International
CHARTER SCHOOL
OF ATLANTA

Parent & Student Handbook
2022-2023

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Our "Why"

We believe in nurturing students to become compassionate, lifelong learners who are committed to taking actions that will improve our world.

Mission Statement

The International Charter School of Atlanta's mission is to strive to prepare students for a successful future by promoting academic excellence through rigorous instruction that includes multilingualism, cultural awareness, respect, and tolerance for others. We utilize both dual-language and cultural immersion to nurture student curiosity into compassion for others and a commitment to improve our world. Furthermore, we employ student-centered teaching to create actively engaged, lifelong learners.

Mission Outcomes

- All students will achieve bilingualism and biliteracy.
- All students will achieve the multicultural awareness necessary to participate in society as globally-minded citizens.
- All students will voluntarily take actions for the betterment of their communities and/or the world.

School Operations

School Calendar

The school calendar is available on the ICSAtlanta website at www.icsatlanta.org.

School Hours

Lower Campus (K-3rd grade)

Monday, Tuesday, Thursday, Friday: 7:40 a.m. – 2:20 p.m.
Wednesday: 7:40 a.m. – 1:20 p.m.

Upper Campus (4th-8th grades)

Monday, Tuesday, Thursday, Friday: 7:25 a.m. – 2:40 p.m.
Wednesday: 7:25 a.m. – 1:40 p.m.

Title IX Coordinator Information

Christen Ramo, ICSAtlanta Title IX Coordinator: christen.ramo@icsatlanta.org

Communication

Please stay informed and involved in your child's school experiences and activities by reading all school correspondence sent via your student's agenda, the mail, or electronically through the school's website, email, classroom blogs, and social media. Emergency information is sent through an emergency communications system and posted on the website and/or the ICSAtlanta Facebook page.

Please ensure that the email used for school registration is correct, and notify info@icsatlanta.org when you have a change in email address, phone number, or home address to ensure that you are receiving important information and news. Check the "spam" folder in the email account if update emails are not received. Typically, at least one update email is sent every week.

Website

Calendars, news, policies, and resources can be found on ICSAtlanta's website at www.icsatlanta.org, which is updated frequently. The Wolf Pack Online Store is located on the website, as well as Governing Board documents and information and links to faculty and staff email addresses and class blogs. **The ICSAtlanta website is the best first place to look for information you need.**

Phone Calls
Phones at both campuses are answered during the school day. Teachers are unable to take calls during the school day, but they are glad to return calls when they are not instructing students. Due to the busy nature of the school, administration and staff may not be able to answer the phone when you call. Please allow 24-48 hours for a return phone call from ICSAtlanta faculty and staff.

Lower Campus Main Number: 470-222-7420
Lower Campus After School Program: 470-222-7382
Upper Campus Main Number: 470-222-7535
Upper Campus After School Program: 470-251-4060

Email
All faculty and staff can be contacted via email following this format: first.lastname@icsatlanta.org. Please allow teachers and staff 48 hours to reply, and note that email may not be checked during school breaks. If you need a more immediate response, please contact the front desk to leave a message.

For general school questions, please email info@icsatlanta.org. For questions about online payments and fundraising, please email giving@icsatlanta.org.

Parent Portal
ICSAtlanta posts information about students' schedules and grades on the Parent Portal. Email blasts sent to parents are also available through the Parent Portal. The portal can be accessed through a link on the ICSAtlanta website, and login information is provided to parents at the beginning of the school year.

Questions and Information
ICSAtlanta expects that parents will have frequent questions throughout the school year. For general questions, please start by checking for information on ICSAtlanta's website at www.icsatlanta.org. Answers to most questions can be found there. Also, be sure to read update emails for information about upcoming events and activities.

- For general questions and requests for information and policies, please email info@icsatlanta.org.
- For questions about the online store, fundraising, and media and public relations, please email giving@icsatlanta.org.
- For questions and concerns about your child or your child's class, please email your child's teacher. Find the teacher's email address on the ICSAtlanta website at www.icsatlanta.org/faculty.
- For questions and concerns about your child's social-emotional wellbeing, please email the counselor at your child's campus. Find your counselor's email address on the ICSAtlanta website at www.icsatlanta.org/faculty.
- For questions and concerns about your child's health and medical care during the school day, please email the nurse at your child's campus. Find your nurse's email address on the ICSAtlanta website at www.icsatlanta.org/faculty.
- For questions about the Early Intervention Program (EIP) or Remedial Education Program (REP), please email the Instructional Lead Teacher (ILT) at your child's campus. Find your ILT's email address on the ICSAtlanta website at www.icsatlanta.org/faculty.
- For questions about Special Education services, please contact your child's teacher or email the Director of Special Education. Find the email address on the ICSAtlanta website at www.icsatlanta.org/faculty.
- For questions about free and reduced lunch and/or services for homeless or foster children, please contact the counselor at your child's campus. Find your counselor's email address on the ICSAtlanta website at www.icsatlanta.org/faculty.
- For questions about new student admissions, please email admissions@icsatlanta.org.
- For requests for records, please email info@icsatlanta.org.
- For questions and concerns about school policies, please email board@icsatlanta.org.

- For requests to conduct activities on behalf of outside organizations (scouts, etc.), please email giving@icsatlanta.org.
- For questions about spirit nights and other PTO-sponsored events, please email pto@icsatlanta.org.

Social Media

ICSAtlanta maintains an official Facebook page to share news and information, which is located at www.facebook.com/internationalcharterschoolofatlanta. This site is used to post reminders about ICSAtlanta events and activities, share school news, and post urgent information. This is the only Facebook page maintained and monitored by ICSAtlanta. Please contact the school directly with any questions instead of posting them on Facebook so that you can receive the fastest and most accurate answer.

The ICSAtlanta PTO moderates additional Facebook pages to promote PTO-sponsored activities, show support for ICSAtlanta, and share resources between parents; however, the school does not moderate, monitor, or respond to these sites, and the views and opinions on these pages do not represent the views and opinions of ICSAtlanta, the Governing Board, and/or the ICSAtlanta faculty and staff. Questions about school operations should be directed to ICSAtlanta via email or phone in order to receive a timely and accurate response.

Special Notes about Using Social Media

Social media can help bring the ICSAtlanta community closer together and let the wider community know about ICSAtlanta, but families should use common sense and courtesy when posting online. Please take the opportunity on social media to uplift and inspire the ICSAtlanta community and share good news. Facebook is a great way to celebrate successes, build community, and share resources. Social media is not the appropriate venue for airing concerns and grievances, and social media should never be used to publicly humiliate or criticize another parent, faculty or staff member, or student. Please see the Grievance Policy for ways to express concerns and file a grievance so that appropriate resolutions can be found.

When posting photos of ICSAtlanta students to personal social media accounts, please be mindful of the privacy of other families. As a reminder, social media sites have age restrictions for account creation, and students are not allowed to access or utilize social media sites during the school day or ICSAtlanta-sponsored activities.

Media and Public Relations

All media inquiries and comments should be referred to the Development and Communications Manager. Please contact the Development and Communications Manager prior to using the ICSAtlanta logo, mascot images, or photos of school buildings in publications or other distributed materials or social media posts. The only two acceptable formats for the school name are as follows:

- International Charter School of Atlanta
- ICSAtlanta

Change in Personal Information

If there is any change in information regarding a student (e.g. change in address, change in guardianship, etc.), the parent must email the Data Clerk. Please visit www.icsatlanta.org/faculty for the email address. This information must be submitted in writing.

School Payments

From time to time, ICSAtlanta asks families to make financial payments to cover the costs of field trips, supplies, books, shirts, etc. It is ICSAtlanta's policy to accept payment through an electronic payment processor only, which can be accessed on the Wolf Pack Online Store found on ICSAtlanta's website. No cash, checks, or money orders will be accepted for school fees.

Expectations for Parents - Promoting a Positive School Environment

ICSAtlanta promotes an environment of inquiry, diversity, and multiculturalism, recognizing every person's value and worth. Students are expected to treat everyone with respect and communicate in a positive and appropriate manner, even when they may disagree with others. ICSAtlanta holds the same expectation for faculty, staff, and parents. A healthy school community includes families who are engaged in the academic achievement and overall wellbeing of their children and the school as a whole. The school and parents are partners in ensuring that children are nurtured and receive a quality education. ICSAtlanta expects that conflicts will arise, and parents will have concerns from time to time.

ICSAtlanta is committed to resolving difficulties and concerns in a constructive manner, through open and positive dialogue. Parents are encouraged to approach teachers, administration, and staff in a respectful and constructive way and offer faculty and staff the benefit of the doubt when concerns arise. In return, ICSAtlanta faculty and staff are committed to nurturing students, listening to parents, and treating all members of the ICSAtlanta community with respect. The Grievance Policy and Procedures can be found on the ICSAtlanta website at www.icsatlanta.org.

With this in mind, the following behavior will not be tolerated from any member of the ICSAtlanta community:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language, cursing, or displaying temper.
- Threatening a member of the ICSAtlanta faculty staff, visitor, other parent/guardian or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the ICSAtlanta community.
- Defamatory, offensive, or derogatory comments regarding the school or member of the ICSAtlanta community on Facebook or other social media.
- The use of physical, verbal, or written aggression towards another adult or child.

In order to promote order and limit distractions, parents, guardians, and visitors should refrain from the following behavior:

- Approaching any student during the school day unless as a part of a pre-approved activity. Parents should refrain from approaching or speaking/calling out to students during carpool, recess, fire drills, school evacuations, etc.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences.)
- Bringing treats or food items to students other than pre-approved, pre-planned school activities. Please be mindful that many students have serious food allergies, and students should only be eating the food items that their parents have provided for them.

Thank you for helping us maintain a positive learning environment for our students!

Carpool and Dismissal Procedures

Carpool Rules

Since ICSAtlanta is unable to offer school buses, all students arrive at and leave from school in private vehicles and vans. Carpool generates a large volume of traffic at the Lower Campus and the Upper Campus every day. For this reason, ICSAtlanta implores parents to remain alert, calm, patient, and careful during carpool in order to maintain safety and order.

- Please remember that the safety of everyone involved in carpool is far more important than avoiding a tardy. It is imperative that parents remember to follow these carpool rules, even when running late. Remaining calm and respectful to other vehicles, parents, students, police officers, and ICSAtlanta staff is the best way to help your child have a great start to their school day.
- Please remain in your vehicle during carpool and do not leave your vehicle unattended.
- Children must remain in the vehicle during carpool and may not play in the parking lot, road, or ICSAtlanta play area.
- In order to maintain safety and a smooth carpool process, students and parents should not exit the vehicle to access the vehicle's trunk during carpool. Students should have their belongings and be ready to exit the vehicle.
- Please follow the instructions of police officers who are directing traffic and remain respectful to these officers who are helping our school. If ICSAtlanta parents do not follow traffic laws, the police have the authority to issue citations. Further, if parents repeatedly violate traffic laws or create dangerous driving conditions, the city can require changes to ICSAtlanta's carpool patterns and procedures.
- Please follow the directions of ICSAtlanta staff and remain courteous and respectful as they assist students to enter and exit vehicles safely in all weather conditions. Offensive hand gestures and rude or degrading comments will not be tolerated.
- Please be mindful of the safety of ICSAtlanta students and staff. Keep a safe distance from other cars and individuals who are walking or directing traffic and maintain a safe speed when approaching the carpool line.
- Please do not use phones or other electronic devices during carpool.
- Pets should be restrained during carpool and should not pose a threat or disruption (i.e. lunging out of a door or window or barking at staff or students).
- Remember that carpool will be slower the first few weeks of school as new families learn carpool procedures, and everyone adjusts to the new school year. Please be patient!

Morning Carpool

Lower Campus

Morning carpool begins at 7:20 a.m. and ends at 7:40 a.m. Vehicles must be stopped in front of the school in the carpool line (and not moving through the parking lot) at 7:40 a.m. for the student to be considered on time.

Prior to the beginning of carpool, families should park in ICSAtlanta's parking lot and students should remain in their vehicle.

During carpool, students should be ready with their backpacks and belongings when the vehicle reaches the unloading area. Students should exit the vehicle and enter the school building on their own, following the directions of ICSAtlanta staff.

After carpool ends, Lower Campus parents must park their car and walk their child into the school. Parents will then sign their child in as tardy, and the front desk will issue a late pass before the child is allowed to go to his or her classroom.

Upper Campus

Morning carpool begins at 7:10 a.m. and ends at 7:23 a.m. Classes begin promptly at 7:25 a.m., and students should be in their classroom at that time.

Prior to the beginning of carpool, families should park in the carpool line or in ICSAtlanta's parking lot and students should remain in their vehicle.

During carpool, students should be ready with their backpacks and belongings when the vehicle reaches the unloading area. Students should exit the vehicle and enter the school building on their own, following the directions of ICSAtlanta staff. Parents should not assist students with unloading and entering the building.

After carpool ends, families should pull up to the driveway by the front door and drop off students. Students should enter by themselves, sign in to the tardy log, accept a late pass, and proceed to class.

Afternoon Carpool

Lower Campus

Afternoon carpool starts at 2:20 p.m. (1:20 p.m. on Wednesdays) and ends at 2:40 p.m. (1:40 p.m. on Wednesdays).

Early pick-up ends at 1:40 p.m. (12:40 p.m. on Wednesdays). Anyone arriving to pick up their child after this time must wait in the lobby until carpool has ended. Please inform your child's teacher and the receptionist ahead of time to expedite the process.

Transportation changes (carpool instead of vanpool, etc.) must be submitted to the front desk receptionist by emailing reception@icsatlanta.org or by calling 470-222-7420 by 1:40 p.m. (12:40 p.m. on Wednesdays)

Carpool Tags

Every family is issued a unique carpool number for the children in that family, and each family is given two carpool tags. The official ICSAtlanta carpool tag with the student's number on it must be displayed on the front windshield of the vehicle for the student to be released to that vehicle. More than one carpool tag may be displayed. If you do not have the official, original ICSAtlanta carpool tag, please park your car in the parking lot and come to the reception desk after 2:45 p.m. (1:45 p.m. on Wednesdays). Your child will be brought to you after carpool has ended, and the family will be subject to the late pick-up policy below.

Replacement tags are available for $7.00. If you need a new or additional carpool tag, please email reception@icsatlanta.org. You will be notified when the new tag is available. Please allow at least 48 hours.

Upper Campus

Afternoon carpool starts at 2:40 p.m. (1:40 p.m. on Wednesdays) and ends at 2:55 p.m. (1:55 p.m. on Wednesdays).

Early pick-up ends at 2:00 p.m. (1:00 p.m. on Wednesdays). Anyone arriving to pick up their child after this time must wait in the lobby until carpool has ended.

Students line up outside the school building and will enter their vehicle when it arrives and has come to complete stop in the carpool line. Parents should remain in their vehicle and allow students to enter the vehicle without assistance. Upper Campus students do not have carpool tags. For fourth grade students only, ICSAtlanta offers the option for parents to pick up their children in the lobby of the building. Please refer to the carpool information on the ICSAtlanta website to sign up your child for this option and to learn more information.

Late Pick-up

Students must be picked up before the end of carpool or enrolled in the afterschool program (ASP), afterschool enrichment program, or club. Parents who do not pick up their children on time will be charged $7.00 for the first 10 minutes after carpool ends and then $1.00 per minute after that. Payment is expected when parents pick up their child.

ICSAtlanta offers this service to parents as a courtesy to allow for unforeseen circumstances. If a child has been left after the end of carpool more than five times, the family will be referred to the ICSAtlanta social worker, and a referral may be made to Children and Family Services to ensure that the family has necessary resources to care for their children. A referral to the school social worker may be considered if a student has been left more than once after the end of carpool for more than 30 minutes. If a family maintains an outstanding balance for late pick-up fees, students may be restricted from participating in

optional school activities, including but not limited to checking out books from the Hub, purchasing field day shirts, paying for field trip fees, etc.

Authorized Persons for Pick-up

School personnel are bound by law to release children to the authorized adults, as indicated on the student's enrollment records. Proper identification is required. Adults must remain in the lobby, and the student will be brought to you. Adults may not enter the school building beyond the lobby to pick up a child for dismissal at any time.

If someone other than any authorized adults listed in the enrollment records will be picking up your child, please email reception@icsatlanta.org at least one hour prior to the end of the school day.

School Policies

Nondiscrimination Policy

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

Please refer to our website at www.icsatlanta.org for any changes to the information given in this handbook

Attendance

The International Charter School of Atlanta operates under the authority of the State Board of Education Rules and laws set forth in the state of Georgia.

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s).

Students of school age have a right to a free public school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their campus director, students are expected to be in school on time every day.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

Attendance Rules

First Day of School Rule

Any student who is enrolled prior to the first day of school for the academic year will be expected to start attending school on the first day of school of that academic year. Any student who enrolls after the first day of school will be expected to start school within five (5) school days of the completion of their enrollment paperwork.

If a student does not show up on their first scheduled day of attendance, they will be withdrawn as a "no show" student, according to the State Board of Education Rule 160-5-1-.07 Student Data Collection and 160-5-1-.28 Student Enrollment and Withdrawal.

Checking Students In and Out

Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out at the front desk. Otherwise, the student will be considered absent.

Cumulative Record
A student's attendance record is cumulative and is based on a complete school year.

Excused Absences
The following are considered reasons for excused absences: Illness, funeral, death of an immediate family member, religious holiday, orders from court or other government agency, or medical appointment. Documentation will be required within **five (5) days** of the student's return to school.

A student who has been absent for more than five (5) days for illness must present a physician's statement in order for the absences to be excused.

Excuse Notes
Students must present written documentation to excuse absences within five (5) days of the last absence. Excuse notes presented after five (5) days will not be accepted, and the absence will be considered unexcused. Excuse documentation must be presented in hardcopy and will be filed at school. **Emails cannot be accepted as excuse documentation.** Parents/guardians may write up to four (4) excuses per school year (for a total of no more than eight days per school year). After ICSAtlanta receives four (4) parent/guardian written excuses (or a total of eight parental-excused sick days), a medical/doctor's note will be required in order to excuse any further absences.

Unexcused Absences
Examples of unexcused absences, even with parental consent, include, but are not limited to the following: truancies, working, missing the bus or carpool/vanpool, oversleeping, shopping, car not starting, keeping personal appointments, going out-of-town (including out of the country), needed at home, etc. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the campus director. Students must make up all work to meet their educational needs.

Please note that students who have accumulated ten (10) consecutive, unexcused absences will be unenrolled from ICSAtlanta. When a student who is un-enrolled under these circumstances attempts to re-enroll, he or she will be subject to the same requirements as if he or she were a newly enrolling student.

Truant
Any student who is absent for five (5) or more days is considered by Georgia Compulsory Attendance Code 20-2-690 to be truant. These absences do not include those that result from participation in school-sponsored trips or absences due to Out of School Suspensions. Students who are truant will be referred to the school social worker for further support.

Tardiness
A student is considered tardy when he or she arrives to class after school has begun (7:40am in Lower Campus or 7:25am in Upper Campus).

- Students who arrive after school begins (7:40 a.m. at the Lower Campus, 7:25 a.m. at the Upper Campus), but before 11:45am, will be considered **tardy**. In order to excuse the tardy, the student must present documentation when checking into school. Excused tardies include the following: medical appointment or orders from court or other government agency.
- Students who arrive at school **after 11:45am** are considered **absent** for that school day.

In-School Absences
In-School Absences include the following circumstances:

- A student is on school property but does not attend class
- A student has any unexcused tardy to a regular class which exceeds five minutes
- A student leaves the classroom without a signed teacher permission slip.

A student who is considered “In-School Absent” will receive **no credit** for work missed; however, students must make up all work to meet their educational needs. A student who is out of the classroom with a staff member will not be considered to be “In-School Absent”; however, he/she must present an excuse from the staff member.

Attendance Referral Process

The primary goal of the attendance policy is to address unexcused and excessive absences for students. Absences stemming from out of school suspensions (OSS) shall not warrant an attendance referral, unless deemed necessary by school administration.

- **Three (3) unexcused absences:** The school will notify the parent/guardian regarding student absences via email to start a conversation regarding the importance of attendance and to offer resources for education regarding attendance.
- **Five (5) unexcused absences:** The school will notify the parent/guardian regarding student absences via email, reminding parents about Georgia’s School Attendance Law 20-2-690.1 and will refer the family to the school social worker for further support.
- **Seven (7) unexcused absences:** The school will send an email to the parent/guardian requesting a meeting between the parent/guardian and the school’s Attendance Protocol Committee to schedule a Mandatory Truancy Intervention Panel meeting with the school social worker.
- **Ten (10) unexcused absences:** After a student accrues ten (10) or more unexcused absences, a referral to Juvenile Court for Truancy or the Department of Family and Children Services for Educational Neglect will be submitted.

Middle Grades Absences

Attendance will be taken in every period for middle grades students (6th-8th grade).

Dress Code and Uniforms

The ICSAtlanta Uniform Policy can be found on the ICSAtlanta website at www.icsatlanta.org and in the student agenda. Information about approved uniform and spirit wear vendors are also on the website. **This policy will be strictly enforced.**

Uniform Policy Violations

The following is a guide for the non-compliance of ICSAtlanta’s uniform policy, however the Executive Director and/or designee will make every effort to investigate, support, and communicate with families to resolve issues related to non-compliance of the ICSAtlanta uniform policy before administering any documented disciplinary infraction.

1st, 2nd, and 3rd infractions:

- Student may be removed from classroom until a change of dress can occur (student will be sent to the nurse for a change of clothing (if available) or parents will be called to bring a change of clothes to the school)
- Parent/Guardian is contacted via phone.
- The Dress Code Violation Form is sent home.

4th and subsequent infractions:

- Student removed from classroom until a change of dress can occur (student will be sent to the nurse for a change of clothing (if available) or parents will be called to bring a change of clothes to the school)
- Parent/guardian is contacted via phone.
- Student may be assigned administrative consequences (see the Discipline Rubric).

Out-of-Uniform Days

If or when ICSAtlanta has an "out-of-uniform" day, students are still expected to be dressed appropriately and modestly. Students must refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school. Students who come to school with any article of clothing/apparel in the list below and/or that is determined inappropriate will be subject to the actions listed above and may not be able to participate in activities related to the out-of-uniform day.

A determination of appropriateness of clothing is made at the sole discretion of ICSAtlanta administration and is not subject to appeal. The following apparel is considered inappropriate and not allowed at any time at ICSAtlanta and ICSAtlanta-sponsored activities:

- Shorts and skirts that are too short (no more than two inches above the knee). Note: Style and material may make certain garments inappropriate even at appropriate length
- Tank tops or strapless tops without wearing a jacket or sweater, and some thin-strapped tops when too much skin is exposed.
- Shirts or blouses that expose the midriff
- Shirts or blouses with elongated arm openings or opened in the front or sides without an undershirt
- See-through or transparent clothing
- Pants, shorts, or skirts with holes or rips in them
- Pajamas or house slippers (unless pajama day)
- Boxer shorts or other exposed underwear
- Cut-off sweatpants, jeans, shorts, etc.
- Spandex shorts, pants, or leggings worn without a garment of appropriate length worn over (i.e. skirt, shorts, long tunic shirt, dress)
- Clothing which advertises alcohol or substances that are illegal for minors or display suggestive or offensive phrases, designs, markings, or profanities
- Clothing that displays weapons, violence, gang affiliations, or other logos that cause dissension
- Caps, hats, bandannas, sweat bands, or other head coverings during the school day. Upon arrival at school, students must place these items in their backpack or locker and take them out only when leaving the campus. Students who wear hats during the school day will have them confiscated.
- Unfastened belts
- Chains
- Flip flops, open-toe shoes, or other shoes without a strap or material holding the shoe onto the foot
- High-heel or "wedge" heel shoes
- Large, over-sized earrings and necklaces and jewelry that causes distractions (unless part of a costume for a school-sponsored activity)

Code of Conduct and Discipline

The ICSAtlanta Student Code of Conduct & Discipline Handbook can be found on the ICSAtlanta website and in the student agenda.

No student will be allowed to interfere with another student's right to learn. Therefore, students are expected to respect one another and all adults, and to behave appropriately in class, while on school property, and during school-sponsored activities. The ICSAtlanta Student Code of Conduct provides uniform discipline guidelines, and each teacher establishes his or her own classroom management strategies within these guidelines.

Please see the ICSAtlanta Student Code of Conduct & Discipline Handbook for more information.

Cheating and Plagiarism

ICSAtlanta does not allow cheating by students in any form, and work submitted for grading must be the independent work of the student (or the students in a work group). Plagiarism, or the copying and use of someone else's work without proper acknowledgment, is not permitted, nor is it permissible for any student to allow another student to copy their work. Plagiarism is the act of taking and using another's published or unpublished thoughts, ideas, and/or writing as one's own. This definition includes all print and electronic sources as well as computer programs and artwork.

Examples of plagiarism include (but are not limited to):

- Copying another's work, whether from a book, article, website, or another student's assignment.
- Paraphrasing (rewording) another's work, with changes but retaining the meaning and ideas, without giving credit to the author.
- Piecing together sections of several pieces of other's work into a new whole.
- Submitting work that has already been submitted to another teacher without the explicit permission from teachers.
- Producing assignments with help from another person (tutor, another student, etc.) that should be your own independent work.

Consequences for Cheating/Plagiarism

Assignments found to be plagiarized to any degree will earn a grade of zero. At the discretion of the teacher and/or administration, these assignments may be made up and turned in for partial credit and/or alternative assignments will be given. **Students who allow others to copy their work will receive the same consequences.**

Prohibited Items

Cell Phones and Electronics

Students are not allowed to use cell phones, "smart" watches, or other electronic communication devices at school during the regular school day. Students are encouraged to leave all electronic devices at home to avoid loss or damage. If they choose to bring phones or other devices to school, they must stay in their locker (6th-8th) or in their backpacks (elementary students). If the cell phone or "smart" watch signals an alert (rings/buzzes) in class, or if a student is observed using his/her phone, he/she will be given administrative consequences.

If message needs to be relayed to a student, please call the receptionist at your child's campus.

Weapons, Alcohol, and Tobacco

Weapons of all kinds (as well as items that look like weapons), alcohol, and tobacco and related products are prohibited at all times by faculty, staff, and visitors on ICSAtlanta property and at ICSAtlanta-sponsored events and activities.

Toys

In order to encourage a distraction-free learning environment, students should refrain from bringing toys to schools. If a student brings a toy to school, the teacher will confiscate the toy and hold it until the end of the day, or the student will be instructed to put the toy in his or her backpack. Please email your teacher with any questions about specific items.

Valuables

Please discourage students from bringing valuables to school. ICSAtlanta is not responsible for damage to or loss of students' personal articles.

School Visitors

Parents are very important to their children's academic success, and we encourage parents to become engaged in the ICSAtlanta community. In order to ensure the safety of ICSAtlanta's students and faculty and staff and promote effective learning environments, all ICSAtlanta visitors must follow specific

procedures. **Parents may not visit a child's classroom without prior approval and a specific purpose.**

Visitors may be allowed entry for the following reasons only:

- ICSAtlanta-sponsored activity when parents/family members are invited
- Pre-planned and pre-approved volunteer activity sponsored by an ICSAtlanta faculty or staff member (names must be submitted in advance to the receptionist and the visitor's name must be in the list)
- Parent lunch with child (must sign up through the lunch sign-up link in advance)
- Pre-planned meeting with ICSAtlanta faculty or staff
- Other pre-planned purpose approved by ICSAtlanta administration (name must be on a list at the receptionist's desk)
- Other business-related purpose (visitors for business purposes must be expected and/or escorted by an ICSAtlanta staff member into the school building)

Distraction-free Instructional Time

Parents and other visitor are not allowed to "drop in" to the classroom at any time to avoid causing disruption in the learning of all students. Parents must come to the front office to pick up their child or to set up an appointment to talk to their child's teacher. All visits must be pre-planned and pre-approved as stated above. When coming for lunch or other events, parents may not go to the classroom unless expressly allowed to go to the classroom.

No Child Visitors

In order to ensure the safety of all visitors, children under the age of 18 who are not ICSAtlanta students are not allowed during the school day in ICSAtlanta buildings beyond the reception area unless specifically allowed by administration for special events announced in advance. In addition, visitors who are minors are not allowed on ICSAtlanta play areas, greenspace, or outdoor classrooms during the school day. This includes siblings of students and infants. **There are no exceptions to this policy.**

Visitor Procedures

Exterior doors shall remain locked during the school day, and visitors shall only be allowed entry after presenting themselves to the receptionist.

Once a visitor has entered the building, he/she must present a photo ID and state his/her purpose for the visit to the ICSAtlanta staff member on duty. The receptionist, or other designated ICSAtlanta representative, shall check the visitor's identity in the Raptor Visitor Management System. When approved, the visitor will be given a visitor badge that must be worn and displayed throughout the duration of the visit on school premises. The visitor will then be escorted or directed to the appropriate location in the school.

All school volunteers must complete online training and submit a volunteer training at least 48 hours prior to the date of the volunteer commitment. More information and links can be found on the ICSAtlanta website. The application will be reviewed before approval is granted. All volunteers must sign up and be approved in advance of the volunteer opportunity. Once the volunteer opportunity ends, volunteers must leave the school building.

Please note that unless speaking in English is deemed necessary by the classroom teacher or administration, only the target language can be spoken in the language classrooms. This may restrict volunteer opportunities in those classroom to parents who speak the target language.

Information about having lunch with elementary grade students (K-5th grade) is available on the ICSAtlanta website and teacher blogs. Please sign up in advance. Due to limited space, no friends may be chosen to accompany your child to the visitor's table.

Visiting Animals

Pets are not allowed inside ICSAtlanta buildings or during events on ICSAtlanta school grounds. Pets in vehicles during carpool must be restrained and should not threaten the safety of students or staff or provide disruption by barking. Only certified, properly-identified service animals may enter the building.

Guidelines for Acceptable Use of ICSAtlanta Technology Resources

ICSAtlanta's information technology resources are provided for educational purposes only. Although the Student Code of Conduct provides detailed information about technology policies and procedures, the need for specific guidelines to reinforce acceptable use by students of the information technology (IT) resources of ICSAtlanta is critical. Therefore, ICSAtlanta has established the following guidelines for student use of system technological resources. Please note that these guidelines are subject to frequent updates, as warranted by changes in the digital environment. **Please review these guidelines with your child to ensure that he/she understands the expectations when using technology resources.**

Consequences for Violation of Technology Use Guidelines

Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a student's privileges to use ICSAtlanta's information technology resources.

Supervision and Monitoring

Administrators reserve the right to examine, use, and disclose any data found on ICSAtlanta's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Students Shall:

- Treat technology resources with care and use them only as directed at all times.
- Respect and protect the privacy of others.
- Use only accounts assigned to them.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices.
- Report security risks or violations to a teacher or staff member.
- Conserve, protect, and share helpful resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher, administrator, or other school personnel.

Students Shall NOT:

- Eat or drink while using an ICSAtlanta electronic device or have food or drinks in the proximity of devices.
- Destroy or damage data, hardware, drives, networks, wiring, or other ICSAtlanta technology resources.
- Alter or attempt to alter hardware or software settings.
- Alter or attempt to alter desktop and/or screensaver images.
- View, copy, or use data for which they are not authorized.
- Access or attempt to access networks for which they are not authorized.
- Use or attempt to use personal electronic devices to access the school network.
- Use or attempt to use passwords assigned to anyone other than themselves.
- Distribute private information about others or themselves.
- Infringe copyrights (e.g., make illegal copies of music, games, or movies).
- Plagiarize.

- Access, transmit, copy, or create material that violates the school's code of conduct (e.g., messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Use electronic media to bully, harass, threaten or humiliate, isolate, and/or manipulate others.
- Access, transmit, copy, or create material that is illegal (e.g., obscenity, stolen materials, or illegal copies of copyrighted works).
- Use technology resources to further other acts that are criminal or violate the school's code of conduct.
- Send spam, chain letters, or other mass unsolicited mailings.
- Buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Use school IT resources for purposes not related to their school work.

Resource, Inquiry, and Collaboration Hub ("Hub") Policy and Procedures

Purpose

The purpose of this policy and related procedures is to outline the guidelines and requirements for use of the Resource, Inquiry, and Collaboration Hub ("Hub") at ICSAtlanta and the materials held in collection at each Hub.

Mission Statement

The mission of the ICSAtlanta Resource, Inquiry, and Collaboration Hubs is to facilitate the journey of our students toward information literacy and a love of reading in an environment that stimulates a commitment to lifelong learning.

Use by Students

Students may use the Hub in their building during the school day under the following circumstances:

- With their class during a regularly-scheduled time or time scheduled by the teacher OR
- With permission by a teacher or administrator, as evidenced by a "Hub pass," when the Media Specialist is present.

Students may not access the Hub at any other time, and students by never be in the Hub unattended.

Use by Teachers

Since resourced-based teaching is an effective teaching strategy, teachers are encouraged to collaborate with the Media Specialist on lesson plans calling for the use of the Hub's resources. Teacher may schedule time for their classes to visit the Hub with the Media Specialist. The teacher must remain in the Hub when her/his class is utilizing the Hub to ensure that students are remaining on task and meeting lesson objectives.

Teacher may work with the Media Specialist to check out books related to a unit of study to be utilized in the classroom. The Instructional Lead Teacher (ILT) or member of administration shall approve the use of books from the Hub, and teachers shall share resources that are beneficial to other classes studying the same unit.

In addition, teachers and the ILTs may request that the Media Specialist set aside books related to a unit a study for use by classes. In this case, the books would remain in the class, and no one (student or teacher) would be permitting to check them out during the unit of study.

Book Check Out

Each student may check out two books at a time for a two-week interval. A student may never have more than two books checked out at one time. A student may renew a book one time for one additional two-week interval.

A student may check out a new book once a book has been returned, with no more than two books checked out at one time.

Overdue Books

Overdue books shall be subject to a $.25 per day late fee. A notice will be sent home and posted on the Parent Portal.

Any book overdue for more than 10 days shall be considered “lost,” and the student will be subject to conditions specified under LOST AND DAMAGED BOOKS.

Lost and Damaged Books

If a student loses or damages a book, the student will be responsible for the cost of replacing the book. The Media Specialist will give the cost to replace the book, through ICSAtlanta’s library book provider using the exact same specifications as the book lost or damaged, to the student. Families will be able to pay for the book through the online store.

All fees to replace a book must be received by the end of the semester.

If a student has lost or damaged a book, the student will be unable to check out any other books from the Hub until the replacement fee is paid and/or the book is returned in acceptable condition (in the case of lost books only – students may not attempt to “repair” damaged books).

The Media Specialist holds sole responsibility in determining if a book is “damaged.” Damage includes, but is not limited to, missing page(s); writing/coloring/scribbling/drawing on any part of the book; contact with any liquid; broken spine; missing spine label(s) or barcode; missing book jacket/cover/protective covering; torn, folded, or rippled page(s) and/or cover; stickers or adhesive bandages on any part of the book; and any evidence of contact with a food product, slime, paint, adhesive, play dough, glitter, bodily fluid, or any other item that alters the appearance, texture, or readability of the book.

Using the Hub

ICSAtlanta expects all faculty, staff, students, and visitors to respect the Hub and the books and technology resources within the Hub. All users of the Hub must adhere to the following rules at all time:

- No food or beverages are permitted in the Hub.
- Visitors must maintain a low volume and refrain from running, standing on furniture, or using the furniture or other resources in a manner not intended.
- Students must respect the books and treat them gently so that others may enjoy them. If the Media Center Specialist, a teacher, or any other member of the ICSAtlanta faculty or staff witnesses a student mistreating a book or any other item within the Hub, that student’s privileges to use the Hub may be revoked.
- No one may use the Hub without the presence of the Media Specialist or a member of ICSAtlanta administration (or their designee). Anyone unattended will be escorted out of the Hub.
- All children utilizing the Hub must be currently enrolled ICSAtlanta students.
- All outstanding fines must be paid by the end of the semester. If a student has an outstanding fine at the beginning of the next semester, the student will not be allowed to check out any books until the fine is paid.
- If a student demonstrates a pattern of abuse of Hub materials, ICSAtlanta reserves the right to limit or revoke the student’s access to the Hub for a period of time to be determined by administration.

Teacher Recommendations

From time to time, a student may require a recommendation from an ICSAtlanta teacher for participation in a special program or enrollment in a different school. Below are ICSAtlanta's procedures for recommendation requests:

- Parents must request a recommendation from the teacher at least 2 weeks (14 days) before the due date of the recommendation. Requests will not be expedited.
- Parents must provide each teacher with a stamped envelope addressed to the school to which the recommendation will be sent and copy of the blank recommendation form. Recommendations will be mailed directly to the institution.
- ICSAtlanta teachers and staff will not return recommendations directly to the parent, and parents may not review them prior to the submittal of the recommendation to the institution in question. Parents will not receive a copy of the recommendation. There are no exceptions to this policy.
- Teachers will complete no more than three (3) recommendations per child per academic year.

Each of your child's teachers will fill out a maximum of 3 recommendations per academic school year for your student.

Lockers (6th-8th grades only)

Lockers are available for student use in 6th, 7th, and 8th grades. Students will be assigned a locker and given the combination for the lock at the beginning of the school year. Students should not share their locker combination with other students. Students may use lockers to store school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school or which are forbidden by state law or school rules. Please see the Student Code of Conduct for more information about reasonable searches of lockers.

Locker Rules

- The student's use of the locker does not diminish the school's ownership or control of the locker.
- The school retains the right to inspect the locker and its contents at any time to ensure that the locker is being used in accordance with its intended purpose and does not contain any dangerous or prohibited items.
- Use of lockers is optional.
- Students may not share lockers.
- Students found tampering with other lockers will face disciplinary actions.
- Students may not write on lockers, affix stickers or boards, frames, mirrors, etc. with adhesive products, or damage the locker in any way. Students may use locker decorations that use magnets only.

Curriculum Selection and Required Participation in Curriculum

ICSAtlanta, as a public school, must adhere to the Georgia Standards of Excellence when determining course content. As a charter school, ICSAtlanta may select the curriculum and delivery method for presenting these standards to students. ICSAtlanta administration and faculty take great care when selecting curriculum, including books, online resources, media resources, presentations, and teaching materials, to ensure that students meet all Georgia Standards while also considering the objectives of ICSAtlanta's mission and the International Baccalaureate Programme, as appropriate. Faculty select materials that will challenge students academically, intellectually, and emotionally, and they strive to utilize materials that are relevant for today's world.

Students may not "opt out" of any required curriculum at ICSAtlanta for any reason. Students are expected to complete all work as assigned in every class. Parent requests for alternative curriculum choices within a child's class will be denied.

From time to time, teachers utilize movies that are rated PG or PG-13. In these cases, parents must give permission for their children to watch these movies that support academic lessons. Children without parental consent to view a movie are assigned an alternate activity.

Only Exception to Curriculum Policy

Parents may choose for students not to participate in Human Growth and Development lessons. Information about these lessons will be available for parents to review prior to the delivery of the lessons.

Celebrations

Birthdays

In order to stay consistent with ICSAtlanta's healthy snack policy, parents and students may not bring candy, cakes, cupcakes, or other food to classrooms for birthday parties. Parents may elect to send "goodie bags" that include pencils, stickers, erasers, and other such tokens in lieu of food for their child's classmates.

Invitations to birthday parties (or other parties) may not be distributed at ICSAtlanta unless all students in a class are invited to the party. In order to avoid embarrassment for students not invited to parties, please either distribute birthday party invitations outside of school or invite the entire class. Teachers cannot provide a list of email addresses or phone numbers to parents. The ICSAtlanta PTO maintains a student directory for PTO members. Please email pto@icsatlanta.org for more information.

Classroom Parties

There are two celebrations/parties each year where parents will be permitted to bring in food for their child's class. One is held the week before the winter holidays and the other is held the last week of school before the summer break. Classroom teachers and/or room parents organize the food lists for these parties. **All food must be store-bought and include ingredient lists to help prevent exposure to allergens.**

Field Trips

A field trip is defined as "a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school." ICSAtlanta teachers try to offer enriching field trip experiences for all students. Parents may not initiate plans for field trips, and all field trips must be related to a unit a study.

Students will not be allowed to attend a field trip without written parental permission. Parents are responsible for any costs associated with in-school of out-of-school field trips.

Classroom Pets and Plants

Classroom pets and non-toxic plants are great teaching tools and are allowed at ICSAtlanta. Teachers may incorporate pets and plants in their classroom at their own discretion. Teachers will send a permission slip to parents, which must be received before a student is allowed to handle an animal. Please let your teacher know if your child has an allergy to a classroom pet.

School Telephones

School phones are for school business only. Students are responsible for bringing all essential items to school and will not be allowed to call someone to bring those items. Students calling home without being given permission by the staff or school nurse will be given administrative consequences.

Lost and Found

All belongings should be labeled clearly with the child's name. Unclaimed clothing and other items found on school premises will be taken to the school's lost and found, located at the front of each campus. At

the end of each semester or when the lost and found becomes too full, all unclaimed articles will be donated to a charitable organization.

Withdrawal from School

To withdraw a student from ICSAtlanta, please notify the child's teacher and school administration. Also, please see the receptionist to request and complete the necessary withdrawal paperwork.

Publicity and Photos of Students and Right to Opt Out of Publicity

Each school year provides many opportunities to publicize and celebrate ICSAtlanta and the activities of students. Publicity may take many different forms, including but not limited to, photographs to hang in school or appear on school TV monitors; news releases, photos and video submitted to television, radio and newspapers; media interviews, stories, photography and video for television, newspaper or radio stories; State Charter Schools Commission (SCSC) materials/displays; special events; video for school use or for television stories for publication in the school newsletter or in SCSC news releases; postings on school web pages and/or the SCSC website or other online sites associated with the school or charter school support organizations; or online instruction-related activities.

ICSAtlanta is very proud of students' accomplishments, we and know that parents and guardians are, too. Publicity can be an important part of students' positive school experience. **Parents/guardians who would like their student to be included in publicity opportunities do not need to take any action.**

Any parent/guardian who does not wish to have their student appear in publicity may notify ICSAtlanta by providing to the school a written request to opt out of publicity and photos. This written request must be made annually to the school office within 14 days of the student's first day during the school year. The school will maintain a record of students whose parents or guardians have opted out of publicity for the student. A parent/guardian wishing to change a student's status with regard to publicity may do so at any time with written notice to the school office.

Please note that certain school events are public in nature, and publicity in the form of photographs, video, social media posts, etc. is often not within the control of ICSAtlanta. This includes events such as concerts, awards programs, extracurricular athletics, competitions, and year-end events such as graduation ceremonies. Student names will appear in event programs, on honor roll lists, on artwork and in yearbooks (along with a photograph) unless the parent/guardian makes a separate specific written request that the student's name and/or image be withheld.

Fundraising Activities

As a state-commissioned charter school, ICSAtlanta receives funding only from the State of Georgia. Unlike traditional public schools, ICSAtlanta does not receive funding from local government sources. For this reason, ICSAtlanta engages in fundraising activities to support the school's operations and initiatives. From time to time, ICSAtlanta will ask families and the greater community to support fundraising activities. Activities are planned prior to the start of the school year annually. Please email giving@icsatlanta.org with any questions or to volunteer or make a donation.

Tax-Exempt Organization

The International Charter School of Atlanta is a qualified 501(c)(3) tax-exempt organization, and donations are tax-deductible to the full extent of the law. No goods or services are provided for donations. Please contact your tax advisor regarding specific questions about any donation. ICSAtlanta's tax ID is 46-2945113.

No Preferential Treatment for Donors

Donations or any material support do not guarantee a class slot for any student during enrollment, nor do they affect how ICSAtlanta treats any student. Every student will have an equal opportunity to enroll in

ICSAtlanta, and no consideration of donations/material support will be given when grades, class placement, and disciplinary actions are determined.

Fundraising and Charitable Activities for and by Outside Organizations

ICSAtlanta has a wonderful community of caring, enthusiastic students and families who want to make a difference in our community and the world. Service learning is a part of ICSAtlanta's educational environment, and ICSAtlanta, as a state charter school, must raise funds to support the school's mission. For that reason, all fundraising activities at ICSAtlanta or ICSAtlanta-sponsored activities shall benefit ICSAtlanta or ICSAtlanta-sponsored initiatives, including approved student-led projects and projects that support the wider ICSAtlanta community. All fundraising and charitable activities are approved by ICSAtlanta administration in advance.

In some instances, ICSAtlanta shall allow outside organizations, such as Scouting organizations, to lead charitable activities such as collections for food drives, recycling efforts, etc. All activities must receive approval from ICSAtlanta administration and must be presented at least six weeks in advance to the Development and Communications Manager. No such activities may take place anywhere on the ICSAtlanta school grounds without prior written approval (including the parking lot). Please note that not every project will be approved, and activities organized and led by at least ten (10) ICSAtlanta students shall be given preference. Such activities must not conflict with ICSAtlanta-sponsored activities or place an undue burden on ICSAtlanta faculty and staff.

School Programs

After School Program (ASP)

ICSAtlanta offers an after school program (ASP) for students in Kindergarten through 6th grade. Details regarding ASP can be found on ICSAtlanta's website under Parents & Students. An after-school mentorship program will be available for students in 7th and 8th grades who qualify (please note that space is limited and competitive for these mentorship positions). Details are available on the ICSAtlanta website.

After School Enrichment Activities

ICSAtlanta offers limited after school enrichment activities provided by outside vendors on the ICSAtlanta school grounds. These enrichment classes take place on various days and for various lengths of time after school, depending on vendor offerings. Parents register and pay directly through the vendor. Additional information, including current vendor offerings and registration links can be found on the ICSAtlanta website.

Parents must arrive promptly at the conclusion of these classes to pick up their child. Students who attend ASP will be taken there and signed in by the vendor at the conclusion of their enrichment class.

ICSAtlanta Clubs

ICSAtlanta offers a variety of clubs for students, which are separate from both the afterschool program (ASP) and the after school enrichment vendor activities. These clubs are organized and led by ICSAtlanta staff members. The purpose of these clubs is to offer a variety of affordable enrichment activities that increase student knowledge, critical-thinking skills, physical fitness, and/or exposure to fine arts while positively adding to our school's overall climate. Clubs are initiated and created by faculty and staff, based on their expertise and interests. *Clubs may not be initiated and/or led by anyone other than a faculty and staff member.*

Enrollment in a club is not guaranteed. Parents will have the opportunity to express their child's interest in a club. Enrollment is based on multiple factors, including the child's participation in that club in the past, participation in other clubs, and date/time the interest form is received. All efforts are made for every interested student to participate in one club; however, decisions are based on capacity for the number of students per club. Interested students not enrolled in a club due to lack of capacity will be placed on a waiting list.

There are mandatory fees for club participation to help cover costs. These fees must be submitted by the deadline once notification of enrollment has been received. Any student whose fees have not been paid by the deadline will be removed from the club's roster, and the spot will be given to a student on the waiting list. **No refunds of club fees will be issued after the second session of a club.**

ICSAtlanta staff ensure that students attend their clubs after school dismissal. Parents must pick students up promptly at the conclusion of the club or enroll their child in ASP. Parents who pick their children up late from clubs may be subject to late pick-up fees.

Club teachers maintain the right to dismiss a student from club activities for the remainder of the semester for the following reasons:

- Disrespectful, interruptive, or any other type of inappropriate behavior.
- Late pick-up (if a student is picked up later than the club dismissal time)

Please note: if a child is removed from a club for behavior, a refund of club fees will not be provided.

Lunch Program

Students may bring their own lunch from home or order through ICSAtlanta's lunch vendor, Wholesome Tummies. More information regarding Wholesome Tummies and ordering can be found on the ICSAtlanta website or at http://wtcafe.com/atlanta-north.

Please note that students **are not be allowed** to use a microwave to heat up lunch items, so please ensure that all lunch items are ready to eat.

Food Allergens

Due to students with severe nut allergies, several ICSAtlanta classrooms are peanut and/or tree-nut free. At the beginning of the school year, the teacher will notify parents in those classes and a sign will be posted outside the classroom. Please be aware of items that may contain these allergens if your student is in one of these classes. If your child has a food allergen, please communicate with the school nurse.

Standardized Testing

Georgia Milestones Assessment System (Georgia Milestones)

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grade 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. Students in grades 3 through 8 will take an end-of-grade assessment in each content area. The tests are usually administered between mid-March through mid-May and include three types of questions: 1) multiple choice, 2) open-ended, and 3) a writing component. To learn more about the Georgia Milestones please visit the Georgia Department of Education's website:

https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx

Student Benchmark Assessments

ICSAtlanta administers benchmark assessments in literacy, math, and second language proficiency (2nd, 5th, & 8th grades only) to produce valid and reliable data on student academic progress.

Test Security

ICSAtlanta trains all personnel to follow specific guidelines and standards when administering any state or national assessment, such as Georgia Milestones. Specific protocol for test security is strictly followed and monitored daily during the testing window to maintain the accuracy and integrity of the testing process. All materials are checked in and out daily and kept in a locked location. Any violations of test security are reported to the Governing Board, and the Governing Board reports violations to the Georgia Department of Education (GaDOE). Consequences for violations are determined by GaDOE.

Student Support Programs

Early Intervention Programs (EIP) and Remedial Education Program (REP)

Teachers and administrators analyze current achievement data to improve teaching and learning. Students who have not met a school-determined level of achievement receive EIP (Knd-5th) or REP (6th-8th) services and/or additional intervention support to help students meet achievement targets. The EIP and REP placement and exit criteria are based on documented student performance in ELA and mathematics. Both programs are a part of the Response to Intervention (RTI) framework for providing support to students. Both programs provide a structure for additional instruction to ensure students meet grade level expectations.

Response to Intervention (RTI)

RTI is a three-tier program that provides support for students who are at-risk academically. All tiers include research-based interventions that are added to the regular school curriculum to provide extra support for individualized educational goals. Parents who receive RTI paperwork and have questions should feel free to call the school and ask to speak to the RTI Coordinator for more information.

English Learners (EL)

Based on the results of the Home Language Survey, ICSAtlanta uses he WIDA-ACCESS Placement Test to assess a student's English proficiency to determine if they qualify for the English Learner (EL) program. Language assistance curricula in the EL program consists of plans of instruction which are adapted to the English language proficiency of the children.

Gifted Services

ICSAtlanta provides services for identified gifted students in fourth through eighth (4th-8th) grades. The Gifted Program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills in addition to the experience of the regular classroom. The Georgia State Department of Education governs the procedures for identifying and placing students in the gifted program. To be eligible for gifted services, the criteria must be met in three of the following four areas:

1. **Mental Ability:** 96th percentile on a national normed test (99th in 1st grade)
2. **Achievement:** 90th percentile on Total Reading, Total Math, or Composite on a nationally normed test **OR** A superior student-generated product or performance
3. **Creativity:** 90th percentile on a nationally normed test OR Superior rating on a standardized creativity rating scale **OR** A superior student-generated product or performance
4. **Motivation:** Superior rating on a standardized motivation rating scale **OR** A superior student-generated product or performance

A student already participating in Gifted Program in Georgia will most likely be transferred into ICSAtlanta's program. However, the eligibility committee will review the student's records and test data before a final placement decision is made. Students who transfer from out of state must meet Georgia requirements for placement in the ICSAtlanta program. Test data from a previous school will be considered if the test results are less than two years old, **and** if they meet the Georgia eligibility criteria. For further questions, please contact the ICSAtlanta Gifted Coordinator.

Communicating Student Progress

Report Cards

To keep you informed of your child's progress at ICSAtlanta, report cards are sent home every nine (9) weeks. ICSAtlanta report cards are standards-based in Kindergarten through 3rd grade and grade-based in 4th through 8th grades.

Grading System for Kindergarten through 3rd Grades

4: Performance exceeds standard

3: Performance meets standard

2: Approaching standard

1: Performance is below standard

X: Not assessed at this time

Grading System for 4th through 8th Grades

The State Board of Education has mandated 70 as the lowest possible passing grade. ICSAtlanta utilizes the following grading scale.

A: 90 – 100

B: 80 – 89

C: 75 – 79

D: 70 – 74

Failure: Below 70

Grading System for Conduct (School-wide)

1 or E: Excellent

2 or S: Satisfactory

3 or N: Needs Improvement

When report cards are issued, parents must sign the envelope and return it to the child's teacher. The report card may be kept at home.

School Safety Plan

Emergency situations may arise at any time. To ensure the safety of all ICSAtlanta students and staff, the following procedural guidelines have been implemented.

Security

All entrances to the school are locked at all times, and entry is restricted to faculty, staff, students, and authorized visitors. Reception staff follow the Visitors Procedures outlined in this handbook.

Fire Drills

ICSAtlanta conducts fire drills to ensure that faculty, staff, and students are prepared in the unlikely event of a fire emergency. During a fire drill, the fire drill signal will be given by an administrator. All classes will take the primary route indicated on the room Evacuation Chart. Students will walk quietly, in an orderly fashion, with the supervising adult to a destination at least sixty (60) feet away from the building. All students and staff will remain there until the "all clear" signal has been given by administration.

Fire drills are required by State law at least once each quarter. With the exception of administration, all students, staff, and visitors must exit the building upon a fire alarm signal. No student, staff member, or visitor should return to the building until the “all clear” signal has been given by administration.

Severe Weather Drills

ICSAtlanta conducts severe weather drills to ensure that faculty, staff, and students are prepared in the event of a severe weather event. During a severe weather drill, students, faculty, and staff are instructed to take cover in their designated location, away from windows and exterior doors, sitting on the floor, facing the wall and covering their heads with their arms. Students must remain quiet during this time in order to be able to hear any further instructions. Administration will give an “all clear” signal when the drill has ended. Severe weather drills are required by State law at least two times per school year.

In the event of a NOAA Weather issued tornado warning, and instructions will be given over the intercom system. Teachers will follow directions for protection and safety, as practiced during the drills.

Code Red Drill

ICSAtlanta conducts Code Red drills to ensure that faculty, staff, and students are prepared in the unlikely event of an intruder/active shooter event. The Code Red alert drill signal will be given by an administrator. Teachers and students will follow directions for protection and safety during an intruder/active shooter event.

School Emergency Closure Procedures / Inclement Weather

In the event of school closure due to severe weather and emergency situations, notifications will be sent to parents at the email address, phone number, and cell phone number provided. Parent should monitor their email, phones, and text messages for important messages. Information will also be posted on the ICSAtlanta website. Please note that ICSAtlanta is a part of the State Charter School system and does not explicitly follow the closing announcements or calendar of any particular local school district. Since ICSAtlanta students and staff live in multiple counties, the safety of the entire ICSAtlanta community is taken into consideration when school closure decisions are made.

Health and Wellness

Sick policy

Our students’ health is important to us. We work to ensure preventative measures are in place as warranted and feasible.

A child who has been ill due to a communicable disease must provide written permission from a doctor or health officer upon returning to school (ex: head lice, conjunctivitis).

If a child is suspected of having a communicable disease, parents are called to pick up the child from school and seek a physician’s diagnosis prior to returning the child to class. This procedure is for the safety and well-being of all our students. **PLEASE do not send children to school who feel ill or who have had a fever or vomiting within 24 hours.**

Furthermore, if your child has been diagnosed with ANY communicable infections, please notify the school nurse.

- A child with a fever of 100 degrees or above must stay home. If a child develops a fever of 100 degrees or above during the school day, she/he will be sent home.
- A child who has vomited within the last 24 hours must stay at home. A child who becomes sick and vomits during the day will be sent home.
- A child may return to school after they have been free from fever for 24 hours without the use of Tylenol or Motrin or any other antipyretics.

- A child with uncontrollable diarrhea, (3-4 stools per hour) must stay at home.
- A child diagnosed with Strep Throat must have been treated with antibiotics for 24 hours before returning to school.
- A child diagnosed with bacterial conjunctivitis (pink eye) must have medication for 24 hours before returning to school. Children with viral conjunctivitis must have a doctor's release/report before returning to school.
- In order for a child diagnosed with chickenpox to return to school, the lesions must be crusted over, fading and or disappearing 24 hours prior to return to school. The child must be free of fever for at least 24 hours without the use of medication.
- A child diagnosed with ringworm must be treated for 24 hours before returning to school and the affected area kept covered until healed.
- A child with impetigo must be free of weeping lesions. The lesions must be covered and medically treated for 24 hours before returning to school.
- A child with head lice must have been treated with a medicated shampoo and be seen by the nurse before returning to school.
- A child must feel well enough to participate in school. A sick child will remain in the nurse's office until he or she is picked up by a parent or guardian when he or she has a condition that may be considered contagious and easily passed from child to child. Final decisions are at the discretion of the nurse.

Medication

All medications for students MUST be administered through the clinic. The proper paperwork must be completed, and the clinic is responsible for scheduling and administering all medications. ICSAtlanta does not supply any non-prescription medications. If your child needs to take any medication during school hours, please fill out the Medical Authorization form, have it signed by the prescribing physician, and return it to the nurse or front office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription.

Student Accidents

Any student injured at school will be sent to the nurse. The parents will be contacted by the school nurse, the teacher, or the staff member in charge. A Student Accident Report will be completed for all student accidents.

If a child is seriously injured during the day and requires immediate medical attention, he or she will be transported to an emergency room and parents will be contacted. Judgment in such cases is at the discretion of school authorities, and parents will assume financial responsibility. Please keep medical information updated and phone numbers on file in the office and in the clinic.

Immunizations

Students' immunizations should be kept up to date based on Georgia law. Students not in compliance may not be allowed to start school.

Immunization and Health Screening Requirements

Prior to enrollment at ICSAtlanta, Georgia law requires that each student present the Georgia Department of Human Resources **Form 3231 Certificate of Immunization** showing that the child has adequate protection against varicella (chicken pox), Hepatitis A, Hepatitis B, diphtheria-pertussis (whooping-cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.

Further guidelines:

- The Certificate of Immunization (Form 3231) must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.

- A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be notarized.
- Additional Immunization Requirements for students entering sixth grade: Students entering the sixth grade must have a certificate showing proof of two measles, mumps, and rubella (MMR) vaccinations administered since the first birthday.

Hearing, Vision, and Dental Screening

Prior to enrollment at ICSAtlanta, Georgia law requires that each student present the Georgia Department of Human Resources **Form 3300, Certificate of Ear, Eye and Dental Examinations**. Form 3300 must be dated within 12 months of the first day of school.

*****Students transferring to ICSAtlanta from another state or country must obtain a certificate from a Georgia licensed physician or the Georgia Department of Public Health (or any of their county offices). A parent must present a written, dated immunization record, signed by a licensed physician or an authorized representative of a health agency of another state or country, that adequate immunizations have been received by the student. The Georgia Department of Public Health (or any of their county offices) will place the record on file and issue a Certificate of Immunization. The student can then be admitted to school.

Allergies

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. ICSAtlanta cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The goal of ICSAtlanta regarding Life Threatening Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

The school nurse/administration, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist will prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening allergy.

The plans will be reviewed by the school nurse/admin, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and signed off by the child's physician to indicating that he/she deems it to be adequate. Multiple copies of the Allergy Action Plan/Individual Health Care Plan will be kept at the school for quick access in the clinic, main office, the student's homeroom, and in the homeroom teacher's emergency binder/backpack.

EpiPens will be available in the nurse's office and those prescribed for individual students will be kept in that child's homeroom emergency backpack or, with permission, carried by the child at all times. Staff will be trained to identify and respond to reactions from life threatening allergies, including the use of EpiPens. Any staff involved with students who have life threatening allergies will be informed by the parents and provided information from the Allergy Action Plan of each of these students. School staff will take steps to ensure that these classrooms and instructional areas are as allergen free as possible. During lunch, ICSAtlanta will encourage "NO FOOD TRADING" and "NO UTENSIL SHARING" to minimize accidental exposure to allergens.

It is requested that each parent of a student with a life-threatening allergy inform the school nurse/administration of the child's allergies prior to the opening of school (or as soon as possible after a diagnosis). Parents must arrange to meet with the school nurse/administration to develop an Allergy Action Plan/Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the plans.

In addition, parents should do the following:

- Provide the school nurse /administration with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations for the current school year
- Complete and submit all required medication forms
- Provide a Medic ALERT ID for their child
- Notify nurse/administration of any upcoming field trip as soon as possible and provide an EpiPen to be taken on field trips
- Encourage their child to wash hands before and after handling food
- Teach their child to recognize the first symptoms of an allergic/anaphylactic reaction and to communicate clearly as soon as she/he feels a reaction is starting
- Encourage their child NOT to share snacks, lunches, or drinks
- Encourage their child to take as much responsibility as possible for his/her own safety
- Help their child understand the seriousness of allergies and the potential consequences of children with allergies by being exposed to allergens.

Healthy Snack Policy

Students in grades K-5 are allowed to eat a daily snack during a time designated by the teacher. Middle Grades students may be allowed to eat a snack, at the discretion of the teacher. Students should bring healthy, non-sugary snacks with them to school daily to eat during times designated by the teacher. Please do not allow your child to bring sodas or candy. Children are encouraged to bring a reusable bottle of water in the classroom. Please see your student's teacher for more specific guidelines or restrictions of any sort due to allergies in your child's class (e.g. peanuts, tree nuts, etc.). The school will not provide snacks to the students.

Soda-Free School

ICSAtlanta does not allow students to bring or consume sugary or artificially-sweetened sodas during the school day. Sodas will not be sold or provided to students during ICSAtlanta-sponsored events.

Reporting Abuse

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

Any teacher, counselor, or administrator receiving a report of abuse, sexual abuse, or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the abuse, sexual abuse, or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

Any school principal or principal's designee receiving a report of 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 (DFCS).

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 abuse or 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.

If abuse or neglect of a child is suspected, mandated reporters must notify the Department of Family and Children Services (DFCS) immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. All ICSAtlanta employees and volunteers are mandated reporters. These procedures should be followed in the event that abuse is suspected:

1. Contact the Executive Director or a Campus Director. If administration is unavailable, contact the Governing Board Chair. If none are available, make the report directly to DFCS.

2. Complete the Georgia Protective Services Mandated Reporter Form to the best of your ability in order to prepare the information needed to make a report.

3. Immediately email the form to the Executive Director and Governing Board Chair.

4. An oral report must be made immediately (by administration, Board Chair, or employee, whoever is available first), but in no case later than 24 hours from the time there is a reasonable cause to believe a child has been abused, by calling 855-422-4453 (855-GA-Child), the DFCS 24-hour reporting line. If you are unable to speak to someone or you are otherwise instructed, email the prepared form to cpsintake@dhr.state.ga.us or fax it to 229-317-9663.

Parent Teacher Organization (PTO)

The ICSAtlanta PTO is a 5019(c)(3) organization whose objectives are 1) To work with the school and community to provide quality education and educational enrichment for the children and youth of International Charter School of Atlanta, and 2) To promote the health and welfare of the students as well as to promote collaboration between parents, school and the community at large.

The PTO offers numerous volunteer opportunities that allow parents to share in the success of the school and its students. Please email PTO@icsatlanta.org or see their website at www.icsatlantapto.org for further information.