



**ICAGEORGIA**  
International Charter Academy of Georgia

Student  
Handbook  
2018-2019

3705 Engineering Drive  
Peachtree Corners,  
Georgia 30092

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

**School Mission:**

International Charter Academy of Georgia (ICAGeorgia) aims 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.

Dear ICAGeorgia Family,

It is our great privilege and honor to have the opportunity to educate, guide, and support the students of ICAGeorgia. It will be our goal each day to provide a safe and supportive environment where our students are nurtured and guided along the path toward bilingualism, biliteracy, cultural understanding, and global awareness. We look forward to our inaugural year with our ICAG families and team of talented professionals. As members of the ICAGeorgia family, we encourage you to get involved, volunteer, and become active participants in the education of our students. We recognize that the primary caregivers of our students are their most important teachers, and we wish to partner with you all. As we move along this journey, please be sure to call on us if you have any questions. Thank you for entrusting us with the education of your child!

**ICAG School Calendar:**

Pre-Planning	August 1 – 7
Open House (last name from A – L)	August 6 (3:00 – 6:00)
Open House (last name from M-Z)	August 7 (3:00 – 6:00)
First day of school	August 8
Labor Day holiday	September 3
Columbus Day holiday	October 8
End of first nine weeks	October 12
Report cards	October 19
Thanksgiving holidays	November 21-23
Last day of first semester	December 20
Teacher work day/student holiday	December 21
Winter break	December 21 – January 4
Teacher work days	January 3 – 4
First day of second semester	January 7
Cultural Celebration	January 11
Martin Luther King holiday	January 21
President’s Day	February 18
Teacher work day	March 15
Spring break	April 1 – 5
Memorial Day	May 27
Cultural Celebration	May 31
Last day of school	June 5
Post-planning	June 6 – 10

**\* Please note:**

All Fridays are early-release days. Students will dismiss at 2:00 on Fridays to allow teachers to plan collaboratively. Our calendar has been created to fill in the gaps between the traditional calendar and the year-round calendar. To make things as easy as possible for local families, we have aligned our school calendar with the neighboring county school calendars, but we have added additional days. We have shortened the length of breaks and added ten extra school days to reach our planned number of 190 days.

## ICAG Daily Schedule

### **Regular School Days:**

Students may arrive	7:30am
Carpool drop-off	7:45am
Tardy bell	8:10am
Dismissal	2:45pm

### **Early-Release Days:**

Dismissal	2:00pm
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Extended Care Program offered by Generation INFOCUS:

[www.generationinfocus.com](http://www.generationinfocus.com)

## **Admission Policy:**

In accordance with O.C.G.A. 2022066 (1)(A), ICAG will admit scholars of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. ICAG shall enroll an eligible scholar, as defined by GADOE, who resides within the statewide attendance zone of Georgia 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.

To be eligible for enrollment at ICAG, scholars residing in the attendance zone must submit a timely application to ICAG in accordance with the deadline set by the school. ICAG 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 scholar's school or community activities, grades, test scores, attendance record, or disciplinary history. ICAG may use applications for the purpose of verifying the scholar's residence within the school's attendance zone. ICAG may gather relevant information from scholars after enrollment is determined.

In order to enroll a student at ICAG, parents/guardians must provide the following documentation:

1. Student Enrollment Form
2. Release of Student Records Authorization
3. A Certified Copy of Birth Certificate (We will make a copy.)
4. Georgia Certificate of Hearing, Vision, and Dental Exam Form 3300
5. Georgia Certificate of Immunization Form 3231
6. Proof of Georgia Residency
7. Social Security Card or a signed waiver form.
8. Copy of Special Education Records (if applicable)
9. Copy of a 504 Plan (if applicable)
10. Occupational Survey
11. Home Language Survey
12. Medical History
13. Report Card (Most recent)
14. Driver's License or other legal ID, such as passport of enrolling parent/guardian
15. Proof of custody/guardianship/foster/adoption (if applicable)
16. Considerations and exceptions for enrollment
17. Signed handbook form

Names of parents and students listed on enrollment must coincide with all supporting documentation, or legal proof of name change must be provided.

If the number of timely applicants received by ICAG exceeds the capacity of a program, class, grade level or building, ICAG shall ensure that such applicants have an equal chance of being admitted through a random lottery. ICAG shall hold a registration period (for the following school year) in January of each year. Parents seeking to enroll their children who do not currently attend ICAG must register during the registration period. Parents of existing scholars must sign and return the enrollment letter prior to the registration period for the coming year

(or in December).

Registered ICAG students shall be enrolled for the following school year subject to the following process and in the following priority:

- Students who attended ICAG during the previous school year
- Students of Governing Board Members
- Statutory Priority includes: Siblings of scholars who attended ICAG during the previous school year; children of teachers and staff at ICAG

Within each category listed above, if the number of registered students exceeds the available space, then the school shall hold a lottery to determine which scholars shall be enrolled in the school. The school shall maintain a waiting list of registered scholars who were not enrolled in the school due to lack of space. The school may accept new applications for the waiting list outside of the enrollment period. The school shall follow the same preferences stated above for placing on the waiting list those applications received outside of the enrollment period. Openings created during the school year shall be filled from the waiting list.

#### **After-School Program:**

We are pleased to report that we have contracted with Generation INFOCUS to serve our school community in a before- and after-school program.

Generation INFOCUS will offer before-school and after-school care to currently enrolled scholars on all scheduled operating school days. The purpose of this program is to provide exceptional care for scholars in a safe and familiar educational environment. The program will be staffed with Generation INFOCUS staff members who meet their hiring requirements as well as a background check. While we are collaborating directly with Generation INFOCUS to provide this before- and after-school care, parents will need to agree to and complete all contractual paperwork directly with Generation INFOCUS in order to participate in their program.

#### **Ambassador Program:**

Students from Georgia are encouraged to participate in our ICAGeorgia Ambassador Program and host a foreign student. During our first year of operation, this program will be somewhat modified by allowing our ambassadors to serve the students who have recently arrived to the United States. The ambassador will introduce American school life, Southern Hospitality, the Civil War, MLK's legacy, etc.

#### **Arrival and Dismissal Times:**

ICAG students may arrive at school beginning at 7:30am. Any student arriving before 7:30am will need to wait with his/her parent until 7:30am, enroll in the before-school care program, or make other arrangements with the principal. Car-pool drop-off begins at 7:45. The drop-off

locations for the school will be included in the student packet at Open House. Instruction begins promptly at 8:10 am each day. Please make every effort to schedule appointments after school hours in order to minimize disruption to your child's learning. If a student is not present at least four consecutive hours, it will be counted as a full day absence.

School dismissal will begin at 2:45 pm Mondays through Thursdays and at 2:00 Fridays. Students will be notified when their parents arrive, and they will be escorted to the pick-up zone. Students not picked up by 3:20pm will be assigned to the after-school care program, and all fees will apply.

### **Attendance Policy:**

Attendance procedures for ICAG require that all student absences and tardies be entered into the computer system as excused or unexcused. Excuses for absences shall be furnished to the school by the student's parent or guardian within ten (10) 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.

### **Under State Board of Education Policies, a student's absences may be justified, if validated for the following reasons:**

1. Personal illness or attendance endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Local boards of education may allow a period not to exceed 1 day for registering to vote or voting in a public election.

Other absences may be approved by the principal.

State law requires that students attend school from age 6 to 16. Students entering kindergarten are subject to the same attendance requirements as the other grades. The WLA follows the attendance guidelines set by the Hall County Board of Education and the State of Georgia.

INFORMATION FOR PARENTS /GUARDIANS REGARDING ATTENDANCE MONITORING

PROCEDURES:

As a parent or guardian, you play the most important role in the education of your child. In order to make this a successful school year, your child must be in the classroom every day possible.

**The following process will be followed at ICAG:**

- The school will record attendance daily and collect excuses for all students absent from school indicating, if necessary, what interventions have been tried to address attendance problems.
- When a student has 5 **unexcused absences** the law requires that a letter be signed by the parent/guardian.
- A letter from the school will be sent to **all** parents/guardians of children who have 10 absences.
- A school administrator and/or school representative will monitor and provide appropriate interventions, through the charter contract.
- Any student with excessive absences and/or tardies will be asked to return to his/her school of residence.
- If unexcused absences continue, the administrator or counselor will submit information about students with a **pattern of unexcused absences** to the school social worker or other designated school personnel.
- The school social worker or other designated school personnel will assess the situation by talking to the student, parent, and school staff, suggest appropriate interventions, and document attempts to reduce absences.
- If unexcused absences continue, the school social worker will refer the parent and/or the student to the appropriate court for truancy.

We look forward to your cooperation in having your child in school every day she/he is able to attend.

**COMPULSORY EDUCATION NOTIFICATION TO PARENTS:**

O.C.G.A. 20-2-690.1 – Compulsory Education

- a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or a home study program that meets the requirements for a public school, private school or a home study program; and such child shall be responsible for enrolling in and attending a public school, private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person in which case the child's parent, guardian, or other person alone shall be responsible;



- b) Every parent, guardian, or other person residing within this state having control or charge of any child or children and who shall violate this code section shall be convicted of a misdemeanor, and upon conviction thereof shall be subject to:
- A fine not less than \$25 and not more than \$100
  - Imprisonment not to exceed 30 days
  - Community service
  - Any combination of such penalties at the discretion of the court having jurisdiction.

Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused absences shall constitute a separate offense.

#### O.C.G.A 20-2-150 – Compulsory Education Law Pertaining to Kindergarten Students

All students enrolled for 20 school days or more in the public schools of this state shall become subject to all provisions of this article, the provisions of Code Section 20-2-690 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not reached seven years of age.

#### **Car Rider Procedures:**

ICAG encourages parents to carpool to and from school. This will help us receive and dismiss children in a timely fashion. ICAG 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 for ICAG. Bus transportation is provided for certain pre-designated transportation areas as numbers allow, but a large majority of our students will come to school by automobile. As a community, we have the same goal of welcoming our students each morning and sending them home each afternoon in as safe and efficient manner as possible. Because of our desire for safety, please adhere to the carpool expectations to ensure the safety of all students, staff, and volunteers. Please access active carpool during times with staff supervision, and follow the traffic flow on the map below. 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. If you arrive after that time, you will be asked to park and come inside to pick up your child(ren). Carpool ends daily at 3:15 pm. Students not picked up by 3:20 will be checked in to the after school program and charged a daily drop-in fee.

### **Charter Schools:**

Charter schools are public schools of choice that have greater flexibility in implementing different teaching methods and philosophies. A charter school operates according to the terms of a charter, or contract, that have been approved by, in our case, Georgia's State Charter Schools Commission (SCSC). The charter school may request waivers from certain provisions of Georgia state law and any state or local rule, regulation, policy, or procedure relating to schools in the school district. In exchange for this flexibility, the charter school is bound by contract to be held accountable for meeting the performance-based objectives specified in the charter.

### **Chinese as a Third Language:**

We will offer Chinese as an add-on third language. One or two times a week for 45 minutes each, all elementary students will study Chinese.

### **Conduct:**

Appropriate conduct is essential for student success and learning. The **ICAG Code of Conduct** (distributed in Open House Packet) will apply to all students. A child's teacher will notify the parent or guardian if conduct challenges occur. If the problem persists, the student will be referred to administration. Knives, guns, sharp objects, and glass containers are not allowed in school. This includes toy knives and guns. Students with knives or guns, real or toy, will be suspended from school. Students will be encouraged to develop positive character traits that will encourage them to feel good about themselves and their environment. Teaching of anti-bullying will be incorporated into daily life at school as students work to accept others who are different from them. Additionally, an appreciation of learning from our differences will be intentionally taught as we celebrate diversity through special events and during casual conversation at lunch. Techniques and role play lessons will be prepared in age appropriate ways.

#### **Disruptive behaviors will be handled on an individual basis. Consequences may include:**

- **Warning**
- **Parent conference**
- **Time-out within class, in another class, or in the office**
- **Parent contact to remove student from school**
- **Out-of-school suspension**
- **Expulsion from school**

Because ICAG is a school of choice, attendance to ICAG is considered a privilege. Students will be expected to behave in such a way that is conducive to learning. If a student harms another student or staff member during the school day, that student will be removed from class and sent home for the day. In the event of repeated behavior that disrupts learning for students or makes students or staff members feel unsafe, school officials may decide that it is in the best interest of the student to return to the zoned school. Please become familiar with the ICAG Code of Conduct.

**Cooperative Learning:**

Heterogeneous grouping will be used daily in our school. In monolingual schools, some students excel in all subject areas and feel no need to seek out help. However, Dual Language schools have students with diverse talents. When a student is learning core subjects in two languages, even the high-achieving students will need help from native speakers when learning in their second language. At a young age, our students will discover that the world is diverse and that accepting and giving help is essential. By experiencing both “helping” and “being helped” in daily school life, every child will become humble and learn to respect others who are different from them.

**Differentiated Instruction:**

We will train teachers in advance so they can effectively and reflectively apply differentiated instruction in many forms. Upon pre-assessment of each student, teachers will create weekly lesson plans with differentiated class activities, homework, and assessment using resource books on differentiated instruction and assessment strategies

**Dress Code:**

There appears to be a definite relationship between appropriate dress, good work habits, and proper school behavior. Recognizing the relationship between personal dress and personal attitude, school uniforms will be required at ICAGeorgia.

Our special event school uniform colors are solid white collared tops, solid navy blazers, and navy bottoms for all special events (field trips, ceremonies, concerts, or other announced special events). School logo is not required on uniform shirts.

On regular school days (non-event days), pants, shorts, skorts, skirts, or dresses may be solid navy blue or khaki. On those days, students may wear solid white, solid navy, or solid black collared shirts. At any time, solid navy cardigan or pullover sweaters, vests or solid navy blazers may be worn. Socks, tights, stockings, or leggings may be solid navy, solid khaki, solid black, or solid white.

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

Additionally, the following dress code guidelines shall apply to attendance at school and all school activities:

- Shoes appropriate for school activities must be worn at all times.
- Skirts, skorts, dresses, and shorts must be as long as the longest finger when hands are resting at the student’s side.

A full uniform description is available on the website and in the school office.

**Early Dismissal:**

In order to maintain the safest environment possible, parents/guardians may not check

students out after 2:30 Monday –Thursday or after 1:30 Friday. If your child has an appointment, please come in prior to 2:30 (M-Th) or prior to 1:30 (F). If you arrive after 2:30 (M-Th) or 1:30 (F), please go through the car line. Checking out a student prior to 11:30am will be counted as an all-day absence. This includes early-release days.

### **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. ICAG will train students and staff members on safety procedures.

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.

### **Inclement Weather:**

In the event of inclement weather, ICAG 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.

### **ESOL:**

ICAGeorgia will comply with all federal and state requirements regarding eligibility, service, and exit from language assistance programs. Prior to entry into ICAGeorgia, each child's parents will complete a Home Language Survey to determine if a language other than English is used in the home or is the child's native language or first language. All children whose native language, first language, or language of the home includes a language other than English will be assessed for English language proficiency using the state-adopted English proficiency screening measure. ICAGeorgia will use the WIDA-ACCESS Placement Test (W-APT), to be given within 30 days of the first day of the school year. If a child begins after the first 30 days of school, the W-APT will be given within two weeks of the child's first day of school. Initial eligibility for entry into and exit from language assistance will be determined by the child's score on the state-adopted English proficiency screen measures in accordance with SBOE Rule 160-4-5-.02.Equal Opportunity & Nondiscrimination.

It is always ICAG's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information, or veteran status in its educational programs and activities. This includes, but is not limited to: admissions,

educational services, access to facilities, financial aid, or employment. Inquiries regarding ACE's

Equal Opportunity policies, Title VI, VII, IX, Georgia Equity in Sports, EEO, and Section 504/ADA may be referred to the school administrators.

### **Family Educational Rights & Privacy Act (FERPA):**

#### NOTICE TO PARENT/GUARDIANS AND ELEGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

**1. The right to inspect and review the student's education records within 45 days of the day the ICAG receives a request for access.**

Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.**

Parents or eligible students may ask the ICAG to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed of the ICAG as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

**4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.**

Parents or eligible students may request, in writing, that the ICAG not disclose directory information about them. They should make this request annually by September 30<sup>th</sup>.

**5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the ICAG to complete requirements of the Family Educational Rights and Privacy Act I or the regulations promulgated there under.**

**The Office that administers FERPA is:**

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## **Protection of Pupil Rights Amendment (PPRA):**

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- 1.** Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt out your child out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.
  - a)** The administration of any survey containing one or more of the following items:
    - i. Political affiliations or beliefs of the student or the student's parent;
    - ii. Mental or psychological problems of the student or the student's family;
    - iii. Sex behavior or attitudes;
    - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
    - v. Critical appraisals of other individuals with whom respondents have close family relationships;
    - vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - vii. Religious practices, affiliations, or beliefs of the student or student's parent; or
    - viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - b)** Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
  - c)** Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- 2.** You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- 3.** The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs 1(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all rights as described herein.
- 4.** Parents/ eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.



## **Complaints of Discrimination / Harassment**

The ICAG does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school based upon any of the factors listed above should promptly report the same to the principal of the school, who will implement the board's discriminatory complaints or harassment procedures.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under ICAG Policy GAAA/JAA (Equal Opportunity/ Discriminatory Complaints) is located in the school policy manual which is available in the school office.

## **Gifted Education:**

ICAG is committed to the belief that every student (K-12) has the right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified.

ICAGeorgia will meet the needs of gifted and talented students, and the school's program will identify such students consistent with the State Board of Education Rule 160-4-2-.38.

The program will:

- Teach state standards with enrichment, acceleration, and in-depth study.
- Cultivate higher-order thinking and creative skills in a challenging learning environment.
- Foster self-awareness, social awareness, and respect for diversity.
- Emphasize higher-order thinking, creativity, and concept development through project and direct application to curriculum.

\*\*Gifted classes will be conducted in English.

### Referral/Eligibility

There will be three steps in the process of identifying and placing students: referral, evaluation, and eligibility.

### **Referral**

The referral process will be the first step for entrance into the program. A referral may come from teachers, parents, peers, or as the result of schoolwide testing scores. Referrals will be reviewed by the school's referral team. This team will determine which students will be evaluated for placement. The team will be composed of at least three people: a teacher, a counselor, and a Gifted program teacher.

## **Evaluation**

Following parental consent, ICAGeorgia will evaluate the student's mental ability, achievement, creativity, and motivation through the use of nationally normed group tests, performance assessments, and survey checklists.

## **Eligibility**

An eligibility team composed of at least four people (an administrator, a teacher, a counselor, and a Gifted program teacher) will review the evaluation information about the student. The team will follow guidelines set by the State Department of Education when making a decision about the student's placement in the program. The school will notify parents as to the team's decision. ICAGeorgia will secure parental consent in writing before providing services to students who qualify.

ICAGeorgia will follow two options in order to determine a student's eligibility, and a student may qualify with either option.

For more information about the gifted program, please call the school administrator.

## **Governing Board:**

ICAG is an independent public charter school. Policies that guide the school are established by the Governing Board.

The basic responsibilities of ICAG's Governing Board align with the following areas of decision-making authority as identified in The Charter Schools Act of 1998: personnel decisions, financial decisions, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations.

ICAG's Governing Board will uphold the mission and vision of the school through visible leadership and stewardship. Leading by example in personal and professional endeavors, this Board will provide strategic oversight impacting education of ICAG students and will connect the school to the broader local and state communities.

The Board will provide expertise to the school, assist with fundraising, and drive key governance functions and legal responsibilities including management oversight, strategic planning and policy-making, and fiduciary requirements.

The ICAG Governing Board will work to ensure there are adequate resources and local partnerships; serve as a support mechanism on personnel, community, and grievance matters; and support the school and its staff in accomplishing performance goals set forth in the charter application. Information about our Governing Board can be found on our webpage.

## **Grading:**

The ICAG grading scale applies both to assignments and to the overall course grade:  
For Kindergarten students, the scale is as follows:  
Exemplary

Proficient  
Developing  
Beginning

For students in grades 1 - 5, the scale is on a 100 point scale.

#### Final Grades

In determining final (cumulative) grades for the year, the terms are weighted as follows:

Semester 1 50%

Semester 2 50%

Grades are locked in one-week after the term ends. Parents (and students) need to be diligent in following-up with any concerns regarding grade discrepancies.

#### **Grievance Policy:**

ICAGeorgia is committed to keeping the lines of communication open between all parents and school staff and to developing positive, productive relationships with all of the families we serve. At any time, the grievance procedure may be revised and updated by the governing board to follow what is in the best interest of the school and its students. Any changes made to the grievance procedure will be communicated to every student, parent, and staff member of ICAGeorgia when the revisions take place.

In the event that a grievance arises, parents and students will be asked to first speak with the teacher. Only after this contact has been made will a parent or student be encouraged to speak to the principal. If the matter cannot be resolved through informal discussion with the teacher, the aggrieved parent/guardian may make a request for a face-to-face meeting with the school principal or designee, and any other person or persons whose actions or decisions give rise to the matter. Whenever possible, the school principal/designee will schedule such a meeting to occur within five business days of his/her receipt of the request. At such meeting, each party will have the opportunity to be heard and to request relief. Within 24 hours, or by the end of the next business day – whichever comes first, after such meeting, the school principal/designee will reach a decision as to how the matter should be resolved. All parties present at the meeting will receive notice of the school principal's decision.

In this procedure model, the governing board will not engage in grievances unless raised by the principal to the board or when a parent files a grievance in writing after addressing the issue first with the teacher (if applicable) and principal. When a grievance is presented to the governing board the board will place the item on the next full board meeting and will communicate the event date, time, and location to all parties involved as early as possible, so they can arrange to be present and present their issues to the governing board. After hearing all sides and possible witnesses, the governing board will meet in private to discuss the matter. The board will vote on a resolution of the matter, and the board president will issue the board's written decision within ten business days after the board meeting at which the grievance was heard. All members of the board, the school principal, the teacher (if applicable), and the aggrieved parent/guardian will receive a copy of the board's written decision.

## **Lost & Found:**

Any item left in a common area, will be turned into the main office. If your child is missing an item, please check there first. Labeling items belonging to students makes it much easier to return missing items. At the end of each semester, clothing items will be washed and placed in our uniform bank or donated to a charitable organization for resale and/or donation.

## **Lunch:**

### **Student prices available online**

Catered lunch is served daily. Parents may choose to send a sack lunch with their child; however, commercial fast food and canned or bottled soft drinks are not allowed. All meals must be paid for on a daily basis or in advance. Paying by the week or month is encouraged. Children should not charge lunch at school. We will not allow students to accumulate excessive charges. If your child has excessive charges, you will be notified by the school and asked to pay the bill. If parents need financial assistance, they may fill out a Free/Reduced Lunch Form. In order to qualify for free or reduced lunch, one must first complete an application and submit it to the school for approval. Applicants will be notified in writing if their application is approved. This is a nut-free school, so if your child brings food from home, please help us keep our students safe by refraining from sending products containing nuts.

Report cards may be held if there are outstanding meal or library charges. Please take care of charges the day after the charge is made. Visitors may not charge meals.

## **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. With the safety of the children and staff being our priority, 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 for information from your health care provider about medications that is 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 un-labeled 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, instruction 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 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.

**If you have questions regarding medication administration at school, please speak with a school administrator.**

#### **Parent Conferences:**

Parent/teacher conferences are encouraged and can be arranged by communicating with the teacher. Conferences must be scheduled during times when the teacher is not supervising students in order for teachers to give their full attention to a parent's concerns.

#### **Parent Partnership Plan:**

1. All parents are invited to school events throughout the school year.
2. Flexible meetings are scheduled to provide parents the opportunity for conferences and Student Support Team meetings. An open house time is planned before school starts in August to provide parents and students the opportunity to tour the school, meet teachers, and learn about school programs.

3. Parents are encouraged to participate in various activities at the school, and volunteers are encouraged to help teachers and students enhance the learning environment.
  4. ICAG operates under an open door policy. Staff is readily available to meet with parents to discuss student concerns, parent concerns, the curriculum, and improvement of programs outside of instructional times.
  5. The ICAG Board reviews school programs and concerns.
  6. School personnel will provide assistance to parents in understanding state academic standards and state and local assessments.
  7. School staff will assist parents in understanding student services offered through the school and in the community that may help meet specific student or family needs.
  8. Parent involvement programs for parents of English learners are offered by the ESOL teacher.
- 

### **Photography:**

Students may be photographed, videotaped, or interviewed by school officials or the news media at school or a school activity or events and such photographs, video tapes, and interviews may be published, including Internet publication. If you, as a parent/guardian, object to your scholar 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.

### **Research Skills/Writing Skills/Presentation Skills (RWP):**

ICAGeorgia will use research projects as an integrated way of teaching three fundamental skills: Writing, Research, and Presentation. Of course, research is inherent to all research projects, but we will heavily emphasize writing by having the teacher provide individualized writing coaching. All research projects will end with a presentation, followed by peer evaluation aimed at improving these presentation skills. This RWP approach will take place in all grades, using age-appropriate materials.

### **Restraint and Seclusion:**

ICAG complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time his/her student has been restrained. ICAG maintains written policies and procedures governing the use of restraint.

### **School Supplies:**

School supplies vary depending upon the student's grade level and teacher, and a list will be posted online and at the school. Toys, including electronic games, should not be brought to school. Equipment for P.E. or recess should be approved by the teacher. If an item is taken up, a parent or guardian will be contacted to pick the item up from the front office. The school will not be responsible for lost, misplaced, or stolen items brought by a student. No swapping, selling, or trading items of any kind are allowed at school.

### **Service Learning:**

Our students will contribute to the local and global community through various service learning projects. We will promote parent involvement and build a community where individuals learn from one another. Time to discuss social issues such as hunger, poverty, and illiteracy and increase awareness and compassion will be inserted into our daily conversations, and an age-appropriate service learning program will be designed for each grade.

### **Severe Weather:**

We will follow the lead of the Gwinnett County Schools regarding decisions to close schools due to inclement weather. However, there may be times in which we have to make a decision based on the safety of our particular student body or our transportation system. In the event of severe weather, we will make every effort to use our messaging and phone calling system to alert our parents. Please watch the local news, check your email, and visit our website/Facebook page for updates. If it becomes necessary to close school after the school day has begun, transportation arrangements on the school enrollment form will be followed. After school program students will be sent home as designated on the form.

### **Student Support Services:**

**Student Support Team (SST):** The purpose of the SST is to develop individual plans for each child's educational development, engage classroom teachers and parents in creating schoolwide and individual plans, and create linkages to a consortium of service providers. SST is intended to support student achievement, socialization skills, attendance, and parental involvement.

### **Special Education Services:**

ICAG provides special services to individuals who meet the eligibility criteria for Special Education as outlined by federal and state guidelines through IDEA. Direct and related services are provided to those individuals who meet the eligibility criteria for autism, emotional disturbance, hearing impairment/deafness, mental delay, multiple disabilities, orthopedic impairment, other health impaired, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment/blindness. ICAG staff regularly monitors each student's progress and provides support. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Programs (IEP's), maintaining student records, and reporting progress are managed by ICAG'S administrative staff. For further information regarding special education policies,

please contact a school administrator.

For those identified with a disability through Response to Intervention (RTI), the special education program at ICAG works with students and families to meet students' individual needs by accommodating and/or modifying curriculum, instruction, and/or assessment. As much as is appropriate, students with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with the special education teacher and/or with students working directly with the special education teacher. ICAG will follow state and federal guidelines to provide a broad spectrum of special education services to support the specific learning needs of all students.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute enacted to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact a school administrator.

### **Summer Abroad Competition:**

The Japan-America Society of Georgia (JASG) sponsors and participates in a highly-competitive Summer Abroad program to Fukuoka, Japan to which all ICAGeorgia students between the ages of 10 and 11 will be invited to apply. For more information, please review their website or check for updates in the office.

### **Summer Homework and Program:**

We believe that we are responsible for educating students for the entire year. In Japan, all students receive various summer homework assignments, projects, and reading lists to complete during their 6 weeks of summer vacation. Our school will adopt this tradition. While all students will be required to spend time reviewing what they learned during the previous year, the summer assignments can also be differentiated depending on the needs and strengths of each student. While one student might spend the entire summer doing science data collection, another student might work on an analytical comparison between a Japanese historical figure and a contemporary American figure.

In August, starting in Year 2, we will organize a "Summer Project Fair," which will be open not only to families but also to the public, showcasing our students' talent and innovative work.

### **Technology:**

### **ICAG Acceptable Use of Electronic Media for Students**



The International Charter Academy of Georgia (ICAG) recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the ICAG and for the purpose of instructional support. All users of the school- wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all ICAG technology users share the ICAG technology resources in an effective, efficient, ethical and lawful manner. ICAG technology should be used for legitimate educational reasons only, and not for personal use. All users of ICAG technology resources and facilities must agree to and sign the terms of this acceptable use agreement.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from or stored in these systems are property of ICAG. Users of such systems should have no expectation of privacy when using ICAG computers, network, equipment, or privately owned equipment connected to a ICAG network.

It is important to note that with a global network, it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. ICAG personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the ICAG nor any ICAG staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. ICAG does not condone the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology. All ICAG computers and networks are filtered in compliance with the Children's Internet Protection Act.

Login information, usernames and passwords are confidential. The student is responsible for keeping logins secure. At no time should anyone log in with your user name or password, nor should you use someone else's information. Students should never log into a teacher or staff member's computer; this must be done by the teacher or staff member.

Access to technology resources is a privilege, not a right. Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of ICAG. Individual schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system-wide procedure. Building administrators shall establish a process for informing students and staff about the school Acceptable Use Procedures.

The definition of ICAG information and data resources includes, but is not limited to, any computer (including handheld devices), server or network, or access provided or supported by ICAG, including the Internet. Use of the computer facilities includes the use of data/programs stored on ICAG computing systems, data/programs stored on magnetic tape, floppy disk, jump

drives, USB devices, CD-ROMs, DVD-ROMs, computer peripherals or other storage media, that is owned and maintained by ICAG. The user of the system is the student using ICAG technology. ICAG, and privately owned, technology and electronic resources must not be used to:

- Harm other people (including cyber bullying and harassment).
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources by using another individual's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Download copyrighted software, music, or images, or violate any copyright laws.
- Video record instruction or instructional activities without explicit permission of the teacher or the principal
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, sexually explicit material, any material or sites not approved by your teacher or principal.

Under no circumstances are students to upload/install any materials, program, files, or applications onto ICAG computers, network equipment, or any computer systems without obtaining prior written consent of a ICAG technology coordinator.

Students are responsible for ensuring that any computers or electronic devices, diskettes, CDs, memory sticks, USB flash drives, and/or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. When approved by the site principal or designee, students may be permitted to use their own computer or computing devices, including handheld devices, to connect wirelessly to the ICAG network. No privately owned computers, printers or other devices may be attached to the school's network, or plugged in to any data network port. Students are not permitted to access the internet via personal Wi-Fi accounts, 3G/4G cards, anonymous proxy sites, or by any other manner while on ICAG property or functions. ICAG retains the right to determine where and when privately owned equipment may be connected wirelessly to its networks.

Parents that allow their child to bring privately owned computers/other technology devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/parent. Any damage or theft to the equipment is the responsibility of the student/parent. Personal computers/devices should be used for legitimate educational purposes. Software residing on privately owned computers must be privately owned and properly licensed. All devices must include up-to-date anti-virus software.

School technicians and/or school-based personnel will not service or repair hardware or software owned by the student/ staff member. No internal components belonging to the school shall be placed in any personal equipment, whether as enhancements, upgrades or replacement.

Teacher/instructor moderated collaboration groups that utilize web-based sites (i.e. wikis, blogs, Twitter, etc.) are authorized upon principal or designee approval. All applicable protocols are to be followed. Any failure to follow such a protocol is subject to school disciplinary action, up to and including a disciplinary tribunal hearing, or school disciplinary action as determined by the principal or designee, in accordance with the student code of conduct.

Failure to follow these guidelines may violate Georgia Laws related to computer crimes as set forth in the Official Code of Georgia, O.C.G.A. 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1, as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act and 20 USC 1232g, known as the Family Educational Rights and Privacy Act. Such actions can also lead to disciplinary actions, up to and including loss of access to ICAG technology resources and further disciplinary actions as defined by existing ICAG policies or student code of conduct.

ICAG does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers. All technology use, whether ICAG owned or privately owned, is subject to auditing, as well as live and archived monitoring where appropriate. The school may revoke the user's access and suspend the right to use the privately owned computer at school facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

**\*\*By signing and returning the handbook signature page to ICAG, you are stating that you have read and reviewed this entire document with your child and fully understand the terms and expectations of acceptable use stated within this document.**

#### **Transportation:**

ICAGeorgia has contracted with Samson Tours, Inc. to provide bus transportation to certain specified locations. All transportation changes must be submitted to your child's teacher in writing. Students must ride their assigned buses. In order for a student to ride another bus or get off the bus at another site, a note from a parent to the classroom teacher is required explaining the necessary change. The teacher and office will sign the note, and the note must be presented to the bus driver when boarding the bus. If a student is normally a car rider, a note should be sent to notify the teacher if the student is to ride the bus. If the student is normally a bus rider, the same procedure applies for the student to be allowed to go to the car pick-up area.

**If you need to change the way your child gets home from school, please call the school at least One hour prior to dismissal** and speak with someone in the front office. Last minute calls create a risk of greater errors and miscommunication.

All students are expected to abide by the bus safety rules of the transportation company. Fighting or other major disruptive behavior may result in immediate bus suspension.

#### **Visitors:**

We welcome family involvement at ICAG and want families to feel welcome here. If you would like to visit your child in his/her classroom, please communicate with his/her teacher(s) ahead of time and make arrangements to do so. All visitors must enter through the front lobby, sign in at the front desk, and wear an identification tag at all times.

#### **Volunteers:**

Families and other visitors are welcome at our school. Please stop by the office to sign in and to obtain a visitor's pass prior to entering the school. We appreciate our volunteer parents and grandparents. Keep in mind that a parent's commitment to our school includes the recording of 15 volunteer hours. This includes lunch with your child, parent/teacher conferences, school events and all classroom/school support.

**Please note: The ICA Georgia Board and Administrative Staff reserve the right to make changes/additions to this handbook as the need arises. Parents/guardians will be notified of any changes via email.**

**International Charter Academy of Georgia  
Administrative Release and Consent Form  
2018-2019 School Year**

**\*\*Please complete this form and return it to your child's homeroom teacher. \*\***

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, have

read and reviewed the entire ICAG family handbook with my child, and we fully understand the terms

and expectations of this document. \_\_\_\_\_(Date)

**PHOTO/VIDEO RELEASE:**

It is the practice of the International Charter Academy of Georgia to recognize student achievement and accomplishments. I give permission for my student to be photographed, interviewed, have the name published and/or videoed for stories/articles promoting the school or the school system. These stories may appear in newspapers, television, and/or social media. I consent to the release of the photographs/videos to the media for school-related coverage.

\_\_\_\_ I give my consent for ICAGeorgia to use pictures/videos of my child.

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

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

**WEB PAGE:**

It is the practice of the International Charter Academy of Georgia to recognize student achievement and accomplishments. 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>. 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 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 \_\_\_\_\_

**International Charter Academy of Georgia  
Administrative Release and Consent Form page 2  
2018-2019 School Year**

**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: text books, computers, and 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 \_\_\_\_\_

