ICAGEORGIA
International Charter Academy of Georgia
ジョージア・チャーター学院
K-6 Japanese & English Dual Immersion School
COGNIA-accredited ★ Tuition-free ★ State Charter School

Student Handbook
School Year 2026-2027

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Student Handbook 2024-2025 Revision Log:

Plan Established	Ver. 0	July 1st, 2024	Plan Effective: July 1st, 2024	Board approved Plan established
Plan Addition	Ver. 1	September 19th, 2024	Plan Effective: September 19th, 2024	Board approved Addition: Standards of Behavior Addition: Assessment Accountability (Grade 6)
Plan Addition	Ver. 2	October 18th, 2024	Plan Effective: October 18th, 2024	Board approval Addition: ICAGeorgia Office Hours, Student Pick-up Guidelines
Plan Deletion	Ver. 2	October 18th, 2024	Plan Effective: October 18th, 2024	Board approval Deletion: Late pick-up policy
Handbook Revision	Ver. 3	July 1, 2025	Plan Effective: August 27,, 2025	Board Approval
Plan Addition	V4	October 20, 2025	Plan Effective: Oct 30, 2025	Board Approved - Middle School Advisement, DFCS visit update,
Plan Addition	V5	March 25, 2026	Plan Effective: March 26, 2026	Board Approved - Updated Social Media Policy, updated bullying policy
Handbook Revision SY27	V6	May 1st, 2026	Plan Effective: July 1, 2026	Board Approved

Letter from the Board

Dear Families,

We are excited to welcome you to ICAGeorgia for the 2026-2027 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.)

W (We)	DIVERSITY	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.
O (Own our)	ACCOUNTABILITY	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.
R (Responsibility to)	RESPONSIBILITY	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.
L (Lead and)	LEADERSHIP	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.
D (Devote ourselves to Peace)	COMMITMENT	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
Elementary & Middle School
2026-2027 School Calendar (190 School Days)

International Charter Academy of Georgia
3705 Engineering Drive
Peachtree Corners, GA 30092
info@internationalcharteracademy.org
770-604-0007

KEY DATES	
TERM 1: 7/27/2026- 9/25/2026	
7/3 (Fri)	Independence Day (Holiday)
7/17-7/24	Teachers Pre-Planning (No School)
7/22 (Wed)	Back-To-School Open House
7/27 (Mon)	First Day of School
9/2 (Thu)	Curriculum Night
9/7 (Mon)	Labor Day (No School)
9/18 (Fri)	Digital Learning Day #1
9/25 (Fri)	End of 1st Ten Weeks, Progress Report Distribution
TERM 2: 9/28/2026-12/18/2026	
10/12-10/13	Fall Break (No School)
10/14-10/16	Parent-Teacher Conference, Early Release Days @ 12:15PM
11/6 (Fri)	Digital Learning Day #2
11/23-11/27	Thanksgiving Break (No School)
12/18 (Fri)	End of 2nd Ten Weeks, Report Card Distribution, Early Release @ 12:15PM, Teacher Planning
12/21-1/1	Winter Break (No School)
TERM 3: 1/4/2027-3/12/2027	
1/12 (Fri)	Digital Learning Day #3
1/18 (Mon)	Martin Luther King Jr. Day (No School)
2/12 (Fri)	Digital Learning Day #4
2/15 (Mon)	Presidents Day (No School)
3/4 (Thu)	Progress Report Distribution
3/19 (Fri)	End of 3rd Ten Weeks, Digital Learning Day #5
TERM 4: 3/16/2027-5/21/2027	
3/11-3/12	Parent-Teacher Conference, Early Release Days @ 12:15PM
4/2 (Fri)	Early Release Day @ 12:15PM Teacher Planning
4/5-4/9	Spring Break (No School)
5/21 (Fri)	Last Day of School, Early Release Day @ 12:15PM Final Report Card Distribution
5/24 (Mon)	Memorial Day (Holiday)
5/25-5/28	Teachers Post-Planning (Mandatory)
6/18 (Fri)	Juneteenth (Holiday)

July 2026						
Su	M	Tu	W	Th	F	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 2026						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	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 2027						
Su	M	Tu	W	Th	F	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 2027						
Su	M	Tu	W	Th	F	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 2027						
Su	M	Tu	W	Th	F	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 2027						
Su	M	Tu	W	Th	F	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 2027						
Su	M	Tu	W	Th	F	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 2027						
Su	M	Tu	W	Th	F	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			

No School (Student Teacher Holiday)

Early Release Day Dismissal @ 12:15PM

Digital Learning Day

Parent-Teacher Conference & Early Release @ 12:15PM

Teacher Planning/Professional Development (Student Holiday)

Board Approved

ICAGeorgia Daily Schedule

Regular School Days		
	Mon-Thu	Fri
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	8:10 am to 2:45pm for Elementary 8:10 am to 2:55pm 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 2:55 pm to 3:15pm 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 3:16pm for Middle	Starting at 2:31pm for all grade levels
Early Release Days		
Instructional Time	8:10am to 12:15pm including recess and lunch time	
Dismissal	12:15 pm 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
Homeroom	8:10am	Attendance	Homeroom	08:10am	Attendance
1	8:15am	ELA/SS	1	08:15 am	Math
2	9:10am	Math/Sci	2	09:10am	Science
3	10:05am	Specials (Art, PE, Health, Character Building)	3	10:05am	ELA
Recess/Lunch	11:00am	Recess/Lunch	4	11:00am	Social Studies

4	12:05pm	Japanese	Lunch	12:00pm	Lunch
5	01:00pm	Japanese	5	01:00 pm	Electives (Japanese, Art, Computer Science, Music, PE/Health)
6 (Mon-Thu)	01:55pm	Differentiated Instruction (DI)	6	01:55 pm	Electives (Japanese, Art, Computer Science, Music, PE/Health)
Dismissal	Mon-Thu: 2:45pm, Fri: 2pm		Dismissal	Mon-Thu: 2:45pm, Fri: 2 pm	

ICAGeorgia Office Hours

- Monday - Friday 7:45AM to 3:30PM
- Saturday & Sunday Closed
- Holidays Closed

Student Pick-Up Guidelines

These guidelines are in place to ensure the safety and security of all ICAGeorgia students. When these rules are not followed, it increases the risk of disruption and confusion, particularly during transition times. To prevent this, we kindly ask all members of the community to respect and adhere to the procedures. Please note that the school day ends for elementary school (ES) at 2:45 pm and for middle school (MS) at 3:08 pm Monday - Thursday. On Friday the day ends at 2:00 for both ES and MS, on early release days the school day ends at 12:15 pm for both ES and MS.

Early pick-up cut-off times

- Monday - Thursday: Before 2:20 pm
- Friday: Before 1:30 pm
- Early Release Day: before 11:45 am

Carpool pick-up, all parents are required to pick up their child in the carpool lane unless you need an ID check. Walk-in numbers will be called at the end of dismissal/carpool time.

Dismissal ends

Monday - Thursday 3:15 pm (ES) & 3:15 pm (MS)
Friday 2:30 pm (ES & MS)
Early Release 12:45 pm (ES & MS)

Late Pick-Up Fees

	ES: Mon-Thu	MS: Mon-Thu	Friday	Early Release
$1 per minute Mon	3:16 to 3:25 PM	3:26 to 3:29 PM	2:31 to 2:40 PM	12:46 to 12:55 PM
$25 flat fee	3:16 to 3:29 PM	-	2:31 to 3:00 PM	12:46 to 01:05 PM
$50 flat fee	3:16 to 3:45 PM	3:26 to 3:45 PM	2:31 to 3:15 PM	12:46 to 01:20 PM
$100 flat fee	3:16 to 4:00 PM	3:26 to 4:00 PM	2:31 to 4:00 PM	12:46 to 04:00 PM

The final pick-up time before contacting authorities is 4 PM. If your child is not picked up by this time, they will need to be retrieved from the police department. Habitual failure to meet the final pick-up time will result in a report being filed with the Department of Family and Children's Services (DFCS), as it is considered abandonment and may also lead to possible dismissal from ICAGeorgia.

Class Placement

Class placements are carefully determined by school administration and instructional staff based on multiple factors intended to support balanced classrooms and student success.

Placement considerations may include:

- Academic data and instructional needs
- Language proficiency and immersion program balance
- Student services and support needs
- Classroom composition and peer dynamics
- Social-emotional and behavioral considerations

Due to the specialized nature of ICAGeorgia's dual language immersion model and the limited number of classrooms per grade level, requests for specific teachers, classmates, or separation from particular students may not be accommodated.

Final classroom placement decisions are made at the discretion of the school and are intended to support the overall learning environment for all students.

Car Rider Procedures (2026–2027 School Year)

ICAGeorgia encourages families to carpool in order to support an efficient arrival and dismissal process. While the school does not coordinate carpools, the school may assist in connecting interested families. The safe arrival and dismissal of students is a top priority. All families are expected to adhere to the procedures outlined below.

Traffic Flow Procedures

ICAGeorgia operates a single entry and exit system for all car riders.

All vehicles must enter campus using the following route:

- Enter from Engineering Drive only
- Turn right onto Campus Way
- Proceed in a single line past the athletic field
- Enter the designated pick-up/drop-off zone

Upon exiting campus:

- Vehicles will merge into a single line
- Turn right onto Campus Way
- Exit onto Engineering Drive

Restricted Access

Spalding Drive may not be used for student arrival or dismissal at any time. This restriction is in place due to safety concerns and the increased risk of traffic incidents. All families must use Engineering Drive to access the campus.

Pick-Up and Drop-Off Procedures

One or Two lanes may be utilized in the designated pick-up/drop-off zone. All vehicle movement will be directed by school staff. Drivers are expected to follow all directions promptly.

Students must be prepared to enter or exit the vehicle immediately upon arrival at the loading area. Backpacks and personal belongings should be ready prior to reaching the drop-off or pick-up point. Delays in loading or unloading may result in traffic backups and must be avoided.

Early Drop Off Arrival and Early Pick-Up

Early drop off arrival begins at 7:30 a.m. Families arriving after this time may experience delays entering campus.

Early check-out ends at 2:20 p.m Monday - Thursday, 1:30 p.m. on Fridays, and early dismissal 11:45 a.m. After this time, students will be dismissed through the standard dismissal process. The school is not responsible for delays experienced after the early pick-up window has closed.

Carpool Tags

All vehicles participating in carpool must display the current school-year carpool tag. Vehicles without a valid tag will be directed out of the carpool line and required to park and report to the front office to complete student pick-up after dismissal has concluded. School issue carpool tags may not be duplicated or they are deemed invalid. This is for safety reasons. Thank you for your cooperation.

Identification and Authorized Pick-Up

Any individual picking up a student without a carpool tag must report to the front office and present a valid photo identification. The individual must be listed on the student's authorized pick-up list (Office Card). No exceptions will be made.

Walk-up requests and identification checks during dismissal will be asked to wait until the conclusion of the dismissal process.

Communication During Arrival and Dismissal

For safety reasons, parents may not engage staff in conversation during arrival or dismissal. If communication with a teacher or staff member is needed, families should schedule an appointment or contact the front office during regular business hours.

Dismissal Times

Carpool dismissal ends at 3:15 p.m. Monday through Thursday and at 2:30 p.m. on Fridays. Parents arriving after dismissal has ended will be required to park and report to the front office to pick up their child.

Compliance

Adherence to these procedures is required to maintain a safe and efficient environment for all students and families. Failure to follow established procedures may result in delays and/or additional directives from school administration.

Admissions and Enrollment

ICAGeorgia is an open-enrollment public charter school and admits students in accordance with O.C.G.A. 20-2-2066 (1)(A). The school does not discriminate on the basis of race, color, nationality, ethnic origin, religion, sex, sexual orientation, or gender.

ICAGeorgia serves students residing in the state of Georgia. All eligible students who submit a timely application will be considered for enrollment. If the number of applicants exceeds available capacity in a grade level, program, class, or building, admission will be determined through a random lottery process.

Open Enrollment and Application Process

ICAGeorgia offers at least one open enrollment period annually for each grade level served, subject to available space.

- The application window typically opens in January and closes prior to the lottery in March
- Applications are submitted through the school's online system (Lotterease) or via paper application upon request
- Application dates and procedures are published annually on the school website

Applications may only be used to verify residency and basic eligibility. ICAGeorgia does not request or consider:

- Academic records (grades, test scores)
- Disciplinary history
- Letters of recommendation
- Essays or resumes

Additional documentation is collected only after enrollment is offered and accepted.

Japanese Language Proficiency Requirement (Grades 2–8)

Beginning with the 2026–2027 school year, students applying for Grades 2 through 8 must demonstrate Japanese language proficiency prior to entering the lottery, unless an exemption applies.

- Proficiency is measured using the Avant STAMP 4Se assessment (Reading, Writing, Listening, and Speaking)
- Students must meet the minimum required proficiency level established by the school in order to be eligible for lottery participation

Students with Prior Japanese Experience or Assessments

Students who have prior experience in Japanese may submit additional documentation to support placement and eligibility. This may include:

- Prior standardized language assessments

- School transcripts from Japanese immersion or language programs
- Teacher recommendations or program verification (post-lottery, if applicable)

ICAGeorgia may review submitted documentation to:

- Determine whether the student meets proficiency requirements
- Inform appropriate placement decisions upon enrollment

However, all students may still be required to complete the school-administered assessment to ensure consistency in evaluation.

Enrollment Priorities

In accordance with Georgia law, ICAGeorgia provides enrollment priority in the following order:

1. Siblings of currently enrolled students
2. Children of full-time or part-time (minimum 20 hours per week) ICAGeorgia staff
3. Children of the ICAGeorgia Founding Board

Siblings are defined as:

- Biological (including half-siblings) or adopted siblings
- Step-siblings residing in the same household
- Foster children residing in the same household

Lottery and Waitlist Procedures

If applications exceed available capacity, a random lottery will be conducted.

- The lottery is administered using a third-party system (Lotterease)
- The date, time, and procedures will be published on the school website
- Applicants are selected in random order until capacity is reached
- Remaining applicants are placed on a waitlist in lottery order

Parents will be notified of results via email.

- Families must confirm acceptance within the designated timeframe
- Failure to respond or submit required documentation will result in forfeiture of the seat
- Vacant seats will be filled from the waitlist in order

Late Applications

Applications received after the enrollment window will be considered late:

- If space is available, students will be admitted in the order applications are received
- If no space is available, students will be added to the waitlist in order of submission

Waitlist Policy

ICAGeorgia maintains a waitlist for the current school year only.

- Waitlists do not carry over from year to year

- Families must reapply annually if they wish to be considered for enrollment

Enrollment Requirements

Once a student is offered admission, families must complete the enrollment process within the specified timeframe.

Required documentation includes, but is not limited to:

- Proof of age (birth certificate or passport)
- Proof of residency (two documents)
- Immunization and health forms (GA Form 3231 and 3300)
- Academic records (report cards/transcripts)
- Special education documentation, if applicable

Failure to submit required documentation within the deadline may result in forfeiture of enrollment.

Commitment to Access and Equity

ICAGeorgia is committed to providing equitable access to all students. The admissions process is designed to ensure fairness, transparency, and compliance with state and federal guidelines while supporting the school's dual-language mission.

Homeschool Student Assessment

All students enrolling from a homeschool setting will complete a **benchmark assessment** in reading and mathematics as part of the placement process.

Assessment Guidelines

- Students enrolling at the **beginning of the school year** will be assessed on **previous grade-level standards**.
- Students enrolling **mid-year or later** may be assessed on:
    - Previous grade-level standards, and
    - Current grade-level standards to determine readiness

Placement Expectations

Students scoring below 80% in reading or mathematics on the benchmark assessment may be placed in the previous grade level when assessment results indicate insufficient mastery of grade-level standards.

Final placement decisions are made at the discretion of the school to ensure student success. ICAGeorgia is committed to ensuring all students are placed in a learning environment where they can be successful and supported.

ICAGeorgia Attendance Policy

Attendance Expectations
Regular school attendance is essential for academic success and student well-being. ICAGeorgia expects all students to attend school daily, arrive on time, and remain for the full instructional day.

Attendance is a shared responsibility between the school, students, and families. Our goal is to partner with families early to support consistent attendance and prevent chronic absenteeism.
Key Definitions

- Tardy: Arriving after the official start time
- Unexcused Absence: An absence that does not meet state criteria
- Truancy: More than five (5) unexcused absences in a school year
- Chronic Absenteeism: Missing 10% or more of school days (excused or unexcused)
- Compulsory Attendance: Georgia Law requires children between the ages of 6 and 16 to attend school regularly in accordance with O.C.G.A. 20-2-690.1.

Reporting Absences
Parents/guardians must report absences using the school Attendance Form. In emergency situations, families should contact the front office directly.

- Documentation (doctor's note or parent note) must be submitted within 5 school days
- Absences without documentation will be marked unexcused
- For absences of 3 or more consecutive days, a doctor's note or written explanation is required

Excused Absences
Absences may be excused for the following:

- Illness or medical appointments
- Serious illness or death in the immediate family
- Court orders or government mandates
- Religious holidays observed by the faith of the student
- Hazardous weather or safety conditions
- Other absences approved by school administration in accordance with school policy and state law.
- School-sponsored activities or events (e.g., field trips, athletic events, academic competitions), when students are officially representing ICAGeorgia
- Excused absences are determined in accordance with Georgia State Board Rule 160-5-1-.10 and school policy.

Weather and Emergency Closures
ICAGeorgia is considered open for instruction during normal operations, including periods of inclement weather, unless otherwise communicated by the school.
School closures, delayed openings, or early dismissals will only occur when officially announced by ICAGeorgia through approved emergency communication systems (e.g., school notifications, email, phone alerts, and/or local news outlets). Families should not assume closure unless an official notification has been issued.

Unexcused Absences
Examples include (but are not limited to):

- Oversleeping
- Vacations or recreational travel during the regular school calendar
- Personal errands (shopping, appointments, etc.)
- Transportation issues without prior approval
- Other avoidable absences not recognized under state law or school policy

Please be aware that after (3) unexcused tardies this will be counted as an unexcused absence, after 5 unexcused absences your student will not be allowed to attend the next scheduled field trip.

Attendance Monitoring & Support (MTSS-Aligned)
ICAGeorgia uses a tiered support system to monitor attendance and provide early intervention:

Early Support (3 Absences)
School staff will contact families to:

- Share concerns
- Identify possible barriers
- Offer support

Attendance Concern (5 Unexcused Absences) ***(Required by Georgia law)***

- Written notice to parent/guardian outline compulsory attendance requirements and potential legal consequences, as required by Georgia Law
- Attendance conference with school staff
- Development of an Attendance Plan

Ongoing Concern (7–10 Absences or Patterns): The school may conduct a root-cause review with the student and family to identify barriers impacting attendance and determine appropriate supports.
Referral to the Attendance Review Team (ART)
Additional supports may include:

- Counseling
- Academic or behavioral interventions
- Connection to community resources

Chronic Absenteeism (10% or More)

- Intensive intervention and progress monitoring
- Continued family collaboration
- Possible referral to external agencies if concerns persist

Legal Referral (Last Resort)
If attendance does not improve after documented interventions:

- The school may refer the case to juvenile court in accordance with Georgia law

Family Partnership
ICAGeorgia is committed to working collaboratively with families. When attendance concerns arise, the school will:

- Communicate early and consistently
- Seek to understand root causes
- Partner with families to develop solutions

Tardies & Early Checkouts

- Students must be in class by 8:10 a.m. or will be marked tardy
- All late arrivals and early checkouts must be processed through the front office
- Early checkout is not permitted after:
    - 2:20 p.m. (Mon–Thurs)
    - 1:30 p.m. (Friday)
- Students must attend at least half of the school day to be counted present

Extended Absences

- Students absent for 10 consecutive days due to illness may qualify for Hospital/Homebound services
- Students absent for 30 consecutive days without notification may be referred to the Department of Family and Children Services (DFCS) and the RESA Student Affairs Officer in accordance with Georgia Law

Important Notes: ICAGeorgia maintains attendance records, intervention documentation, and communication logs in accordance with state requirements.

- Students are expected to make up missed work

- Excessive absences, tardies, and early checkouts may impact academic progress and retention decisions
- The school will document all attendance interventions and communications

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 teacher 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 make up 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. If guests are interacting with or presenting to students, they must collaborate with the classroom teacher to obtain prior approval from the school principal and provide details about the presentation in advance.

Volunteers & Field Trips

Volunteers

ICAGeorgia values the partnership of families and encourages parent/guardian involvement to support student learning and school operations.

Volunteer Expectations
- Families are encouraged to complete 15 volunteer hours per school year.
- Volunteers support teachers and staff with instructional and school-related activities.
- Volunteers must not disrupt instruction or request conferences during volunteer time.
- All volunteers must sign in and out through the main office.

Training & Requirements
Prior to volunteering, all volunteers must:
- Complete FERPA training

- Complete Mandated Reporter training
- Participate in school orientation (as assigned)

Volunteers are required to report any concerns related to student safety or well-being to school administration.

Security Clearance

- All volunteers (including field trip chaperones) must complete a background check and fingerprinting process
- Clearance may take several weeks; expedited requests are not available
- Security clearance is valid for five (5) years
- Any associated costs are the responsibility of the applicant

Field Trips

Field trips are an extension of classroom learning and are considered a privilege.

Student Expectations

Students are expected to:

- Follow all directions from staff and chaperones
- Demonstrate appropriate behavior at all times
- Represent ICAGeorgia positively

Students may be excluded from a field trip due to:

- Behavior concerns
- Safety risks to themselves or others
- Suspension (students will not participate in the next school event/field trip following a suspension)

Final participation decisions are at the discretion of school administration.

Permission & Deadlines

- A signed permission slip is required for all field trips (no exceptions)
- Payment and forms must be submitted by the deadline indicated
- Late submissions will not be accepted, and the student will not be permitted to attend

Students must be present at school on the day of the field trip to participate.

Payment Procedures

- Payments must be submitted directly to the teacher (cash or check payable to ICAGeorgia)
- The front office will not accept field trip payments
- Students are responsible for delivering payments and forms

<u>Refund Policy (Important)</u>

- All field trip payments are final once the deadline has passed
- No refunds will be issued after the payment deadline, regardless of reason (including absence, withdrawal, or disciplinary removal)

This is critical for contractual obligations with vendors and transportation.

Additional Expectations

- Students must wear their school uniform, unless otherwise approved
- All outstanding school balances must be paid prior to participation (if required on the permission slip)
- Early dismissal from a field trip is not permitted

Chaperones

- Chaperones are selected by the school and/or PTO (random selection may be used)
- All chaperones must have approved background clearance
- Chaperones may not bring siblings or additional children
- Chaperones may be responsible for their own associated costs
- Serving as a chaperone may count toward volunteer hours

Student Use of Electronic Devices & Acceptable Use of Technology Policy

(Compliant with O.C.G.A. §§ 20-2-324.7 and 20-2-324.8)

Student Use of Personal Electronic Devices

To promote a safe, distraction-free learning environment, ICAGeorgia prohibits student access to personal electronic devices during the instructional school day in accordance with Georgia law (O.C.G.A. § 20-2-324.8).

Personal electronic devices include, but are not limited to:

- Cellular telephones
- Smartwatches capable of communication
- Tablets
- Wireless earbuds or headphones
- Gaming devices
- Cameras or recording devices
- Any other personal device capable of electronic communication, internet access, photography, audio recording, or entertainment.

Students are strongly encouraged to leave personal electronic devices at home. Students who choose to bring a device to school do so at their own risk.

Storage of Devices

During the school day, including instructional time, class changes, lunch, recess, field trips, school-sponsored activities during the school day, and school-provided transportation, personal electronic devices must:

- remain powered off or placed in airplane mode;
- remain out of sight; and
- be stored in the student's backpack or another location designated by school administration.

Students may not use personal devices for calls, text messaging, internet access, social media, gaming, photography, video recording, audio recording, or any other personal purpose during the school day unless expressly authorized by school administration or required by an approved IEP, Section 504 Plan, Individualized Health Plan, or other legal accommodation.

Communication with Students

Parents and guardians needing to communicate with their child during the school day should contact the ICAGeorgia Front Office at **770-604-0007**. Students will not use personal devices to communicate with parents during the instructional day except with permission from school personnel during an emergency or other approved circumstance.

Photography, Video Recording, and Audio Recording

Students may not photograph, video record, livestream, or audio record another student, employee, volunteer, or visitor while on school property, school buses, or at school-sponsored activities without the express permission of school administration.

The use of any electronic device to threaten, harass, intimidate, bully, embarrass, or violate the privacy of another individual is strictly prohibited and may result in school discipline, referral to law enforcement, and/or other legal consequences.

Acceptable Use of School Technology

ICAGeorgia provides students with access to technology resources to support teaching and learning. Students are expected to use all school-issued devices, software, networks, and internet resources responsibly and solely for educational purposes.

Students shall:

- use technology in a respectful, ethical, and responsible manner;
- protect usernames and passwords;
- report lost or damaged devices immediately;
- follow all teacher directions regarding technology use;
- respect copyright laws and intellectual property;
- practice good digital citizenship and appropriate online behavior.

Students shall not:

- attempt to bypass internet filtering or security systems;
- access inappropriate or non-educational websites;
- install software or applications without authorization;
- damage, alter, or misuse school technology;
- use technology to cheat, plagiarize, or engage in academic dishonesty, including the unauthorized use of artificial intelligence (AI) tools;
- transmit threatening, obscene, discriminatory, or inappropriate material;
- access or attempt to access another person's account or files.

ICAGeorgia reserves the right to monitor, inspect, and review the use of all school-owned devices, accounts, and networks. Students should have no expectation of privacy when using school technology.

Social Media

Students are prohibited from accessing social media platforms during the instructional school day except when:

- specifically authorized by school personnel for instructional purposes;
- the platform is age appropriate;

- students are directly supervised; and
- use is limited to the approved instructional activity.

Parents or guardians may request information regarding instructional use of social media or submit a written request to restrict their child's participation in instructional social media activities.

Disciplinary Consequences

Students who violate this policy create a disruption to the instructional environment and are subject to progressive disciplinary action.

First Offense

- Device confiscated and submitted to school administration.
- Parent/guardian notified.
- Parent/guardian must retrieve the device from the school.

Second Offense

- Device confiscated.
- Parent/guardian conference required.
- Additional disciplinary consequences may be assigned in accordance with the Student Code of Conduct.

Repeated or Serious Violations

Repeated violations, refusal to surrender a device upon request, unauthorized recording, cyberbullying, threats, academic dishonesty, or other serious misuse of technology may result in additional disciplinary action, including suspension, loss of technology privileges, or referral to law enforcement when appropriate.

Liability

ICAGeorgia is not responsible for the loss, theft, damage, or unauthorized use of personal electronic devices brought to school. Students bring such devices entirely at their own risk.

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 students are expected to follow the ICAGeorgia dress code. Uniforms are an essential part of our school culture and support a focused academic environment by promoting a standard of neatness, safety, and school pride.

Uniform Guidelines

Tops: Collared Polo or Button-Down Shirt

- White (Elementary)
- Navy (Elementary)
- Black (Middle)
- Lime Green (Middle – school logo polo available for purchase)

Outerwear: Blazer, Vest, Cardigan, or Pullover

- Navy
- All outerwear worn in the building must align with school colors

Bottoms: Pants, Shorts, Skirts, Dresses

- Navy
- Khaki
- All shorts, skirts, and dresses must be below the knees.

Tights, Socks, Stockings, or Leggings

- Navy
- Khaki
- White
- Black

Shoes

- Closed-toe shoes only with back support (no flip flop or crocs)

Fridays and Special Dress Days

- On Fridays, students may wear an ICAGeorgia T-shirt with jeans
- Jeans must not contain holes, rips, or tears

During dress-down days, special events, athletic activities, or other occasions when uniforms are not required, clothing may not display messages, graphics, logos, symbols, or advertising that promote or reference alcohol, tobacco, vaping products, drugs, controlled substances, weapons, violence, profanity, sexual content, illegal activities, or other material deemed inappropriate for a school setting.

School Performances and Events

Students participating in school performances or events are expected to wear their school uniform unless otherwise directed by their teacher or school staff. Any alternative attire will be communicated in advance and must align with school expectations for appropriateness.

Enforcement of Uniform Policy

Students who are out of uniform will receive a verbal and written correction.

- A second offense will result in parent/guardian contact and a request to bring a change of clothing
- Continued non-compliance may result in additional administrative action

- Students out of uniform may be given a school uniform until the end of day.

Exemptions

Parents/guardians who require an exemption from the dress code for religious, cultural, or medical reasons may submit a request to the school administration. All requests will be reviewed in accordance with applicable laws and school policies.

Lunch

Students may bring lunch from home or order through ICAGeorgia's approved lunch vendor. Additional information regarding the vendor and ordering process is available on the ICAGeorgia website and in the weekly Parent Bulletin.

Students are not permitted to use a microwave. All lunch items must be ready to eat upon arrival.

Commercial fast food, restaurant deliveries, and canned or bottled soft drinks are not permitted.

If a parent chooses to drop off a lunch during the school day, it must be delivered to the front office no later than 10:30 AM.

Emergency Lunch Procedures

Parents/guardians are responsible for ensuring that students arrive at school each day with a lunch unless participating in the school lunch program.

If a student arrives at school without a lunch, ICAGeorgia will provide an emergency meal to ensure the student's immediate needs are met. Emergency meals are intended for occasional and unforeseen situations only and should not replace regular meal planning responsibilities.

The cost of the emergency meal will be charged to the student's account and remains the financial responsibility of the parent/guardian. No student will be denied a meal due to an unpaid balance.

Repeated emergency lunch requests, lack of parent response, or ongoing unpaid balances may result in administrative intervention, including parent conferences, financial accountability measures, and review of additional student support needs.

To support school operations and student supervision, families should not expect staff to leave campus during the school day to purchase meals.

Parent Lunch Visits

Parents who wish to have lunch with their child must submit a request at least one week in advance by emailing: **department-of-ed@internationalcharteracademy.org**

- All requests must be approved a week in advance
- Walk-in lunch visits are not permitted
- Lunch visits may be limited or unavailable during the beginning of the school year, testing periods, and end-of-year activities

Visitor Expectations:

- All visitors must check in at the main office and receive a visitor badge
- A maximum of two (2) visitors per student is permitted due to space limitations
- Parents must sit with their child at the designated parent table in the cafeteria
- Visitors must sign out and exit campus immediately following the student's lunch period
- If visiting multiple children with different lunch times, parents must check out and re-check in through the front office

Outdoor picnic areas are reserved for school use and are not available for lunch visits unless otherwise approved.

Food Allergy / Nut-Free School

ICAGeorgia is a peanut- and tree nut-free school. To help ensure the safety of students and staff with severe food allergies, families must not send foods containing peanuts, tree nuts, nut butters, or products made with peanuts or tree nuts to school.

Examples include, but are not limited to:
• Peanut butter and peanut-containing products
• Almonds, walnuts, pecans, cashews, pistachios, hazelnuts, and other tree nuts
• Nut butters and nut-based spreads
• Foods containing peanuts or tree nuts as ingredients

If a student brings a lunch containing peanuts, tree nuts, or products made with peanuts or tree nuts, the student may be required to eat in a designated alternate area and a notification will be sent to the parent/guardian.

Exposure to peanuts and tree nuts can cause severe allergic reactions, including life-threatening situations. Families are asked to carefully review ingredient labels before sending food items to school.

Parties & Celebrations

ICAGeorgia values celebrating birthdays, holidays, and special occasions. Due to health and safety considerations, families are strongly encouraged to provide non-food items, such as:

- A classroom game
- A book for the classroom
- Small student items (e.g., pencils, erasers, markers)

If food is provided:

- Items must be commercially prepared
- Homemade food items are not permitted
- All items must comply with the school's **NUT-free** policy
- **Prior approval from the classroom teacher is required**

Please coordinate with the classroom teacher before bringing any items to the school. Parents are not permitted to enter classrooms. All items must be dropped off at the front office.

To support a positive and inclusive classroom environment, we ask that invitations only be distributed at school if they include the entire class. If families prefer to invite a smaller group, we ask that invitations be shared outside of school.

ICAGeorgia respects that some families may not celebrate birthdays. Parents/guardians are encouraged to notify their child's teacher in advance so appropriate accommodations can be made.

Free & Reduced Lunch Program

ICAGeorgia offers a Free and Reduced Lunch Program for eligible families. Applications are available in the main office or the school website.

Families are responsible for providing lunch until official approval is received from the school.

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 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.

Medical/Illness

Signs and symptoms of illness can appear suddenly. They can 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 and contact their medical provider for guidance.

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

- A temperature of 100.4 degrees Fahrenheit or higher
- One or more episodes of watery or loose stools or diarrhea
- Vomiting two or more times in a 24-hour period
- Rashes accompanied by fever, severe itching or discomfort
- Eye mucous or drainage, redness, swelling, or severe pain
- Children can experience much pain with an earache and are more comfortable at home.
- Severe sore throat accompanied by fever, swollen lymph nodes, or trouble swallowing or talking
- Constant runny nose with trouble breathing, fever, or inability to participate in classroom activities
- Constant cough causing trouble breathing, wheezing, vomiting, or inability to participate in daily activities
- Severe irritability or excessive sleepiness which can be signs of underlying illness

STUDENT ILLNESS DURING THE SCHOOL DAY & PARENT RESPONSIBILITY

If a student becomes ill during the school day and exhibits symptoms outlined above (fever, vomiting, diarrhea, or other symptoms that limit participation), the student will be sent to the clinic and a parent/guardian will be contacted for immediate pickup.

Parent/Guardian Expectations

- Parents/guardians are expected to pick up their child within one (1) hour of being notified that their child is ill.
- Parents must ensure that all contact numbers are current and accessible during the school day.
- Parents must also ensure that designated emergency contacts are available and able to pick up the student if the parent/guardian is unavailable.

Communication & Follow-Up

- The school will make reasonable attempts to contact parents/guardians and emergency contacts using the information provided.
- If a parent/guardian cannot be reached, the school will continue to contact listed emergency contacts until a responsible adult is reached.

Health & Safety Considerations

Students who are ill:

- may not remain in class due to the risk of spreading illness
- may not return to class once symptoms requiring exclusion are identified

Timely pickup is essential to:

- ensure the health and comfort of the student
- prevent the spread of illness
- allow school staff to effectively support all students

Failure to Pick Up in a Timely Manner

Failure to pick up a student within the expected timeframe may result in:

- documentation of the incident
- administrative follow-up
- a parent conference if delays become repeated

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

- Students may return to school once it has been at least 24 hours since their last fever, episode or vomiting or diarrhea without the use of medication.
- If they have been started on antibiotics for an infection they need to complete 24 hours of antibiotics before returning to school.
- For rashes, the rash should be resolved or a doctors note should confirm the rash is not contagious and when the child may return to school.
- We ask that parents notify the school nurse of any communicable diseases that are diagnosed so we can remain vigilant in identifying symptoms in other children and excluding them to minimize the spread.
- In the event that a student is absent for three or more consecutive days, is hospitalized, 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. In order to use the elevator, we must have a physician's note explicitly stating the necessity. 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@internationalcharteracademhy.org or be handed in to the front desk.

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 Medication Permission Form.

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 must be in the original container and properly labeled with the students name and date of birth. We will not administer any medication that is in unlabeled bottles, zip-lock bags or aluminum foil.
2. Non-prescription medications (over the counter medications) are prohibited unless there is a doctor's note or emergency action plan on file that specifies necessity. All medications that can be given at home, should be given at home (i.e. allergy medications, preventative inhalers, etc). Prior to administration school personnel must be able to contact the parent to confirm the last time the child had the medication to avoid any potential overdoses. If we are unable to reach you, the medication will not be given.
3. PRN or as needed medications are prohibited unless they are emergency medications (EpiPens, Albuterol inhalers, etc).
4. 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 and dosage, name of issuing health care provider, expiration date, and route medication is to be given. Pharmacies can give additional bottles with labels.
5. 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.

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. You may NOT send medication in a child's bookbag with them.
8. If an emergency medication is to be carried by the student and not kept in the clinic there is a "Student Authorization to Carry" form that must be completed by the parent. It is the responsibility of the parent and student to ensure capability of self administration.
9. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication.

Elevator Usage

Use of the school elevator by students requires prior written documentation from a licensed healthcare provider specifying the medical necessity and time period for which the accommodation is valid.

Bullying and Harassment Policy

(In Compliance with O.C.G.A. §§ 20-2-751.4 and 20-2-324.7)

ICAGeorgia is committed to providing a safe, orderly, and respectful learning environment for all students. Bullying in any form is strictly prohibited and will be addressed promptly, consistently, and in accordance with Georgia law.

Definition of Bullying

Bullying is defined as:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

- Any intentional display of force that 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 another person.

Bullying also includes any act that:

- Substantially interferes with a student's education; or
- Substantially infringes upon the rights of a student

Distinction Between Bullying and Peer Conflict
Not all student conflicts meet the definition of bullying.

- **Peer Conflict** typically involves:
    - Mutual disagreement or conflict between students
    - Isolated incidents
    - Situations where both students participate or contribute
- **Bullying** typically involves:
    - Repeated behavior over time
    - A real or perceived power imbalance
    - Intentional targeting of a student

The school will review all incidents carefully to determine whether the behavior meets the definition of bullying or is more appropriately addressed as peer conflict.

Cyberbullying

Cyberbullying is defined as bullying through the use of electronic communication, including but not limited to:

- Cellular telephones
- Computers and tablets
- Cameras or recording devices
- Social media platforms
- Text messages
- Chat platforms
- Internet websites

Cyberbullying is prohibited whether it occurs on or off campus if it impacts the school environment or infringes upon the rights of a student.

Scope of Policy

This policy applies to all student behavior that occurs:

- On school property
- At school-sponsored events or activities
- During extracurricular activities
- On school transportation
- Through the use of school technology or personal devices when such use impacts the school environment

Reporting Bullying

Students, parents, and staff are encouraged to report bullying concerns immediately to school administration or designated personnel.

All school employees are required to report bullying when observed or when reliable information is received.
Staff must report incidents within 24 hours of awareness.

Reports may be made verbally or in writing.

Investigation and Response

All reports of bullying will be taken seriously and investigated promptly. The school will ensure the safety and well-being of all students involved, conduct a thorough investigation, which may include staff interviews, review of available documentation, and review of video footage when applicable and implement appropriate disciplinary and corrective actions. Retaliation against any individual who reports bullying or participates in an investigation is strictly prohibited.

Documentation of Incidents

All reported incidents of bullying will be documented and maintained in accordance with school procedures. The school will monitor and follow up on reported incidents to ensure that concerns are resolved and that no ongoing issues are present. Documentation will include:

- Description of the incident
- Statements from involved parties and witnesses (as applicable)
- Actions taken by school personnel
- Follow-up measures and outcomes

Records will be maintained in the student information system and/or discipline records as appropriate.

Parent/Guardian Notification

Parents/guardians of all students involved in a reported bullying incident will be notified in a timely manner, consistent with student privacy laws.

While specific disciplinary actions regarding other students may not be disclosed, the school will communicate that the matter has been addressed and appropriate action has been taken. Due to student privacy laws, certain information, including details involving other students and video recordings, may not be shared directly with parents. The school will provide a summary of findings and actions taken.

Disciplinary Action

Students found to have engaged in bullying will be subject to disciplinary action in accordance with the Student Code of Conduct. Consequences may include:

- Parent/guardian notification
- Counseling or behavioral interventions
- Loss of privileges
- Detention or suspension
- Referral to law enforcement when applicable

In accordance with Georgia law, students in grades 6–12 who commit the offense of bullying for the third time in a school year shall be assigned to an alternative school.

Prevention and Intervention

ICAGeorgia will provide age-appropriate instruction and support to promote a positive school climate, including bullying prevention and digital citizenship.

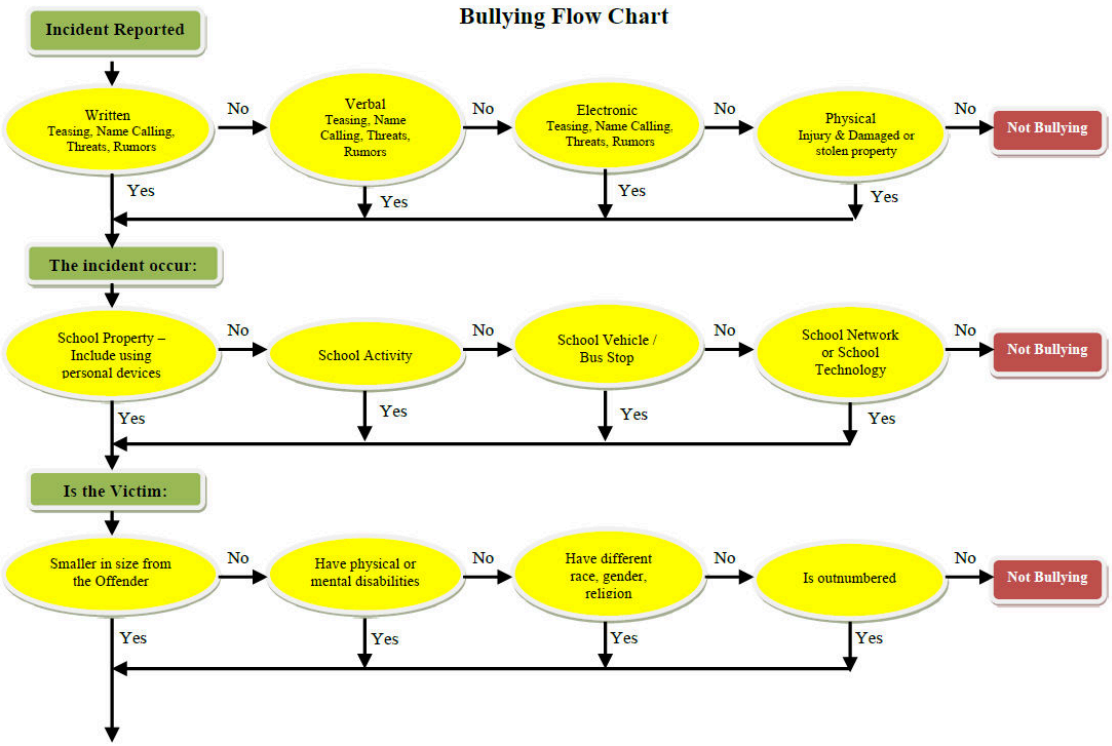
Policy Availability

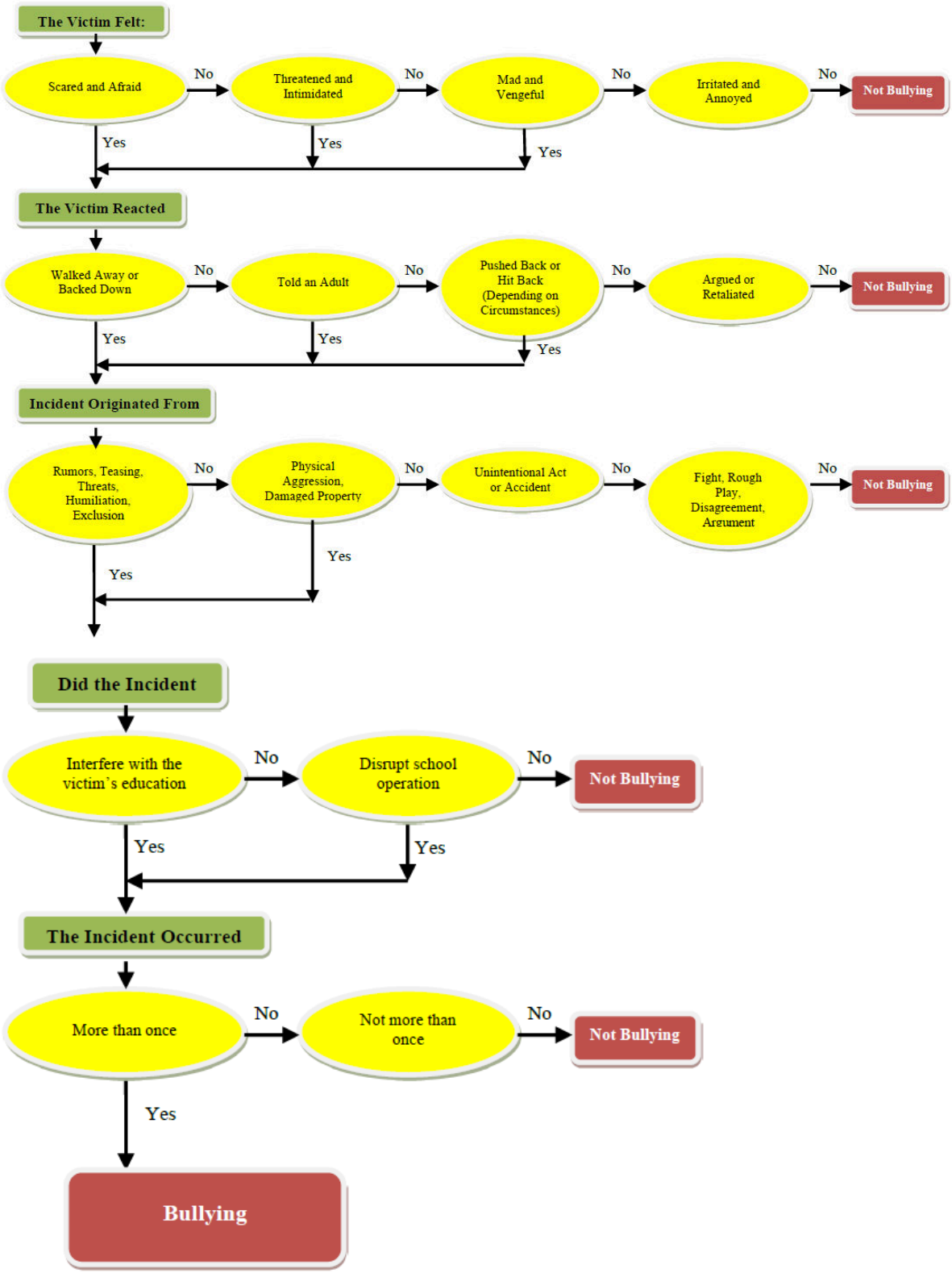
This policy is published on the school's website and is available in print upon request.

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 FlowChart

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





Note: A single incident, while serious, does not automatically constitute bullying unless it meets the criteria outlined above.

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

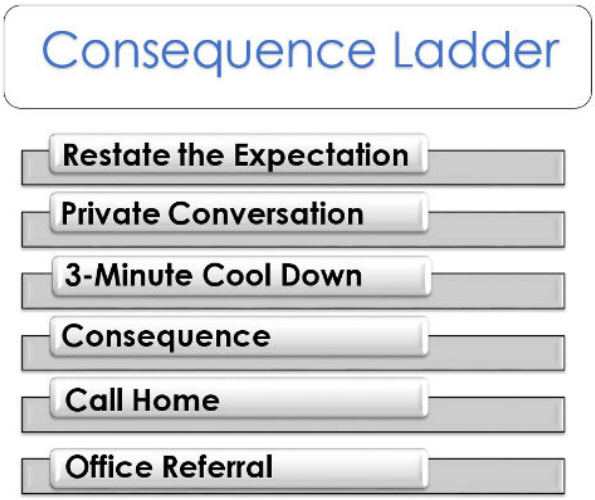
While there is no simple formula for creating the perfect large-scale community building and accountability system, the ideals below will provide clear, developmentally appropriate consequences for a wide range of students' choices. This formula will serve as a guideline for holding our students accountable 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.

Standards of Behavior
Standards for student behavior during school hours, at school-related functions, and on school buses designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students, respect each other and school employees, obey student behavior policies and obey student behavior rules established and adopted by ICAGeorgia.

The following are prohibited behaviors: verbal assault, including threatening violence, of teachers, administrators, and other school personnel, physical assault or battery of teachers, administrators or other school personnel, disrespectful conduct towards teachers, administrator, other school personnel, persons attending school related functions or other student, including use of vulgar or profane language, Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972, physical assault or battery of other students, willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school, inciting, advising, or counseling of others to engage in

prohibited acts, marking defacing or destroying school property or the property of another student, possession of a weapon, unlawful use or possession of illegal drugs or alcohol, willful and persistent violation of student codes of conduct, bullying, students in grades 6 through 8 that commit the offense of bullying for the third time in a school year shall be referred to an alternative school.

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). Office referrals are indicated as visits with an administrator/ deans.

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 led 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 led 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.

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.

Video Review and Student Privacy

The school may use video footage as part of reviewing student incidents to ensure accurate understanding of events.

Due to student privacy laws, including the Family Educational Rights and Privacy Act (FERPA), video recordings that include multiple students are considered part of the educational record of all students captured.

As a result:

- Video footage will be reviewed by school administration as part of the investigation process
- Video recordings will not be released, copied, or distributed to parents or guardians
- Video recordings will not be altered, edited, or redacted (e.g., blurring of other students) for the purpose of parent viewing
- In limited circumstances, the school may allow a parent to view video footage only if all required consents are obtained from other involved parties, and at the sole discretion of the school

The school will provide a summary of findings and actions taken based on its review of all available information, including video evidence when applicable. The school's determination will not be based solely on video footage but on a comprehensive review of all available information.

<u>Detention Policy:</u> See below for more information on detention

- 3rd Grade – 8th grade: 30 minutes - 1 hour after school (Teacher will coordinate with family)
- Middle grades Saturday School

<u>LEVELS OF DISCIPLINARY ACTION</u>

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 or after school)

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.

Extracurricular Participation and Behavior

Participation in extracurricular activities, including athletics, is a privilege.

Students who receive disciplinary consequences may lose the ability to participate in extracurricular activities, including practices, competitions, and school events.

- Students assigned office referrals, suspension, or repeated behavioral infractions may be restricted or removed from participation
- Loss of privileges related to extracurricular activities may occur immediately and does not require multiple offenses
- Students must demonstrate consistent improvement before reinstatement

Final decisions regarding participation are at the discretion of school administration.

NONDISCRIMINATION POLICY:

ICAGeorgia operates on a policy of nondiscrimination based on race, color, national origin, sex, religion, creed, and disability in program services. ICAGeorgia respects the sincerely held religious beliefs of students and families. The school will provide reasonable accommodations for religious practices in accordance with applicable state and federal law.

Administrative Discretion in Student Discipline

The Accountability and Discipline Plan is intended to guide staff in providing interventions and consequences for student misconduct. Because it is not possible to anticipate every circumstance, school administrators retain the authority to determine appropriate interventions and consequences for behaviors not specifically addressed in this handbook.

Based on the nature, severity, frequency, or circumstances of a disciplinary violation, the Principal or designee may assign interventions or consequences that differ from or exceed those identified in the discipline matrix when deemed necessary to maintain a safe and orderly learning environment.

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.

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

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 on the playground 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 7th 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 1st through 8th 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 3rd 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 (2025-2026): NEEDS UPDATING

Semester	Referrals	Screening	Individual Evaluation	Notification of Placement
1st Semester	Aug. 1 – August 21	Aug. 1 – August 21	Aug.31 – Sept. 18	Sept. 21 – October 6
2nd Semester	Jan. 4 – Jan. 15	Jan. 4 – Jan. 15	Jan. 25– Feb. 19th	No Later than March 1st

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 state approved Georgia WIDA Screener.

Why is a student screened for ESOL services?

When a language minority student enrolls in ICAGeorgia 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 is the ESOL Program at ICAGeorgia implemented?
The ESOL Program follows the dual immersion push-in model. This is a state approved delivery model which prioritizes students to receive the same content in all areas of English and Math to be in the general education classroom. Most of the teachers have already received and credentialed to provide ESOL services to students in the classroom. Students will receive additional support within the classroom in a small group format for Reading, Writing, Listening, and Speaking skills.

Assessments:
In order for students to exit the state approved ESOL program, they must participate in taking the ACCESS assessment in the spring of each school year. The state has created an exit score which the students must obtain in order to exit the program. Afterwards, students will be monitored for two years regarding their progress. In addition, all EL students must participate in all state assessments such as Gkids, ACCESS, and the Georgia Milestones each year.

In addition to these state assessments, students who are required to participate in language proficiency tests under Title III of the Elementary and Secondary Education Act must participate in the language proficiency test prescribed by the state. EL students enrolling for the first time in a U.S. school must participate in all SBOE-designated assessments and must be coded as a first time in U.S. school enrollee in state-required data collections. All scores resulting from the administration of state assessments will be removed from any statewide accountability calculations for the first year of a newly-arrived EL student's enrollment in a U.S. school. Though not used for statewide accountability purposes in the first year, such scores will serve as the baseline for student growth calculations and be included beginning in year two of such students' enrollment. Both achievement and growth will be included in statewide accountability calculations beginning in the third year of enrollment

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.

HB 268 requires students in middle grades to receive at least one hour of suicide awareness prevention training a year and at least one hour of "evidence based," Youth Violence Prevention training a year.

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), the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act), and applicable provisions of Georgia law, including HB 268. 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 FERPA, the Act, and HB 268, 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:

- Parents and eligible students have the right to inspect and review the student's educational records.
- 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.

- 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)

The confidentiality of student records shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Access to student records is provided to parents, eligible students, and school officials with legitimate educational interests, as outlined in the annual FERPA notification.

With the exception of directory information as defined below, personally identifiable information from a student's education record will not be released without prior written consent of the parent or eligible student, except as authorized under FERPA regulations (34 C.F.R. § 99.31).

Unless a parent or eligible student submits a timely written request to the principal to opt out, certain information may be designated as "directory information" and may be disclosed upon request.

Public Events and Media

Please be advised that certain school events are public in nature. As such, photographs, video recordings, social media posts, and other forms of publicity may occur beyond the control of ICAGeorgia. These events may include, but are not limited to:

- Concerts
- Award ceremonies
- Athletic events
- Competitions
- Graduation and other year-end celebrations

Student names may appear in event programs, recognition lists, displayed student work, and the yearbook (which may include photographs), unless a parent or guardian submits a written request to withhold such information.

Release of Records

Each school maintains a record of all parties who have requested or obtained access to a student's education records.

When parent or eligible student consent is required for the release of records, the consent must be:

- In writing
- Signed and dated

The consent must also include:

1. The specific records to be released

2. The purpose of the disclosure
3. The party or parties to whom the records will be released

Important Notice Regarding Consent

While it is optional for parents or guardians to provide consent for the release of student records, please be aware that if consent is not provided:

- Records must be picked up in person by the parent/guardian
- The school cannot send records to third parties, including other schools, organizations, or programs

This requirement may result in delays in processing records requests.

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 in 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 (teachers, administrators, counselors, visiting teachers, school social workers, psychologist) and 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).

Mandated reporters must report regardless of whether it is based on privileged/confidential communication.

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.

Child abuse defined consistent with O.C.G.A. 19-7-5(b)(5) means: Any physical injury or death inflicted upon a child by a parent, guardian, legal custodian, or other person responsible for the care of

such child by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child, neglect of a child by a parent, guardian, legal custodian, or other person responsible for the care of such child, emotional abuse of a child, sexual abuse or sexual exploitation of a child, prenatal abuse of a child by a parent, an act or failure to act that presents an imminent risk of serious harm to the child's physical, mental or emotional health, or trafficking a child for labor servitude.

DFCS/Child Welfare Visits
Authorized Interviews: Under Georgia law, DFCS may interview students at school without prior parental consent when investigating allegations of abuse or neglect, in accordance with county Child Abuse Protocols and DFCS guidelines.

Parental Notification: DFCS generally informs the parent or guardian of the interview as soon as possible after it is conducted (DFCS Child Welfare Services Manual, Section 6.2).

School's Role: Staff must cooperate with DFCS, provide a safe space for interviews, and complete the DFCS Visit Documentation Form to record details.

Confidentiality: Information about the interview must remain confidential and any disclosure to parents should follow DFCS guidance and the outcome of the investigation.

Student Reporting of Alleged Sexually Inappropriate Behavior

O.C.G.A. § 20-2-751.7(a) – The Professional Standards Commission has established 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 of or the child.

"Sexual Harassment" means sexual advances, requests for sexual favors, sexual or sex-based conduct, or any other unwelcome and offensive conduct.

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:
Dean of Education, Compliance Coordinator, Title IX
International Charter Academy of Georgia
3705 Engineering Drive
Peachtree Corners, GA, 30092
(770) 604-0007
Email: department-of-ed@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
School Counselor
Phone: 770-604-0007

Georgia Department of Education
McKinney-Vento Grants Program
Email: 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 / Parent Conduct Policy

ICAGeorgia is committed to maintaining a safe, respectful, and professional environment for all members of the school community. Clear communication norms are essential to ensuring productive partnerships between families and staff.

Norms are the expectations that guide respectful interaction. When these expectations are not followed, the behavior is considered a "culture break."

Examples of culture breaks include, but are not limited to:

- Communicating concerns to inappropriate staff members rather than following established channels
- Gossiping or spreading misinformation
- Refusal to follow school procedures (e.g., arrival, dismissal, safety protocols)
- Disruptive or uncooperative behavior during meetings
- Use of foul, abusive, or inappropriate language
- Aggressive, intimidating, or threatening behavior toward staff

Norms	Conflict Norms
• Take turns talking • Respect the time parameters • Respect others comments or concerns • No side bars/One mic • Active Listening • Follow up and follow through • Advocate for yourself and others openly and respectfully • Step outside of your comfort zone • Don't assume	• Time and Place • Choose your words carefully • Be Calm • Be transparent (open and honest) • Take turns speaking and listening without interruption • Ask for help • The power dynamic is equal and confidential during conflict • Support and hold teammates accountable • Forgive

Expectations for Parent/Guardian Conduct

All parents and guardians are expected to:

- Communicate respectfully with all staff at all times
- Follow established school procedures and protocols
- Participate in meetings in a calm, solution-oriented manner
- Respect staff time and scheduled meeting parameters

ICAGeorgia maintains a zero-tolerance stance for behavior that compromises the safety, well-being, or professional environment of staff.

- Staff are not required to remain in meetings where a parent/guardian is exhibiting aggressive, disrespectful, or inappropriate behavior
- Meetings may be ended immediately if expectations are not met
- Future meetings may require administrative presence or be conducted in writing only

At any point a staff member feels unsafe, intimidated, or uncomfortable, all future communication and meetings with the parent/guardian will be restricted to administration only. Direct interaction between the parent/guardian and the staff member may be discontinued.

Grievance Process (Staff-Initiated Concerns)

When a teacher, staff member, or administrator has a concern regarding parent/guardian conduct, the following process will be followed:

STEP I

The concern shall be submitted orally or in writing to the principal within ten (10) calendar days of the most recent incident. Any supporting documentation or evidence must be included at this time.

STEP II

The principal or designee will review the concern, including any prior incidents, and issue a written determination within ten (10) calendar days.

Possible interventions may include, but are not limited to:

- Parent-teacher mediation facilitated by administration
- Required administrative presence at all meetings
- Requirement that all communication include an administrator or designated staff member
- Limitation or removal of one-on-one communication between parent and staff
- Restriction from participation in non-essential school events
- Formal written notice outlining behavioral expectations
- Recommendation for withdrawal or loss of enrollment

STEP III

If the complainant is dissatisfied with the decision, a written request for reconsideration may be submitted to the principal within ten (10) calendar days of the decision. A follow-up meeting will be scheduled, and a final written determination will be issued within ten (10) calendar days.

STEP IV

If the matter remains unresolved, a written appeal may be submitted to the ICAGeorgia Board of Directors within ten (10) calendar days. The Board will review the matter at the next scheduled meeting.

Administrative Authority to Maintain a Safe School Environment

For any conduct that disrupts the safety, operations, or professional environment of the school, ICAGeorgia administration reserves the right to take immediate and appropriate action.

This includes situations not explicitly outlined in this handbook.

School leadership has the authority to:

- Modify communication protocols
- Restrict campus access
- Require meetings to occur only under specific conditions
- Implement additional safeguards to protect staff
- Determine consequences based on the severity and pattern of behavior

All decisions will be made in the best interest of maintaining a safe, respectful, and productive school environment.

Commitment to a Safe Environment

ICAGeorgia is committed to ensuring that all staff members feel safe, supported, and respected in their roles. Behavior that creates fear, discomfort, or intimidation will be addressed promptly and decisively.

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 1st – 8th 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 8th 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.

School Communication Platforms

ICAGeorgia utilizes approved communication and learning platforms to support family engagement, student learning, and school-home communication.

ClassDojo is used for school and classroom communication, behavior updates, announcements, reminders, and family engagement.

Google Classroom is used for assignments, instructional resources, academic support, and classroom learning activities, as appropriate by grade level.

Parents/guardians are encouraged to regularly monitor both platforms to remain informed about school events, classroom expectations, assignments, and student progress.

Homework Policy

At ICAGeorgia, homework is designed to reinforce classroom learning, foster independent responsibility, encourage literacy development, and support language exposure in both English and Japanese. Current educational research supports purposeful, developmentally appropriate homework practices that reinforce learning without creating excessive stress for students and families.
As an immersion school, ICAGeorgia believes that regular reading, vocabulary review, and language exposure are essential components of student success. Homework assignments are intended to be meaningful, age-appropriate, and aligned to classroom instruction rather than repetitive or excessive.

Elementary School (Grades K–3)
Students in grades K–3 are expected to complete all of the following as assigned by their teacher:
Students in grades K–3 will be expected to:

- Read daily in English and/or Japanese

- Complete a daily reading log
- Study for weekly assessments, quizzes, spelling tests, kanji tests, and/or unit assessments

Reading logs may be completed digitally or on paper and will be collected and reviewed weekly by the teacher.

Upper Elementary & Middle School (Grades 4–8)
Students in upper elementary and middle school are expected to complete all of the following as assigned by their teacher:
Students in upper elementary and middle school will be expected to:

- Engage in daily independent reading in English and/or Japanese
- Complete literacy-based assignments connected to reading or novel studies
- Study for weekly assessments, quizzes, spelling tests, kanji tests, and/or unit assessments

Additional assignments may be assigned periodically to reinforce classroom instruction or prepare students for projects and assessments.

Homework Expectations
Assignments should be completed on time and reflect the student's best effort. Homework is intended to support the development of responsibility, study habits, and independent learning skills.
Teachers may provide academic support, interventions, or additional opportunities for students who consistently fail to complete assigned work.

Parent/Guardian Support
To support student success, families are encouraged to:

- Establish consistent reading and study routines at home
- Provide a quiet and appropriate space for reading and homework completion
- Encourage independent responsibility and organization
- Limit distractions during study and reading time
- Maintain communication with teachers regarding academic concerns or questions

ICAGeorgia values a balanced approach to homework that promotes academic growth, literacy, language development, and student well-being.

Re-test Policy

ICAGeorgia will not provide retesting for any district benchmarks including but not limited to the Amira 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.

Cheating and Plagiarism Policy

At ICAGeorgia, academic honesty is a core value. All students are expected to submit work that reflects their own independent thinking and efforts. Cheating in any form is not allowed, and plagiarism, the use of someone else's ideas, words, or creative work without proper acknowledgment, is strictly prohibited. This includes work from books, articles, websites, other students, computer programs, or artwork.

Students are also not permitted to share their work with others for the purpose of copying.

Plagiarism includes, but is not limited to:

- Copying from a book, article, website, or another student's assignment.
- Paraphrasing someone else's work without giving credit to the original author.
- Combining portions of various sources to create a new assignment without citing them.
- Submitting the same assignment for more than one class or teacher without prior approval.
- Receiving significant assistance on assignments meant to be completed independently.

Consequences for Cheating or Plagiarism:
If any part of an assignment is found to be plagiarized or completed dishonestly, the student will receive a grade of zero. Depending on the situation, the teacher and/or administration may allow the student to redo the assignment for partial credit or provide an alternative assignment. Students who allow others to copy their work will face the same consequences.

Artificial Intelligence (AI) Policy
ICAGeorgia recognizes the value of AI in enhancing teaching and learning while preparing students for a tech-driven future. This policy ensures AI is used responsibly, ethically, and in alignment with academic standards, safeguarding privacy and promoting integrity. It applies to all AI use on school premises, school devices, or networks.

Student Guidelines
- Educational Use
  - AI may be used for learning, research, and problem-solving with teacher approval.
  - Students must properly credit AI tools and avoid over-reliance on them for completing assignments.
- Academic Integrity
  - Plagiarism, cheating, or submitting AI-generated work as one's own is prohibited.
  - AI generated work or translators are prohibited for essay use.
  - Students must clearly distinguish original work from AI-assisted content.
- Privacy
  - Students may not use AI to collect or share personal data.
  - Tools that violate privacy laws (e.g., FERPA, COPPA) are not permitted.
- Ethical Use
  - AI must be used respectfully and legally. Misuse that causes harm or infringes on rights is not allowed.
  - Students should engage in discussions around the ethical use of AI.
- Supervision
  - All AI tools used in class must be approved. Teachers will monitor AI usage.
  - Misuse will result in disciplinary action in line with the Code of Conduct.

Training & Implementation
- For Students & Staff:
  - Workshops and curriculum will introduce AI concepts, skills, and ethics.
  - Ongoing training will support responsible AI integration.
- Monitoring & Evaluation:
  - The school will regularly review AI use and update policies based on feedback and technology trends.

Conclusion
AI offers transformative potential in education when used wisely. ICAGeorgia is committed to maintaining ethical standards, protecting privacy, and using AI to enhance, not replace, teaching and learning. This policy will be reviewed annually to remain current with evolving practices and innovations.

Middle School Advisement

In accordance with the BRIDGE Act (House Bill 400) and O.C.G.A. § 20-2-327, ICAGeorgia provides middle school students (grades 6–8) with career guidance, advisement, and academic planning. The goal is to help students see the connection between their learning, personal goals, and future careers.

The purpose is to introduce career awareness and advisement starting in grade 6, ensure every student develops an Individual Graduation Plan (IGP) by grade 8, support students in reviewing and updating their IGP annually, and integrate ICAGeorgia's dual-language and global-competency focus into planning.

Procedures:

Grade 6: Complete a Career Cluster Inventory; explore interests and potential pathways.
Grade 7: Complete career interest and aptitude inventories; explore at least three Career Clusters; connect interests to academic subjects.
Grade 8: Develop an IGP with parent/guardian and counselor; include academic focus, career goals, and supports (ESOL/IEP); receive advisement on Dual Enrollment.

Roles and Responsibilities:

Counselors: Lead BRIDGE implementation, facilitate inventories and IGPs, maintain records.
Teachers: Integrate career awareness into instruction.
Administrators: Provide scheduling and resources for advisement and oversight.
Parents/Guardians: Participate in IGP meetings and support goal setting.

All advisement, inventories, and IGPs are documented in student records and maintained for compliance.

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 3-8 only who earn the following criteria.

- Honor Roll (Grades 3-8) 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 3-8) 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.

School Counselor Services

ICAGeorgia's counseling program supports students' academic, social, and emotional growth while preparing them for future education and career planning.

- Elementary students focus on building interpersonal, decision-making, academic, and resilience skills, as well as exploring careers.

- Middle school students apply these skills by exploring their interests, abilities, and career options, and beginning their required "High School and Beyond Plan" or IEP Transition Plan.

Parents/guardians will be notified by email when a student meets with the school counselor. Session details will remain confidential unless there is an immediate danger to the student or others.

The school counselor must report any actions or activities that could cause harm or mental distress to the school principal or authorized administrator. A record of students seen will be maintained, but the content of discussions will not be shared, in accordance with ethical standards.

Please note: Parents/guardians may choose to opt out of their child speaking or meeting with the school counselor by completing the opt-out form click here or contacting the school counselor directly at c.armstrong@internationalcharteracademy.org.

For more details about ICAGeorgia's counseling services, click here for additional information.

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 from Health Seminar

Students in grades 3-8 will have the opportunity to engage in a health seminar led by the nurse or counsellor. Permission forms will be sent home to provide consent for students to attend. 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".

Custody & Legal Documentation

Custody Agreements

ICAGeorgia recognizes and follows all court-issued custody and guardianship documentation on file.

- The school will adhere strictly to the terms outlined in the most current legal custody agreement provided by the parent/guardian.
- In the absence of official documentation, both parents/guardians will be assumed to have equal rights to access student records and participate in school-related matters.

Required Documentation

- Families are responsible for providing complete and current custody documentation at the time of enrollment or when changes occur.
- The school will not enforce custody restrictions without official, court-approved documentation.

Updates to Custody Status

- Any changes to custody arrangements must be:
  - Submitted in writing, and
  - Supported by updated legal documentation
- Changes will only be implemented once documentation has been received and verified by the school.

School Responsibility

ICAGeorgia will make all reasonable efforts to follow custody agreements as written; however, the school is not responsible for enforcing custody disputes.

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 Complaint, 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.

Athletics and Extracurricular Activities

ICAGeorgia offers opportunities for students to participate in school-sponsored athletic and extracurricular activities, including cross country and track. These programs promote teamwork, discipline, and school pride.
Participation in extracurricular activities is a privilege, not a right.
Eligibility Requirements
To participate, students must:

- Maintain satisfactory academic performance
- Demonstrate behavior aligned with the Code of Conduct
- Adhere to all school rules and expectations
- Provide documentation of a current physical examination, updated annually, in accordance with school and state requirements

Students who do not meet expectations may be:

- Placed on probation
- Temporarily suspended from participation
- Removed from the activity

All eligibility decisions are at the discretion of school administration.

Academic Expectations

- Students must remain in good academic standing
- Students with failing grades may be restricted from participation until improvement is demonstrated
- Administration may require progress monitoring or academic check-ins

Behavior Expectations
Students must demonstrate positive behavior:

- During the school day
- At practices and competitions
- While representing the school on and off campus

Serious or repeated behavior incidents may result in immediate removal from participation.
Attendance Expectations
Students must be present at school in order to participate in practices or events on the same day unless approved by administration.

Students participating in ICAGeorgia-sponsored off-campus athletic events during the school day, including track and cross country, will be recorded as excused absences.
Uniforms and Equipment

- Families are responsible for purchasing required uniforms
- Students are expected to maintain and care for all uniforms and equipment

Transportation

- Parents/guardians are responsible for transporting students to and from all practices and competitions unless otherwise communicated by the school

Fundraising
Athletic programs may conduct limited fundraising activities throughout the year to support program needs.

- Participation is encouraged
- All activities must be approved by administration

Facilities and Student Privacy
ICAGeorgia does not have dedicated locker room facilities.

- Students may be required to change using designated restroom or private areas

- The school will implement procedures to support student privacy and supervision in accordance with applicable law

Students are expected to follow all guidelines and use facilities appropriately.

Off-Campus Expectations

Students must follow all school rules while attending off-campus events and represent ICAGeorgia in a respectful manner at all times.

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

The program is a weekly basis only for the 2026-2027 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 5/31/2026 at 9am to 7/16/2026 at 3:00pm. The lottery will take place at the school on 7/17/2025 at 1pm. Selected families will be notified from the email below upon completion of the lottery by 7/20/2025.

About ICAGeorgia After School Program

ICAGeorgia offers in-house after-school care for ICAGeorgia students. Our goal is to provide a safe and nurturing environment for students. The program offers daily activities that allow for lots of social interaction in a structured environment.

Our Afterschool Time Consist of:

- A nutritious snack
- Enrichment activities
- Focus on teamwork, with weekly team-challenges incorporated to encourage growth in interpersonal communication and sportsmanship
- Homework help for all grade levels
- Accessible art station with basic supplies and recycled materials. More items can be used with teacher permission and supervision
- Creative building materials for imaginative play
- Dramatic play station in classroom with kitchen and accessories
- Classroom library with a diverse collection of English and Japanese books with multiple reading levels
- Additional recess time for physical activity and health

ICAGeorgia School Calendar

Months of operation for the After School program begins on July 27th 2026 and ends on May 21th, 2027. The after school program is closed on school breaks and holidays indicated below.

- Any other closure due to weather or special circumstances will be communicated by email at its

earliest convenience.

After School Program Time Schedule

ICAGeorgia ASP operates five days (Monday through Friday) a week.

Monday through Thursday	2:45pm to 6:00pm
Fridays	2:00pm to 6:00pm
Early Release Days	12:15pm to 6:00pm

Admissions and Enrollment

In accordance with O.C.G.A. 2022066 (1)(A), ICAGeorgia ASP will admit students of any race, color, nationality, ethnic origin, religion, sexual orientation, or gender. ICAGeorgia ASP 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 ASP 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 ASP may use applications for the purpose of verifying the student's residence within the school's attendance zone. ICAGeorgia ASP 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: www.internationalcharteracademy.org/admissions/.

Current ICAGeorgia ASP 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 ASP for the following school year, the new registration period starts in June. The exact dates and the procedure will be announced each year on the school website. Students enrolling at ICAGeorgia ASP are subject to the following priority:

In accordance with Georgia law, ICAGeorgia provides enrollment priority in the following order:

4. Siblings of currently enrolled students
5. Children of full-time or part-time (minimum 20 hours per week) ICAGeorgia staff
6. Children of the ICAGeorgia Founding Board
7. Weekly use families

Siblings are defined as:

- Biological (including half-siblings) or adopted siblings
- Step-siblings residing in the same household
- Foster children residing in the same household

Applications and detailed information on admission procedures will be made available to the public on ICAGeorgia's website. 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 ASP will hold a lottery of the students who register during the registration period. The time and place of the lottery will be published on the school's website: 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. Applicants will be notified of the results via email. 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.

Fee and Payment Schedule

Standard Fees

Fee Type	Amount		Due Date	
Registration Fee	$25.00	One-time fee	At time of registration	Non-refundable
Standard Fee	$70.00	Weekly cost	Fridays prior to the upcoming week	Non-refundable

Fees related to absences and vacations

Standard fee is for an enrollment slot and not for attendance; therefore, fees will not be refunded or prorated for illness, vacation, holidays, staff development days, cancellation of days, or reduction of operating hours due to inclement weather, public health concerns (e.g., COVID-19), or staffing availability.

Families should also be mindful of early release days and plan accordingly. If a student will not attend ASP on any given day, written notice must be provided in advance so that the account is not charged for that day of service.

Withdrawal from Program

If a family intends to withdraw from the ASP program, a minimum of forty-five (45) days written notice is required. Failure to provide proper notice will result in continued billing through the notice period.

Payment Method

Online Credit Card (Visa, MasterCard, and Discover) payments or E-check via the Campus Parent Portal are accepted. Please contact the office for Campus Parent Portal access. Personal checks or

cashier's checks are also accepted at the school main office during normal hours (M–F 7:45 a.m. to 3:30 p.m.).
Please note: no partial payments will be accepted. Payments must be made in full for the applicable billing period. The school is unable to provide change for cash payments.

Other Charges and Fees

- There will be a non-refundable 3.5% fee for credit card payments via Campus Parent Portal.
- There will be a non-refundable $0.35 fee for E-check payments via Campus Parent Portal.
- There will be a returned check fee for any returned or unpaid check.
- There will be a chargeback fee if the cardholder or card-issuing bank initiates a dispute.
- Failure to pick up by 6:00 p.m. and/or chronic lateness will result in a $1 per minute charge and/or additional fees from the ICAGeorgia After School Program.
- Standard fees are due by Wednesday for the upcoming week. Failure to receive payment by the due date will result in suspension of services until payment is received. If you need to discuss payment options, please contact the office.
- There will be no refunds for early dismissal.
- If a student is withdrawn from the program after payment has been received, there will be no refunds.

Non-payment Policy

Students may be suspended or withdrawn from the After School Program for non-payment or late payment of Tuition & Fees.

Ages of children served

ICAGeogia After School Program service school children ages from 5 years old to 12 years old.

Sign-in/Sign-out Procedures

Sign-in	A daily attendance record is kept on all participants who attend the After School Program.	Participants will be released from their dismissal positions and all students will be brought to the cafeteria for check-in.	Once participants have been checked in they will be separated into their specific group.
Sign-out	After snack, the sign-in/sign-out sheet will be left by the door.	Please provide the time and signature before the release of your student.	Only the guardian or parent of the student is allowed to fill out any sign-out information.

Transportation and Car Rider Procedures

ICAGeorgia After School Program does not provide transportation services, and 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. When you arrive to pick up your child, please come to the After School's main entrance to escort your child back to your car.

- ICAGeorgia After School program's last pick-up ends at 6:00pm.
- It is important to update your contact information so that we can contact the parent/guardian.
- Failure to pick-up by the time and/or chronic lateness will result in $1 per minute and/or

additional fees from ICAGeorgia After School program.
- During the first week of school, please bring and present your student's carpool tag number at pick-up.
- Unpaid late fees may result in dismissal from the after school program.
- After the 3rd late pick-up (after 6:00 pm) is an automatic dismissal from the program with no exceptions.

Meals and Snacks

ICAGeorgia's After School Program provides afternoon snacks (individually packaged) and water to all students.

Snack Menu Example (Two Weeks)

Monday	Tuesday	Wednesday	Thursday	Friday
Muffins and oranges	Yogurt tube and Granola bar	Cheese, carrots, ranch	Fruit cup and cheese dips	Cookies and fruit leather
Applesauce, Lucky Charms bar, jerky	Cherry tomatoes (ranch) and crackers	Muffin and yogurt tubes	Fruit chips and jello	Veggie straws and pudding

ASP Discipline Policy

The After-School Program (ASP) follows all behavioral expectations outlined in the ICAGeorgia Student Handbook. This includes, but is not limited to, the Code of Conduct, Bullying and Harassment Policy, School Discipline Policy, and expectations for appropriate student behavior. Students are expected to follow all school rules while participating in ASP.

Behavior Expectations and Consequences

ASP staff will implement the school's established discipline procedures and consequence ladder as outlined in the Student Handbook.

- In non-urgent situations, staff may address behavior concerns with parents/guardians at student pick-up rather than through a phone call
- Repeated behavior concerns requiring parent/guardian communication will result in escalation in accordance with the discipline policy
- Staff may document concerns through follow-up communication (e.g., email) for record-keeping purposes

Program Participation

Participation in the After-School Program is a privilege.

- Ongoing or serious behavior concerns may result in suspension or dismissal from ASP
- Students who receive two (2) ASP suspensions may be dismissed from the program
- Final decisions regarding ASP participation are at the discretion of school administration or program director

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Student Handbook SY 2026-2027

Parent/Guardian and Student Acknowledgement Form

I, _____As the custodial parent of a child enrolled in ICAGeorgia, my child and I acknowledge by signing this form that we have reviewed ICAGeorgia's Student Handbook for the School Year 2026-2027. We understand and agree to abide by the policies and procedures set forth in the Student Handbook.

We understand failure to sign or return this acknowledgement form does not excuse any individual from complying with school system policies and guidelines.

____ I understand ICAGeorgia's Arrival, Dismissal times and Attendance Policy.
(initial)Failure to comply may result in legal consequences.

_____

(PRINT) Student's Last Name First Middle

_____

(PRINT) Student's Last Name First Middle

_____

(PRINT) Student's Last Name First Middle

_____

Parent/Guardian Signature Date

Upon completion of acknowledgement, please email this signed form to info@internationalcharteracademy.org within 10 days of enrollment/school year.

Administrative Release and Consent Form

2026-2027 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 opt out request is rescinded.
- I further understand that if directory information is released prior to the School receiving my opt out 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: _____

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INTRUDER ALERT DRILL OPT-OUT FORM

(School Year 2026-2027)
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 any time 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.