inappropriate Behavior

International Charter Academy of Georgia will implement and follow state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator,

or ICAGeorgia employee toward a student which will not prohibit the ability of a student to report the incident to law enforcement authorities as stated in O.C.G.A. § 20-2-751.7(a).

**Student Reporting of Alleged Sexually Inappropriate Behavior**

- 1) 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 ICAGeorgia employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- 2) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee will make an oral report of the incident immediately by telephone or otherwise to the Principal or Principal’s designee, and will submit a written report of the incident to the 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 Board Chair or the Board’s designee.
- 3) The Principal or Principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 will 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 will be investigated immediately by school 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 Principal or Principal’s designee will make an immediate written report to the Board Chair or the Board’s designee 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.

**ADULT-STUDENT BOUNDARIES**

<b>APPROPRIATE</b>	<b>INAPPROPRIATE</b>
Maintaining appropriate personal space	Invading personal space; too close
Reasonable eye contact	Maintaining prolonged intense eye contact
Student aides perform work in the learning environment that is related to educational purpose	Student aides are assigned duties that meet personal needs of the teacher or are unrelated to any educational purpose
Conversations with students are appropriate to the school environment and support student learning and growth	Conversations with students with students become personal in nature and confidential; asking students to “just keep it our secret”
Appropriate use of student conferences in a manner consistent with educational purpose	Ongoing pattern of spending time alone with student in manner inconsistent with or devoid of educational purposes/expectations

<p>Student-teacher relationship is centered on school events &amp; activities and is professional in nature</p>	<p>Student-teacher relationship is maintained outside of school events (taking student to lunch or movie alone; giving special gifts; consistent giving rides home alone; receiving or writing secret notes) and is personal in nature</p>
<p>Maintain fair and equal treatment of all students with only occasional educationally justifiable expectation</p>	<p>Singling out a particular or students for personal attention and friendship beyond the professional staff-student relationship (e.g. covering for providing excuses for special student privileges, writing pass repeatedly for favored students to cover tardiness or absences)</p>
<p>Student-teacher communication is appropriate to the educational purpose and understood by general school population</p>	<p>Student-teacher communication has implied message, inside understanding, jokes or innuendos, of the sexual nature that are not commonly understood by general school population</p>
<p>Leaders of extracurricular activities maintain clear standards around gender issues and harassment</p>	<p>Leaders of extracurricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues</p>
<p>A pat on the back, or shoulder or arm</p>	<p>Shoulder massage, lingering touches, requesting affection “give me a hug,” “give me a kiss”</p>
<p>Exercising good judgment on whether to, and under what circumstances it is appropriate to, touch students</p>	<p>Touching students inappropriately or in ways that may lead students to misinterpret the intent due to their individual circumstances, cultural standards, or their development stage</p>
<p>Teachers are aware of student needs and referring them to appropriate guidance/counseling or school related support services (nurse, etc.)</p>	<p>Teachers (without appropriate training in effective advising) acting as helpers for serious student problems</p>
<p>Maintaining contact for educational purposes via district authorized e-mail, phone service, or on-line learning sites</p>	<p>Maintaining personal contact via private phone, e-mail, texting or other social networking websites</p>

This list is not an exhaustive list. If a staff member engages in such behaviors, there may be great cause for concern based on the profiles of educators who become sexual abusers. The bottom line is that such behaviors cross the line from professional and caring into personal and dangerous and with rare exceptions are not acceptable.

## Communication Policy and Guidelines

ICAGeorgia attracts strong support and respect from families, local businesses, and organizations. In line with our mission to develop ambassadors of global peace, we aim to communicate clearly and consistently with our community.

Weekly Parent Bulletin is published on Mondays (or the following day if a holiday falls on Monday) that details updates, upcoming parent meetings and events, and important information to keep you informed about the school. It is up to each parent to stay informed by reading the weekly bulletin.

Communication is used to inform current and prospective staff, parents, and families of our commitment to the successful development of our students, to provide a secure and positive environment for all, and address issues in a proactive manner.

Respectful, open, and timely communication is at the heart of the parent-school relationship. The procedures in this policy will ensure that all community members continue to work together in a positive and respectful manner to ensure the growth and learning of all students. It also outlines the most appropriate and effective methods for parents to communicate with the school and the communication guidelines for staff and students to follow.

### Parent/Teacher/School Communication Policy

#### What parents can EXPECT

- Parent communications responded to within a reasonable time
- Requests for appointments responded to or scheduled within a reasonable time
- Parents to be notified about a single serious issue or ongoing problem
- Two formal conferences per year, other meetings, and calls within reason

#### What parents should NOT EXPECT

- **Teachers responding to emails or phone calls during instructional time.**
- Teachers returning a call after work hours
- Answering emails in the evening/weekends
- Access to the teacher's private phone number or email

#### When you should contact your child's teacher:

- Changes in family situation (divorce, new baby, move)
- Medical issues that arise or change
- Illness lasting longer than 3 days
- Safety issues, change in behavior at home
- Family emergencies, sleepless nights, play dates, appointments (send a note)
- Ongoing and pervasive problems/concerns at school or home
- When you can't keep a scheduled appointment
- When homework takes way more time than expected, or your child is unable to do most of it independently

#### When you have last-minute information for the teacher:

- Send a note

- Email the office at [info@internationalcharteracademy.org](mailto:info@internationalcharteracademy.org)

### **Communication that interferes with teaching and learning:**

- Showing up at the classroom during the teacher’s prep time before school or during the school day without an appointment
- Discussing an issue with the teacher when they come out to pick up their class in the morning and it’s time for instruction to start
- Speaking to the teacher disrespectfully or angrily, especially in front of your child or other students
- Gossiping to other parents rather than discussing issues directly with staff members. Remember that you are the model of how you want your child to communicate.

### **Ways to help your child be more responsible and independent:**

- Encourage your child to talk to the teacher about problems with homework or other issues at school. Send an email or note to the teacher so they’re aware, simply saying, “Joe had a problem in the yard yesterday that he needs to talk to you about.” Let the teacher take it from there.
- Have your child write a note to the teacher explaining why homework wasn’t completed, then sign the note.
- Make your child responsible for carrying their own backpack and belongings to and from school – even in kindergarten!
- If your child is late, bring them to the office to fill out a tardy slip.
- Do not go into classrooms or hallways before or after school without an appointment.

Please note that bringing your child’s lunch or belongings after the start of the school day discourages independence and sets a poor example. If you must drop something off for your child, you should check in the office. Staff will not call the classroom and interrupt instruction to deliver belongings to your child. Belongings left in the classroom after the end of the school day can be retrieved the following morning.

### **To increase mutual respect, remember:**

- Teachers will make mistakes; they’re human, too
- Teachers have their own families and lives; respect their privacy.
- We’re all on the same team – your child’s support team!
- Use age-appropriate language around children on campus and at the curb when you drop them off.
- Recognize that we won’t always agree, but we promise to listen.
- Speak positively in front of your child.

## **Procedure for Parents with School-Related Issues**

### **For Student Issues**

- **Step 1:** Schedule an appointment with your child’s teacher. Complete conference request form located online or in the front office.
- **Step 2:** Schedule an appointment to meet with your child’s teacher and your child.
- **Step 3:** If you feel the issue needs further attention, schedule an appointment with the Principal and your teacher.

### **For School Site Issues**

1. Write a letter with your concern and give it to the office staff.

- a. The office staff will contact you with the answer or suggest another course of action.
2. Attend quarterly meetings with school leadership. Please confirm the schedule with the school event calendar for specific dates and times.

## Child Find

Child Find Procedures

State Rule: 160-4-7-.03

### Notification

Child Find is a process that the State of Georgia uses to identify, locate, and evaluate all children, birth through 21, who are suspected of having disabilities, including those who are homeless, are wards of the State or are attending private schools, regardless of the severity of their disability, and who are in need for special education and related services. Georgia schools have policies and procedures in place to ensure the identification, location, and evaluation of these children.

International Charter Academy of Georgia serves children in grades Kindergarten through 6<sup>th</sup> grade. ICAGeorgia completes Child Find responsibilities in a variety of ways which are included but are not limited to the following:

- Child Find notice and information posted on the ICAGeorgia campus
- Child Find information posted on the ICAGeorgia School Website via Handbook link
- ICAGeorgia Student Handbook
- Collaboration with other public agencies such as the Divisions of Mental Health, Family and Children’s Services, and Community Health, parent request, and our Response to Invention (RTI/SST process)

## Student Services

### Special Education

In accordance with state and federal guidelines, ICAGeorgia provides special education services to all qualifying students. Students with diagnosed exceptionalities receive services as outlined by their respective Individual Education Plans (IEPs). The special education team conducts re-evaluations, determinations of eligibility and individual education plans to make sure all students receive the accommodations and modifications they are entitled to under state and federal statutes. ICAGeorgia ensures that students are placed in the least restrictive environment as determined by their IEPs. Settings include small groups, interrelated, and resources. As a state charter school, ICAGeorgia operates in strict adherence to policies and procedures set forth in IDEA and the State Rules and Regulations Pertaining to Special Education. The state rules, as well as parental rights may be referred to online at the following address:

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/SpecialEducation-Rules.aspx>

### Gifted and Talented

ICAGeorgia screens 1<sup>st</sup> through 6<sup>th</sup> grade students twice a year to determine gifted eligibility. At the beginning of the school year, gifted teachers review students’ scores on any nationally normed tests to identify those who should be evaluated. Then, classroom teachers observe students and score them on

specific traits, abilities and behaviors that may indicate giftedness. Parents also have the option of requesting that their child be referred for gifted assessment. ICAGeorgia uses a 3<sup>rd</sup> party assessment vendor to determine Gifted eligibility. These vendors determine eligibility and not ICAGeorgia personnel.

Currently, ICAGeorgia provides resources and support to all teachers in order to develop and nurture the gifts and talents of all of their students. Students who have been identified as gifted will receive robotics instruction and are expected to conduct PBL (Project Based Learning), targeted attention and be supported through the resource model. Gifted students may also be offered to take advanced classes taught by teachers in higher grades to meet their academic needs.

### Identification Protocol Procedure

The following identification procedure will be followed during the school year (2024-2025):

Semester	Referrals	Screening	Individual Evaluation	Notification of Placement
Semester 1	8/5/24-8/16/24	8/19/24-8/23/24	8/26/24-8/30/24	9/6/2024
Semester 2	1/27/25-2/7/25	2/10/25-2/14/25	2/17/25-2/21/25	2/28/2025

## ESOL/ELL

### What is ESOL?

ESOL is an acronym for the English to Speakers of Other Languages program. The ICAGeorgia ESOL Program offers transitional language instruction to any student who is identified as an English Language Learner (ELL).

### What is an ELL student?

An ELL, or English Language Learner, is a student who (1) has a primary or home language other than English and (2) meets GA DOE’s eligibility criteria for language assistance services.

### How are ELs identified?

Under federal law, all students in grades K-12 who have a primary or home language other than English must be identified and potentially eligible students must be screened for language assistance. When any student enrolls in ICAGeorgia, the Home Language Survey (HLS) must be administered as part of the enrollment process. If a parent/guardian lists any language other than English on the registration form, your school’s registrar or clerk should contact an ESOL teacher. An ESOL teacher will review available school records and/or screen the student’s English proficiency using the W-APT or the WIDA Screener.

### Why is a student screened for ESOL services?

When a language minority student enrolls in ICAG after the first month of school, federal and state regulations require that he/she be interviewed or screened for English language proficiency within ten days of registration. Under State Board of Education Rule 160-4-5.02, “all students, whose parents have indicated on a Home Language Survey that a language other than English is spoken in the home or by the student, must take an English language proficiency test to determine eligibility for the ESOL Program or alternative placement for language assistance.”

**When are parents and students notified of eligibility?**

At the beginning of each school year, ESOL Teachers have thirty days to complete the assessment, identification, and parental notification of newly enrolled students' eligibility for language assistance.

**How are Immigrant students identified?**

A student who was born outside of the United States and who has been enrolled in an American school for less than a period of three years is identified as an Immigrant student. These students are reported to the GA DOE as Title III Immigrant students when your school's data clerk or registrar (1) enters the student's birth country; (2) enters the date the student entered a US School; and (3) checks a field in the enrollment tab of Infinite Campus indicating that the student has been enrolled in an American school for less than three years.

**Suicide Prevention Policy**

ICAGeorgia shall provide to all personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education. The principal or designee shall develop procedures consistent with O.C.G.A. § 20 -2-779.1 to address, at a minimum, suicide prevention efforts, intervention, and post-vention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts. In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures, or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can exercise their professional judgment in the best interest of students.

If a student is deemed to be at risk for a suicide attempt, ICAGeorgia will follow the Georgia Department of Education Policy for suicide awareness, prevention, intervention and post intervention. Parents will be notified by the School Principal unless child abuse is suspected or contacting the parent or guardian would endanger the health or well-being of the student. This would be determined by the principal or mental health professionals.

**Student Records**

It is the policy of International Charter Academy of Georgia that the school shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education. ICAGeorgia shall implement procedures whereby the principal is directed to provide an annual notification to parents of students currently in attendance and eligible students currently in attendance, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the FERPA and the Act, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights.

The annual notification as required by FERPA will inform parents and eligible students of, and the applicable procedures related to, the following:



1. Parents and eligible students have the right to inspect and review the student's educational records.
2. Parents and eligible students have the right to request an amendment to student educational records that are believed to be inaccurate, misleading, or in violation of student privacy rights. Parents and eligible students must give consent prior to the disclosure of personally identifiable information contained in their student's or their own educational record.
3. Parents and eligible students may file a complaint with the United States Department of Education concerning alleged failures of the District to comply with the requirements of FERPA. Generally, a parent or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice to the District and payment of reasonable copying costs, if applicable.

## Family Educational Rights and Privacy Act (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual FERPA notification given to parents and eligible students. With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31 and the Act. Unless a parent or eligible student makes a timely request to the principal that such information not be designated as directory information for the individual student, such information will not be considered confidential and may be disclosed upon request.

### Release of Records

Each school shall maintain a record, kept with the education records of each student which indicates all parties which have requested or obtained access to a student's records. Where the consent of a parent or eligible student is required for the release of records, it shall be in writing, be signed and dated by the person giving consent and shall give:

1. A specification of the records to be released;
2. The purpose for such release; and
3. Identify the parties to whom such records will be released.

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of–*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  - *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

ICAGeorgia has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ICAGeorgia will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ICAGeorgia will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ICAGeorgia will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202

## Mandated Reporting

Any school employee or volunteer who suspects child abuse or maltreatment is mandated to report and is authorized to report to DFCS and/or Law Enforcement as required by law pursuant to Code Section 19-7-5 of the Official Code of Georgia Annotated (O.C.G.A).

As mandated by Georgia law O.C.G.A 19-7-5, any employee of ICAGeorgia having cause to believe that a child under the age of eighteen (18):

- has had physical injury or injuries inflicted upon the child other than by accidental means by a parent, caregiver or any person who attends to any child as an employee or volunteer of the school;
- has been neglected or exploited by a parent, caregiver or any person who attends to any child as an employee or volunteer of the school; or
- has been sexually assaulted, shall report their belief to the Principal and/or Superintendent.

The Principal, Superintendent, or designee shall make a report of child abuse and neglect to the appropriate Department of Family and Children Services (“DFCS”) as soon as reasonably possible, but no later than twenty-four (24) hours from the time there is reasonable cause to believe that suspected child abuse has occurred.

The Superintendent and/or Principal will provide training annually for professional staff in the identification of children suspected of being neglected or abused. The training will include procedures for reporting such cases. Training may be provided through Pro Solutions Training online service.

### Mandated Reporter Requirements

1.If any employee has reasonable cause to suspect child abuse, sexual abuse, molestation, neglect or exploitation has occurred, the employee must report it or face criminal penalties and employment penalties, including but not limited to termination. When in doubt, the employee shall report the suspicion to protect the interest of the child and to fulfill their legal duty to report.

2.If any employee is aware of an allegation of child abuse of a student by a parent or caregiver (including an employee), the allegation shall be reported immediately and in accordance with this policy and as soon as possible. Employees should not wait until the end of the day or the following day to make a report under any circumstances. If you are unable to reach an administrator after several reasonable attempts, the employee should make the report themselves by calling the Child Abuse hotline (1-855-GACHILD). If an employee is made aware of allegations after-hours and feels the child is in immediate danger, the employee should call the hotline as well.

3.If any employee reports to the Superintendent or Principal that the employee has reasonable cause to suspect the student to child abuse, sexual abuse, molestation, neglect or exploitation, or that the employee has received an allegation of child abuse by a parent or caregiver (including employees), the Superintendent, Principal, or their designee shall submit a complete report to the Department of Family and Children Services as soon as possible, but no later than the 24 hour requirement.

4.If any employee is alleged to have committed child abuse or neglect, in addition to submitting a report to DFCS as required under Paragraph (3) above, the Superintendent and/or Principal shall conduct a prompt investigation to determine whether any inappropriate or unprofessional conduct was taken by the employee.

The Superintendent or Principal should:

- solicit the assistance of involved school employees to assist in their investigation; and,
- contact DFCS and request all documents pertaining to the employees' case, as allowed by law, and should interview the employee, if possible. If an employee refuses to cooperate in the school system's investigation, the employee may be charged with insubordination.

5. At a minimum, the findings of the investigation shall be submitted to the Board of Directors and should include:

- the steps taken to investigate the allegation;
- the findings as to whether the employee engaged in unprofessional or inappropriate conduct;
- the recommendation of what action should be taken, if any, as a result of the investigation; and,
- the rationale for recommendation action, if any, or rationale for lack of action, if any.

6. The legal requirement to report suspected child abuse or neglect is applicable to any adult school volunteer. Therefore, mandated reporter training will be required of all school volunteers. School volunteers will be notified of such reporting requirements and required training through the parent handbook and on the school website.

## **Student Reporting of Alleged Sexually Inappropriate Behavior**

O.C.G.A. § 20-2-751.7(a) – The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies. (a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

(b) If it is determined through the state mandated process established pursuant to subsection (a) of this Code section that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.

(c) The Professional Standards Commission shall coordinate a training program on educator sexual misconduct. Such a program shall be delivered by trained staff from the Professional Standards Commission, regional educational service agencies, and local school systems receive such training.

(d)(1) The staff of the Professional Standards Commission shall be authorized, without notification to the Professional Standards Commission, to immediately open an investigation submitted to the commission by a local school superintendent, with approval of the local board of education, of a complaint by a student against an educator alleging a sexual offense, as provided for in Code Sections 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100.

(2) The Professional Standards Commission shall have on staff a minimum of one investigator specifically trained in investigating educator sexual misconduct. The investigation of any complaint of sexual misconduct shall be completed in no more than 60 days and shall be presented at the commission meeting immediately following the conclusion of the investigation.

(3) If the Professional Standards Commission's review of the investigative report results in a sanction against the educator, the educator shall have the right to appeal the commission decision to a hearing before an administrative law judge within 90 days of such sanction.

(e) Nothing in this code section shall be construed to infringe on any right provided to students with Individualized Education Program pursuant to the federal Individuals with Disabilities Act of 1990.

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 at to any teacher, counselor or administrator at his/her school.

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 2 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, or ICAGeorgia Board of Directors.*

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.

**“Sexual misconduct”** includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child.

## Child Abuse Prevention

ICAGeorgia will provide age-appropriate sexual abuse and assault awareness and prevention education for our K-6th grade students during health class.

### Senate Bill 401 - Sexual Abuse and Assault Awareness and Prevention

**Effective July 1, 2018, Senate Bill 401 requires:**

- Annual age-appropriate sexual abuse and assault awareness and prevention education in kindergarten through grades 9 (O.C.G.A. § 20-2-143).
- The provision that professional learning may include participating in or presenting at in-service training on sexual abuse and assault awareness and prevention (O.C.G.A. § 20-2-200).
- In-service training programs on sexual abuse and assault awareness and prevention for professional personnel that will be providing instruction in annual age-appropriate sexual abuse and assault awareness and prevention education in K through grade 9 (O.C.G.A. § 20-2-201).

## Title IX

ICAGeorgia does not discriminate on the basis of sex in its education program and activities, as required by Title IX. Such a requirement not to discriminate extends to admission and employment. As required by Title IX of the Education Amendments of 1972, ICAGeorgia prohibits all unlawful discrimination, harassment and retaliation on the basis of sex, gender, gender identity, gender expression, or sexual orientation in any employment decision, admissions determination, education program or educational activity. Effective August 14, 2020, pursuant to federal regulations implementing Title IX, any complaint involving “sex-based discrimination” as defined by those federal regulations that occurs in an International Charter Academy of Georgia education program or activity against a person in the United States shall be addressed pursuant to the ICAGeorgia Title IX Grievance Procedure, available below. Inquiries about the application of Title IX may be directed to the Assistant Secretary of the Office for Civil Rights, United States Department of Education, or to the following:

### **Title IX Coordinator Contact:**

School Principal, Compliance Coordinator, Title IX  
International Charter Academy of Georgia  
3705 Engineering Drive  
Peachtree Corners, GA, 30092  
(770) 604-0007  
Email: [principal@internationalcharteracademy.org](mailto:principal@internationalcharteracademy.org)

Title IX Grievance Process is located on the ICAGeorgia website for review

## Homeless Children and Youth

The McKinney-Vento Education for Homeless Children and Youth Act ensures certain educational rights and protections for children and youth experiencing homelessness. This law identifies any student who lacks a fixed, regular, and adequate nighttime residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. The law further provides for student records maintenance and transfer, school of origin transportation, and appropriate resolution for homeless

students. In accordance with this law, International Charter Academy of Georgia affords children and youth experiencing homelessness equal access to the same free, appropriate public education - including comparable services, such as Title I support, special education, gifted, and English Learners (EL) - as provided to other non-homeless students. Children and youth experiencing homelessness will have access to needed services to support their academic achievement as they work to meet the same challenging standards to which all students are held.

### **Homeless Education Definitions**

The term children and youths experiencing homelessness includes students who are otherwise legally entitled to, or eligible for, free, public education (including preschool), but who lack a fixed, regular, and adequate nighttime residence. The term also includes:

- Sharing the housing of other persons due to loss of housing, economic hardships, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

A child or youth is considered to be experiencing homelessness for as long as he or she is in a living situation outlined in the McKinney-Vento Act and until the end of the school year in which the student moves into permanent housing.

The term *unaccompanied* youth includes a youth not in the physical custody of a parent or guardian and who is homeless as defined by law. The more general term youth also includes unaccompanied youth.

The term *enroll* and enrollment include attending classes and participating fully in school activities.

*Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth. Legal guardians are included in this term.

*School of origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*Local Liaison* is the staff person designated by the system's local educational agency (LEA) and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.

### **Identification**

In collaboration with school personnel and community organizations, the local liaison or designee will identify children and youths experiencing homelessness in the district, both in and out of school, and

maintain access to data regarding students in this situation. The local liaison or designee will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth experiencing homelessness, and procedures for forwarding information indicating homelessness to the liaison. The local liaison will also instruct school registrars and secretaries to offer homeless education information upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the liaison.

The local liaison will keep data on the number of children and youths experiencing homelessness in the district - where they are living, their academic achievement (including performance on state and district-wide assessments), and the reason for any enrollment delays, interruption in their education, or school transfers.

### **School Selection**

Each child and youth experiencing homelessness has the right to remain at his or her school of origin or to attend the school that serves students who live in the attendance zone in which the child or youth is actually living. Therefore, in selecting a school, children and youths experiencing homelessness shall remain at their schools of origin to the extent feasible, except when doing so is contrary to the wishes of the child's parents or guardian. Students may remain at their schools of origin the entire time they are in their situation and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years. In addition, the student shall receive appropriate credit for full or partial course work satisfactorily completed while attending a prior school in accordance with state, local, and school policy.

### **Enrollment**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students experiencing homelessness may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any child or youth in this situation. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment.

Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the LEA local liaison. If complete records are not available, IEP teams or other committees or school officials, as appropriate, must use good judgment in choosing the best course of action, balancing procedural requirements, and the provision of services. In all cases, the goal will be to avoid any disruption in all appropriate services.

The International Charter Academy of Georgia Enrollment Plan seeks to eliminate barriers and ensures that enrollment under the McKinney-Vento Act may not be denied or delayed due to the lack of documentation normally required to enroll.

Such documents include:

- Proof of residency
- transcripts/school records
- Immunization or health records
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of uniforms
- Any factor related to the student's living condition
- Any other documentation requirements



**Transportation**

Transportation is not offered to any student at the International Charter Academy of Georgia; however, ICAGeorgia will provide vouchers for public transportation when needed by any student considered experiencing homelessness.

**Homeless School Liaison**

The primary goal of the Homeless School Liaison is to eliminate barriers to school enrollment and promote academic success for all students. The Homeless School Liaison along with the school social workers serves as the link between families and community resources. The Homeless School Liaison is responsible for providing on-going training to families and schools and community resources in an effort to promote awareness, education and most of all sensitivity to the needs of families/students experiencing homelessness. Please contact the Homeless School Liaison (Operations Specialist) in the main office at 770-604-0007 for further information.

School Liaison for the McKinney-Vento Program at International Charter Academy of Georgia  
Operations Specialist  
Phone: 770-604-0007

Georgia Department of Education  
McKinney-Vento Grants Program  
Email: [mvp@doe.k12.ga.us](mailto:mvp@doe.k12.ga.us)

**Boy Scouts of America Equal Access Act**

The Office for Civil Rights (OCR) enforces the Boy Scouts of America Equal Access Act in public schools, LEAs and SEAs that receive Federal funds made available through the Department of Education. The Boy Scouts Act is part of the No Child Left Behind Act of 2001 that amended the Elementary and Secondary Education Act of 1965. Under the Boy Scouts Act, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school.

OCR is charged with enforcing the Boy Scouts of America Equal Access Act. Complaints alleging violations of this law may be filed using the OCR [online complaint form](#) or by contacting the OCR office with authority to handle complaints where the institution or entity you are complaining about is located.

## Stakeholder Grievance Policies

International Charter Academy of Georgia is a multi-cultural, a multi-ethnic, multi-racial, multi-linguistic community working together to promote world peace through the exchange and mutual respect of both Japanese and American culture and languages. Likewise the mission of our school is “to promote world peace.” At ICAGeorgia, we understand that at times, peace will require conflict. Though we aspire to solve our issues in a healthy, peaceful manner—we understand that a more formalized process is required for more serious matters. Therefore, our district has established a set of procedures that must be followed when parents are dissatisfied with a certain teacher, central office staff, administrator, and/or policy and vice versa when teachers, central office staff or administrators are dissatisfied with a certain parent.

**Note:** All parties are encouraged to solve issues at the lowest level prior to filing a formal grievance.

### Student or Parent Grievance

Below are the steps parents will follow when they are dissatisfied with a certain teacher, central office staff, administrator, and/or policy

#### Level I

The complaint shall be presented orally or in writing to the principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence should be provided at this time. The administrator will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint.

#### Level II

A complainant dissatisfied with the decision of the principal may appeal to the principal by filing a written request to meet with the principal or principal designee. This request must be filed within ten (10) calendar days after the complainant receives the decision from the principal. The principal or designee will render a written decision within ten (10) calendar days after the meeting.

#### Level III

A complainant dissatisfied with the decision of the principal or principal designee may appeal to the ICAGeorgia Board of Directors by filing a written request. The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the principal. The Board will act on the complaint at the next scheduled board meeting.

### Teacher or Staff Grievance

Norms are parameters that help members of the school community feel safe during all communication. When members of the community fail to follow these norms, we call this occurrence a “culture break.” Examples of culture breaks include sharing your concerns with the wrong staff members, gossiping, refusal to follow safety procedures for early dismissal or carpool, aggressive behavior toward staff and so on. In an effort to support open-two way communication between our families and staff, please review and follow the ICAGeorgia stakeholder meeting and conflict norms. Below are the steps the school will follow when teachers, central office staff or administrators are dissatisfied with a certain parent.

Meeting Norms	Conflict Norms
<ul style="list-style-type: none"> <li>● Take turns talking</li> <li>● Respect the time parameters</li> <li>● Respect others comments or concerns</li> <li>● No side bars/One mic</li> <li>● Active Listening</li> <li>● Follow up and follow through</li> <li>● Advocate for yourself and others openly and respectfully</li> <li>● Step outside of your comfort zone</li> <li>● Don't assume</li> </ul>	<ul style="list-style-type: none"> <li>● Time and Place</li> <li>● Choose your words carefully</li> <li>● Be Calm</li> <li>● Be transparent (open and honest)</li> <li>● Take turns speaking and listening without interruption</li> <li>● Ask for help</li> <li>● The power dynamic is equal and confidential during conflict</li> <li>● Support and hold teammates accountable</li> <li>● Forgive</li> </ul>

**STEP I**

The complaint shall be presented orally or in writing to the principal within 10 calendar days of the most recent incident. Any witness or other evidence must be provided at this time.

**STEP II**

The principal or principal designee will conduct an investigation (review of previous incidents), evaluate and render a written decision regarding the appropriate level within ten (10) calendar days of the filing of the complaint.

Levels include but are not limited to the following:

- I. Parent-Teacher mediation
- II. A request for PTO support (i.e., board member meeting invite)
- III. A request via memo of concern to limit one-on-one staff-parent interaction (administrator or lead teacher must be cc'd on all communication and/or present during all meetings)
- IV. A request via memo of concern to cease all one-on-one communication and schoolwide participation in non-essential/non-academic events.
- V. A recommendation for loss of enrollment

**STEP III**

A complainant dissatisfied with the decision of the principal or principal designee may appeal to the principal or principal designee by filing a written request to meet with the principal or principal designee. This request must be filed within ten (10) calendar days after the complainant receives the decision from the principal. The principal or designee will render a written decision within ten (10) calendar days after the meeting.

**STEP IV**

A complainant dissatisfied with the decision of the principal or principal designee may appeal to the ICAGeorgia Board of Directors by filing a written request. The appeal must be filed within ten (10)

calendar days after the complainant receives the decision from the principal. The Board will act on the complaint at the next scheduled board meeting.

## Authority of School Leadership

For culture breaks and/or norms not covered by this handbook, the ICAGeorgia’s administrative team will collectively determine and impose corrective measures that they believe to be in the best interest of the school. The procedures for filing a grievance are designed to remove the communication barriers that impact morale and disrupt the school environment. Based on the circumstances, principals have the authority and discretion to determine interventions listed and not listed within the levels provided.

## Grading Policy

Parents at ICAGeorgia will receive updates on students’ academic progress approximately every 9 weeks throughout the school year. Families will receive a report card at the end of each semester in December and May/June, and progress reports in October and March. Japanese and English grades will be separate to correlate with their respective curricular standards. All classes will be represented on the report card, however, only core content courses including Math, Science, Social Studies and Language Arts will receive letter grades.

Students in Kindergarten are assessed using the following Performance Levels based on the Georgia Kindergarten Inventory of Developing Skills (GKIDS):

P	Proficient
AP	Approaching Proficiency
DV	Developing
BA	Below Average Progress
N	Needs Improvement

Students in grades 1<sup>st</sup> – 6<sup>th</sup> are assessed using the following Grading Scale and Grading Categories to determine letter grades/performance level based on the Japanese Ministry of Education and Georgia Standards of Excellence:

	PERFORMANCE LEVEL	GRADE	GRADING SCALE
EP	Excellent Progress	A	100-90
AA	Above Average Progress	B	89-80
AP	Average Progress	C	79-74
BA	Below Average Progress	D	73-70
UP	Unsatisfactory Progress	U	69 and below

GRADING CATEGORIES	
Homework	5%
Participation	5%
Classwork	25%
Quizzes	25%
Tests & Projects	40%

Students in all grades (Kindergarten to 6<sup>th</sup> grade) receive Pass or Fail for Specials such as Music, Physical Education, Health, Character Building. Students in Gifted Class receive Pass or Fail in Gifted courses.

Performance Level for P/F (Music, Art, Physical Education/Health, Gifted)	
Pass	Fail

## Promotion Policy

The Principal is authorized to make initial grade placement of a student and to promote, accederate, or retain students after initial grade placement. After initial grade placement, a student is expected to progress through the grades one year in each grade receiving the benefits of academic, social and physical growth usually accompanied with a full year of development. On occasion, it may be in the interest of the student to have a new grade placement, be accelerated more than one grade, or be retained in the current grade. In this event, supporting documentation with interventions already offered to the student will be provided by the school. If a student’s parent or teacher believes one of these grade changes should be considered, a written request for consideration should be provided to the principal, including the reasons for such consideration. The final decision regarding placement, acceleration, promotion, or retention of a student rests solely with the Principal.

The Principal shall consider the following non-exhaustive list of factors when making such decisions:

1. The education record of the student, including but not limited to a student’s grades, standardized test scores, reading, speaking and math skills, the curriculum of each grade, the available teacher(s) skill (s) delivering the instruction, and available programs.
2. Attendance
3. Discipline
4. The physical, social and emotional readiness of the student for the curriculum of each grade.
5. The current research on grade placement, promotion, acceleration and retention.
6. The recommendation of the student’s parents and teachers.
7. The Promotion Requirements described below.
8. The applicable laws governing these decisions.

### Promotion Requirements for Grades 5 and 8

In addition to the standards and criteria described above, promotion of a student shall be determined as follows:

1. No fifth grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of “On/Above Grade Level” on the state adopted assessment.
2. No fifth grade student shall be promoted to the sixth grade if the student does not attain an achievement level of “Developing Learner,” “Proficient Learner,” or “Distinguished Learner” on the math section of the state adopted assessment.

Any student who does not perform at grade level on the state adopted assessment as described above the first time the student takes the state adopted assessment may be retested a second time. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subjects (s) prior to the retesting.

The Principal may still, in her/his/their sole discretion, decide to retain a student who meets the promotion Requirements but for whom an analysis of the factors listed above indicates that retention is the student’s best interest. If a parent appeals the decision to retain the student, the school shall establish a placement committee to consider the appeal. For students receiving special education or related services, the Individualized Education Program Committee shall serve as the placement committee. The placement committee’s decision to promote the student to the next grade level must be unanimous and must be based on a determination that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 5 or 8 on the state adopted assessment as described above whether the student is retained, or placed, or promoted for the subsequent school year. The goal of playing, accelerating, promoting, or retaining a student is to enhance the opportunity for the student to achieve learning goals, meet state and school performance expectations, and to be prepared for high school, college, and career plans.

ICAGeorgia does not offer a summer program at this time.

## Homework Policy

At ICAGeorgia we assign homework to practice new skills, apply previously learned skills in new contexts, and/or foster productive study habits and independence. Our goal is to assign homework that is purposeful, age appropriate, and tailored to the needs of our students’ and their families. ICAGeorgia will use the following guidelines to help ensure that homework is both beneficial and balanced:

Teachers use the following time schedule as a guide when assigning home learning:

<b>Homework</b>		<b>Reading</b>
Grade K	10 minutes	10 minutes
Grade 1	20 minutes	10 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	45 minutes	30 minutes
Grade 5	45 minutes	30 minutes
Grade 6-8	60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing homework. Some homework assignments may take less time or may take slightly more

time on any given day. A child who does not complete class work during school hours may have to complete this work in addition to the home learning assignment. Reading requirements will be sent home by the teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing homework is the student's illness or a written note stating an emergency, which prevented homework from being completed. If a student fails to bring in homework, he/she should complete it for the following day. If a child consistently fails to complete homework, there may be behavioral consequences in the classroom. It is important to note that homework is the student's responsibility.

To enhance your child's academic growth, we ask that parents do the following:

1. To read the class monthly newsletter to stay informed of the academic topics to be introduced and studied in the classroom.
2. To provide a suitable time and place within the home for homework.
3. To allow for at least 30 minutes for grades K-3 and 60 minutes for grades 4-6 of homework daily.
4. To limit television, video games, and phone usage during the week and allow more time for reading, studying, and family time.
5. To check your child's homework nightly.

## Re-test Policy

ICAGeorgia will not provide retesting for any district benchmarks including but not limited to the iReady assessment, Avant, etc.

If a child receives a failing score on an end of unit test, he/she/they may have the option to retake the test. The final grade on the unit test will be the average of the initial grade and retest.

## Assessment Accountability (Grade 6)

Students are held accountable for weighted common formative and summative assessments and will not be allowed to "opt-out" of learning.

Students referred to AA fall into one of the following categories:

- Student sits and refuses to do an assignment in class
  - Partially completed assessments **should be** taken and graded
- A student refuses to submit a long-term assignment when offered the opportunity to do so in class.
  - Partially completed assessments **should be** taken and graded.
  - Consider making check-in points so that "won't do" students are caught sooner in this process rather than at the conclusion of it.
- A student does not make-up an assignment after being given a reasonable date and time to do so.

It is not a place/time for make-up work.

It is not a way to get students to complete unweighted practice work.

It is not extended Time.

It is not a way to troubleshoot technology issues.

## Assessment Accountability Detention and Student Expectations

Students are REQUIRED to report to AA detention until the teacher has verified that work is submitted.

Students who do not report will be assigned Saturday School Automatically.

## Advisement (Grade 6)

Advisement will be held monthly with the school counselor on a rotation.

## ICAGeorgia Semester Honors Awards

End-of-semester awards criteria are based upon semester averages calculated at the end of each semester.

Honor Roll calculation is based on numeric grades. ICAGeorgia Honor Roll recognition is awarded to students in grades 3-6 only who earn the following criteria.

- Honor Roll (Grades 3-6) shall be awarded to students who earn the non-rounded average of all numeric grades at 80 or above in semester average.
- The Principal's Honor Roll (Grades 3-6) shall be awarded to students who earn the non-rounded average of all numeric grades at 90 or above in semester average.
- Honor Awards are given to students with a minimum of Satisfactory on Conduct.

Specials and Connections (art, music, physical education, etc) shall not count toward calculating Honor roll or Principal's Honor Roll but students should be in good standings of those subjects.

## Parents Bill of Rights (Ga. Code § 20-2-786)

### Policy:

In accordance with the requirements found in Georgia House Bill 1178, International Charter Academy of Georgia maintains the following Parents' Bill of Rights Policy to promote and facilitate parental involvement in the school.

### Right to Access the Following Information

Parents/guardians may request access to the following information under this Policy, by submitting a request in writing to the Principal.

### Instructional Materials

Parents/guardians shall have the right to learn about their child's course of study, which includes the right to access instructional materials intended for use in their child's classroom. Such instructional material shall be made available for review during the first two weeks of each grading period. Your child's teacher(s) will provide information on where and how to access these materials.

### Records Relating to Your Child

Parents/guardians shall have the right to review records relating to their child, including, but not limited to, current grade reports and attendance records. A request for this information should be made in writing and delivered to the Principal.

### Promotion and Retention Requirements



Parents/guardians shall also have the right to access information relating to promotion and retention policies requirements.

Information requested under this policy shall be made available for inspection within a reasonable amount of time not to exceed three school days of receipt of a request. In those instances where some, but not all, of the information requested is available for inspection within three school days, the Principal shall make available within that time period such information as is available. In any instance where some or all of the information is unavailable within three school days of receipt of the request, and such information exist, the Principal shall within such time period, provide the requester with a description of such information and a timeline for when the information will be available for inspection and shall provide the information or access thereto as soon as practicable but in no case later than 30 days of receipt of the request.

### **Rights to Object to Instructional Materials**

If a parent/guardian objects to any instructional materials intended for use in their child's classroom or recommended by their minor child's teacher, the parent/guardian shall first, as soon as possible after becoming aware of the objection, raise the objection with the child's teacher in which classroom materials is intended for use and/or who recommended the material. The teacher shall respond to the objection within five school days of its receipt, or as soon thereafter as is reasonably practicable.

If the parent/guardian is unsatisfied with the teacher's response, then within five school days of receiving the response, the parent/guardian shall submit a written objection to the Principal. Such objections should include a description of the allegedly objectionable material, the course in which the material is intended or recommended to be used, why the parent/guardian believes the material is objectionable, and, where possible, should attach a copy of the objectionable material.

The Principal will review the objection within five school days of receiving the written objection, or as soon thereafter as is reasonably practicable, respond in writing to the parent/guardian to offer a resolution to the objection.

If the parent/guardian disagrees with the Principal's proposed resolution, the parent/guardian may appeal to the Board of Directors. The Board of Directors or its designee will review the matter at its next regularly scheduled meeting or as soon thereafter as is reasonably practicable, and notify the parent/guardian, relevant teacher, and Principal of its decision on the matter in writing.

Please Note: The school may take necessary action to protect its materials from loss, damage, or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the material; and

No parent or guardian shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians is permitted.

### **Right to Withdraw Child from Sex Education**

To the extent that any sex education is proposed as part of your child's course of study, you will be notified in advance by your child's teacher. Upon notification, you have the right to withdraw your child from the school's prescribed course of study in sex education by providing a written objection to your child's teacher of your child's participation. In the event that a parent withdraws the student the school will provide an alternative course for the student.

## Right to Opt-Out of Photographs, Videos, and Voice Recordings of Your Child

Parents/guardians shall have the right to provide written notice that photographs, videos, or video recordings of their child(ren) are not permitted at any time during the school year. This opt-out is subject to applicable public safety and security exceptions. For example, all students at the school will be subject to being recorded by the School's surveillance cameras.

### Review Procedures

If the Principal denies a request for information or does not provide existing responsive information within 30 days, the parent/guardian may appeal such denial or failure to the Board of Directors. The Board of Directors must place the appeal on the agenda for its next public meeting. If it is too late for such an appeal on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.

A parent/guardian aggrieved by the decision of the Board of Directors may appeal to the State Board of Education, as provided in O.C.G.A. § 20-2-1160(b).

## Protect Students First Act Complaint Resolution Policy (Ga. Code § 20-1-11)

In accordance with the requirements found in Georgia House Bill 1084, the Protect Students First Act (the "Act"), ICAGeorgia maintains the following Complaint Resolution Policy to set forth how eligible individuals may make complaints about ICAGeorgia's adherence to the requirements of the Act.

### Summary of the Protect Students First Act

The Protect Students First Act, the full text of which is available at <https://www.legis.ga.gov/legislation/61477>, requires ICAGeorgia to prohibit its employees from discriminating against students and other employees based on race. Further, ICAGeorgia must ensure that its curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on race. In doing so, it shall not advocate for "divisive concepts," a term further defined in the Act.

The Act is not intended to and shall not be constructed or applied in practice to, among other things, inhibit or violate state and federal Constitutional rights, prohibit ICAGeorgia from promoting tolerance, mutual respect, or cultural sensitivity or competence, or to ban the discussion of "divisive concepts" as part of a larger course of instruction in a professionally and academically appropriate manner without espousing personal political beliefs.

Further, the Act does not prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment of enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs.

### Individuals Who May Make Complaints Under This Policy

Only the following individuals shall be permitted to make a complaint under this Policy: the parent/guardian of a current ICAGeorgia student; an ICAGeorgia student who has reached the age of majority or is a lawfully emancipated minor; and any current ICAGeorgia administrator, teacher, or other School personnel. An individual making a complaint under this Policy shall be referred to herein as a "Complainant".

**Request for Records**

Any individual able to bring a complaint under this policy may also, before or in conjunction with bringing a complaint, make a written request to the Principal for access to nonconfidential records reasonably believed to substantiate a complaint made under the Act. The Principal shall produce such records for inspection within a reasonable amount of time not to exceed three school days from the date of the written request. In any instance where some or all of the requested documents are unavailable within three school days of receipt of the request, but such documents do exist, the Principal shall within three days provide the Complainant with a description of such records and a timeline for when they will be available shall provide the documents or access thereto as soon as practicable but in no case later than thirty days after receipt of the written request. If the Principal denies a request for records or does not provide existing responsive records within thirty days, the requester may appeal such denial or failure to respond to the Board of Directors. The Board of Directors must place such appeal on the agenda for its next public meeting. If it is too late for such an appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.

**Complaint Procedures**

To initiate a complaint under this Policy, a Complainant shall submit to the Principal, in writing, reasonably detailed description of the alleged violation of the Protecting Students First Act.

By way of example, a reasonably detailed description would generally include the date on which the alleged violation occurred, in which course or during what school-sponsored event the alleged violation occurred, the individual (s) accused of committing the alleged violation, any witnesses to the alleged violation, and details of the substance of the alleged violation (i.e., what remarks were made or what materials were presented that are objectionable).

**Investigation of Complaints**

Within five school days of receiving a written complaint, the Principal or his/her designee shall review the complaint and take reasonable steps to investigate its allegations. What is considered "reasonable" will vary based on the details of the Complaint, but generally will involve interviewing the Complainant, interviewing the individual(s) identified as having violated the Act, interviewing any witnesses to the alleged violation as needed, and/or reviewing the allegedly objectionable materials at issue, if any.

The Principal or his/her designee shall thereafter meet with the Complainant within ten days of receiving the written complaint ---unless another schedule is mutually agreed to by the Complainant and the Principal ---and inform the Complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been or will be taken; provided, however, that the confidentiality of student or personnel information shall not be violated.

If the Complainant so request, the Principal or his/her designee shall within three days of the above referenced meeting, provide to the Complainant a written summary of findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential student or personnel information.

**Appeal of Principal's Decision**

If Complainant disagrees with the Principal's or his/her designee's determination, Complainant may, within 5 business days of receipt of the written findings, submit a request in writing to the Chair of the

Board of Directors to review the Principal's or his/her designee's decision. The Board of Directors or its designee shall, within ten school days receiving a written request, review the Principal's or his/her designee's determinations. Confidential student or personnel matters shall not be subject to review.

### **Appeal of Board of Director's Decision**

If Complainant disagrees with the Board of Directors' decision, Complainant may submit a request in writing to the State Charter School Commission to review the Board of Directors' decision. The State Charter Commission shall take appropriate remedial measures. Confidential student and personnel matters shall not be subject to review.

## **Complaint Resolution Process for Material Harmful to Minors**

### **(1) DEFINITIONS.**

- a. Harmful to Minors – As outlined in O.C.G.A. § 20-2-324.6, that quality of description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:
  - i. Taken as a whole, predominantly appeals to the prurient, shameful, or morbid interest of minors;
  - ii. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
  - iii. Is, when taken as a whole, lacking in serious literary, artistic, political, or scientific value for minors.
- b. Designee – A school or system administrator designated by the school principal to conduct the complaint resolution process.
- c. Parent – parent, legal agent, legal guardian, or kinship caregiver.
- d. Permanent Guardian – An individual appointed as a guardian of a minor pursuant to Part 5, Article I of Chapter 2 of Title 29.

### **(2) REQUIREMENTS.**

- a. Complaint Resolution Process
  - i. Complaint Submission
    1. Complaints alleging that material that is Harmful to Minors has been provided or is currently available must be submitted by the Parents or Permanent Guardians of a student enrolled in the school.
    2. Complaints must be submitted in writing to the principal of the school where the student is enrolled.
    3. Complaints shall provide a reasonably detailed description of the material that is alleged to be harmful to minors.
  - ii. Complaint Review Procedures
    1. Within seven (7) business days of receiving a written complaint, the school principal or his or her Designee will review the complaint and take reasonable steps to investigate allegations in the complaint, including, but not limited to, reviewing the material that is alleged to be harmful to minors, if it is available.
    2. The school principal or his or her Designee shall determine whether the material that is the subject of the complaint is harmful to minors.
    3. The school principal or his or her Designee will determine whether student access to the material that is the subject of the complaint should be removed or restricted.

4. Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the Parent or Permanent Guardian and the school principal or his or her Designee, the school principal or his or her Designee shall confer with the Parent or Permanent Guardian and inform him or her whether the material that is the subject of the complaint was determined to be harmful to minors, and whether student access to such material will be removed or restricted.
- iii. Appeals Process
1. Appeals of the school's principal's or his or her Designee's determinations of the complaint allegations shall be subject to full administrative and substantive review by ICAGeorgia Board, which shall also include the ability of the Parent or Permanent Guardian to provide input during public comment at a regularly scheduled board meeting.
  2. Unless another time frame is mutually agreed upon by the Parent or Permanent Guardian and ICAGeorgia Board, the review and final disposition of the appeal by the (local) Board of Education shall be completed within thirty (30) calendar days of receiving the written appeal.
  3. The title of the material submitted for appeal that is determined by the ICAGeorgia Board not harmful to minors shall be published on the website of ICAGeorgia Board within fifteen (15) business days from the date of such determination and shall remain on the website for a period of not less than twelve (12) months.
  4. A Parent or Permanent Guardian may request access to appealed materials that are physical in nature and accessible to their student in the student's school media center. A Parent or Permanent Guardian must abide by the school's policies and procedures when requesting and reviewing such material.





**Administrative Release and Consent Form  
2024-2025 School Year**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**PHOTO/VIDEO RELEASE (SCHOOL WIDE):**

It is the practice of the International Charter Academy of Georgia to recognize student achievement and accomplishments. These stories may appear in newspapers, television, and/or social media.

\_\_\_\_\_ I give permission for my child to be photographed, interviewed, have the name published and/or videoed for stories/articles promoting the school or the school system by the school staff.

\_\_\_\_\_ I consent to the release of the photographs/videos to the media for school-related coverage.

\_\_\_\_\_ I do NOT give my consent for ICAGeorgia to use pictures/videos of my child.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PHOTO RELEASE (SCHOOL YEARBOOK):**

\_\_\_\_\_ I give my consent to include my child’s photograph(s) in the school yearbook.

\_\_\_\_\_ I do NOT give my consent to include my child’s photograph(s) in the school yearbook.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**WEB PAGE:**

It is the practice of the International Charter Academy of Georgia to recognize student achievement and accomplishments. In posting a photograph or exemplary classroom projects of a student, the school is careful not to associate a student’s full name in such a way that it can be identified with the photograph of the student.

\_\_\_\_\_ I give permission for photographs and exemplary classroom projects to be posted on the school’s web page which can be accessed on the Internet at <http://www.internationalcharteracademy.org>.

\_\_\_\_\_ I give my consent for ICAGeorgia to post my child’s work on the ICAGeorgia web page.

\_\_\_\_\_ I do NOT give my consent for ICAGeorgia to post my child’s work on the ICAGeorgia web page.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERNET RELEASE:**

Part of the curriculum includes educating students on the use of technology. Students will have access to the Internet for research, communications, assessment, and various instructional activities. Access to the Internet will be supervised and monitored during use.

\_\_\_\_\_ I give my consent for my child to access the Internet.

\_\_\_\_\_ I do NOT give my consent for my child to access the Internet.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONAL MATERIAL:**

Students will have access to a variety of instructional resources including: textbooks, computers, chromebooks, 3-D printers, robotics, instructional games and supplies, and physical education equipment. Students will also have access to school facilities. Because our resources are limited, we must ensure that they are maintained.

\_\_\_\_\_ I understand that I am responsible for replacing or paying for items and property that are lost or damaged by my child which are under the control, supervision, or ownership of ICAGeorgia.

Parent/Legal Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_





## FERPA DIRECTORY INFORMATION OPT-OUT FORM

*Please sign & return to the school office ONLY if opting out.*

### NOTICE OF DIRECTORY INFORMATION OPT OUT

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student’s education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student’s prior written consent. The law, however, does allow schools to release student “directory information” without obtaining the prior consent of the parent/student. If you do not want the release of certain types of directory information without your prior consent, you may choose to “opt-out” of this FERPA exception by signing the Form below. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the student requests that the flag be removed by completing and submitting a revocation of the opt out to the School.

- I request the withholding of the following personally identifiable information identified as Directory Information under FERPA.
- I understand that upon submission of this Form, the information checked cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the School receives my Form until my optout request is rescinded.
- I further understand that if directory information is released prior to the School receiving my optout request, the School may not be able to stop the disclosure of my directory information.

### CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT OUT OF INFORMATION SHARING

	Name		Date of birth
	Grade level		Place of birth
	Telephone Number		Dates of attendance
	Permanent or home address		Honors and awards received
	Email address		Photograph

Student Name (Print): \_\_\_\_\_ Grade level: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Grade level: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Grade level: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## INTRUDER ALERT DRILL OPT-OUT FORM (School Year 2024-2025)

*Please sign & return to the school office ONLY if opting out.*

Georgia law requires all public schools to perform drills throughout the school year. Drills are not publicly announced. ICAGeorgia will perform monthly fire drills or severe weather drills (twice a year) to ensure students and staff are prepared in the event of a real emergency.

ICAGeorgia will perform at least one intruder alert drill per school year. Parents will be notified via school messenger text at the start and conclusion of the drill. Please refrain from contacting the office during the drill. Parents who wish to opt out of intruder alert drills will be notified on the day of the drill. Parents will keep their child at home for the day as the drill can happen at anytime during the school day.

Please complete this form if you would like your child to opt out of the Intruder Alert drill.

I, \_\_\_\_\_, would like my child to opt out of the Intruder Alert drill.  
(Parent/Guardian Name)

Student Name (Print): \_\_\_\_\_ Grade level: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Grade level: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_ Grade level: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Upon completion, please return this form to the school office.