2018-2019 School Year
Georgia Cyber Academy
District Handbook

(Updated August 30, 2018)

This handbook sets forth general guidance for parents and students enrolled in the Georgia Cyber Academy. Georgia Cyber Academy is a charter school and is subject to the rules and regulations of all Georgia public schools. The charter school guidelines for Georgia Cyber Academy are available online at http://public.doe.k12.ga.us. A copy of the District handbook is posted on the school website at http://gca.k12.com. Welcome to Georgia Cyber Academy!

HANDBOOK ACKNOWLEDGEMENT

After reading the District and School Handbooks, please discuss the information with your student(s). After reading, we ask that you (both learning coach and student) electronically sign the acknowledgement using the link provided.

PARENT ACKNOWLEDGEMENT

As a parent or guardian of a Georgia Cyber Academy student, I acknowledge receipt of the District Handbook and School Addendums and the policies, procedures and expectations contained within. I have reviewed these documents with my student(s) to ensure understanding of GCA policies, procedures and expectations. I further understand that the District Handbook and School Addendums may be amended during the year and that such changes will be shared with our family and are available on the GCA website. I understand that my failure to complete this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School and District rules, policies, and procedures.

STUDENT ACKNOWLEDGEMENT

As a Georgia Cyber Academy student, I acknowledge the District Handbook and the addendum for my school. I have read these materials and understand all policies, procedures and expectations. I further understand that the District Handbook and School Addendums may be amended during the year and that such changes will be shared with our family and are available on the GCA website. I understand that my failure to complete this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and District rules, policies, and procedures.

WELCOME AND SCHOOL OVERVIEW

WELCOME
Welcome to the 2018-2019 Georgia Cyber Academy school year. At Georgia Cyber Academy, we are focused on student achievement and building a strong community among our students, parents, faculty and staff. Working together, we will help all our students have an exemplary, individualized, and engaging educational experience this year!

SCHOOL OVERVIEW
Georgia Cyber Academy operates a Title One Educational program serving approximately 11,000 students in nearly every county across the state, as the size of our school continues to grow. Our goals for this school year are for students to realize the highest levels of academic achievement and to build a strong school community. Our rigorous curriculum, coupled with supportive school programs, is designed with these goals in mind. Our entire faculty and staff is eager to support our students and families on the journey to academic excellence.

ACCREDITATION
Georgia Cyber Academy is accredited by AdvancED. Accreditation means that our programs and curriculum meet rigorous standards recognized by colleges, universities and employers.

STUDENT AND PARENT HANDBOOK
Providing support to students and families is a priority at Georgia Cyber Academy. The District Handbook is one of our many forms of support. This handbook contains important calendars, contact information, district and school-specific policies and descriptions of the various programs that we offer. Please read this handbook and become familiar with its contents. At Georgia Cyber Academy, every faculty and staff member is focused on helping you succeed.

VISION STATEMENT
Georgia Cyber Academy students will emerge as confident leaders in the 21st century global community through a holistic approach to rigorous academic standards, a commitment to individualized learning paths, and attention to the growth of each student as a civic minded contributor both with their local communities and beyond.

MISSION STATEMENT
The mission of Georgia Cyber Academy is to provide an exemplary, individualized and engaging educational experience for students by incorporating school and community/ family partnerships coupled with a rigorous curriculum along with a data-driven and student-centered instructional model. Student success is measured by valid and reliable assessment data, parent and student satisfaction, and continued institutional growth with the academic community.

SCHOOL BELIEFS

Georgia Cyber Academy…

- Is deeply committed to the success and welfare of our students, families and their communities.
- Encompasses a holistic approach to preparing students for success in a 21st Century world and workplace.
- Engages students in rigorous academic standards.
- Is committed to individualized learning paths and the growth of each student as a civic minded contributor both within their local communities and beyond.

We believe…

- Quality education begins with the relationship between the student and the teacher.
- All students are on different paths. We meet them where they are and help them to get where they are going.
- High standards and rigor lead to student academic success.
- We are accountable for student success.
- We must adapt to our students' needs.

The Learning Environment Is…

- Creative
- Rigorous
- Data-Driven
- Connected
- Engaging
- Individualized

The students are…

- Unique
- Engaged
- Motivated
- Innovative
- Inspiring
- Accepting
- Smart
- Capable

Our teachers are…

- Student Centered
- Caring
- Supportive
- Engaging
- Data Driven
- Adaptive
- Progressive
- Accommodating

SCHOOL ADMINISTRATIVE DIRECTORY

Angela Lassetter, Head of School
alassetter@gacyber.org
Michelle Todd, Deputy Head of School
mtodd@gacyber.org
Staci Kimmons, District Academic Administrator
skimmons@gacyber.org
Maria Waters, Elementary School Principal
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Allison Yawn, Operations Manager
ayawn@gacyber.org
Joy Peterson, Director of School Accountability
jpeterson@gacyber.org
Eve Mooney, Professional Development and Training Coordinator
emooney@gacyber.org
Rebekah Cooper, Advanced Learning Program Coordinator
rcooper@gacyber.org
Tonette Price, Community Relations and Outreach Coordinator
tprice@gacyber.org

K12 Inc Customer Support: 1.866.968.7512
CUSTOMER CARE- Choose #1 if you require assistance with:
Materials
Navigation/ Login
Usernames/ Passwords
TECHNICAL SUPPORT- Choose #2 if you require assistance with:
Hardware/ Software
Platform: OLS, OMS or OHS
Blackboard Collaborate

BOARD OF DIRECTORS

For more information on the Georgia Cyber Academy Board of Directors, including meeting schedules, agendas and minutes please visit: http://gca.k12.com/who-we-are/board.html

Ryan Mahoney, Board Chair
rmahoney@gacyber.org
Dr. Erica Fener-Sitkoff, Vice Chair
esitkoff@gacyber.org
Ben Brumfeld
bbrumfeld@gacyber.org
Charlie Harper
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Kenneth Tenneson
ktenneson@gacyber.org

RIGHT TO KNOW

August 24, 2018

Dear Parent(s)/Guardian(s),

At Georgia Cyber Academy, we are very proud of our teachers. We feel they are ready for the coming school year and are prepared to help your child do their best in school. As a Title I school, we are required by federal law, the Elementary and Secondary Education Act of 1965 (ESEA), to let you know about your child's teachers' qualifications. It is your right to request the following information about your child's teachers' training credentials:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach;
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please know that our staff is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and are providing quality instruction to your child.

If you wish to request information concerning your child's teachers' qualifications, please contact Eve Mooney at 404.334.4790 or by email at emooney@gacyber.org

Thank you for your interest and involvement in your child's education.

Sincerely,
Angela Lassetter
Head of School

ACADEMIC AND HOLIDAY CALENDAR

While Georgia Cyber Academy offers a flexible learning environment within its courses, the school operates on a traditional semester schedule. The school's fall and spring semester calendars are listed below, including important holidays and Milestones testing dates.

August
10   First Day of School

September
3   Labor Day- No Classes

October
5   Fall Break-No Classes
8   Columbus Day- No Classes

November
19-23   Thanksgiving Break

December
10-14   Georgia Milestones Winter EOC
21-31   Winter Break

January
1-2   Winter Break cont'd
3-4   Teacher Workday- No Classes
7   2nd Semester Begins
21   Dr. Martin Luther King Jr. Holiday- No Classes

February
18   President's Day- No Classes

March
No events scheduled

April
1-5   Spring Break
22-26   Georgia Milestones EOG
29-30   Georgia Milestones EOC

May
1-3   Georgia Milestones EOC cont'd
24   Last Day of School
27   Memorial Day- No Classes
31   Honors Day and Prom

June
1   Graduation

GETTING STARTED

ENROLLMENT POLICIES
The goal of Georgia Cyber Academy (GCA) is to promote the health of students within the school and the community by providing notice of health screening requirements and considerations:

- Georgia's Immunization Requirements
- Vision Screening
- Hearing Screening
- Dental Screening
- Scoliosis Screening

Health and Immunizations Requirements
All students must comply with the requirements of the State Immunization Code. Details of Georgia state requirements are listed below from the Georgia Department of Education website:

Immunizations & Health Certificates (Forms 3300 and 3231)

Form 3300 (Certificate of Eye, Ear, Dental Exam)
A student, regardless of grade level, who has never been in a Georgia public school must provide certification of eye, ear, and dental examinations on the Georgia Department of Human Resources Form 3300. Any child admitted to school without a certificate must present one within 60 calendar days. Forms may be obtained and completed at the local public health departments or physician offices.

Form 3231 (Certificate of Immunization)
Georgia Law requires children attending school (Kindergarten – 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School" unless any of the following situations exist:

1. Medical exemption: In this case, the 3231 has an expiration date no more than 12 months from date of issue. There must be an annual review of the medical exemption, and the certificate must be reissued with or without indication of the medical exemption.
2. Religious exemption: For a child to be exempt from immunization on religious grounds the parent or guardian must furnish the school with a notarized statement, and it must meet the following criteria: (A) state that their religious beliefs conflict with immunization requirements; (B) the statement must be signed and dated by the parent/guardian; (C) the statement must be notarized, dated, and signed by a Notary Public; (D) the statement should be submitted to the school in lieu of an immunization certificate (form 3231); (E) the statement does not expire.
3. Waiver of 30 calendar days granted to new entrants by the Head of School or designee.
4. Waiver of 90 calendar days may be granted by the Head of School or designee to students entering Georgia public schools from out of state, if documentation is on file from the county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the ninety (90) day waiver period.
5. Immunizations are required for diphtheria, pertussis, tetanus, hepatitis B, polio, measles, mumps, rubella, and varicella (chicken pox). Protection against each of these diseases must be addressed on the form 3231. The form can be computer generated, and if the child attends more than one school, an original or a photocopy of the form must be submitted to the second school.\

Sixth Grade Requirements
All currently enrolled children entering sixth grade on or after July 1, 2015, must meet the following requirements:

1. Two doses of Measles vaccine, two doses of Mumps vaccine, one dose of Rubella vaccine, or laboratory proof of immunity against each of these three diseases.
2. Two doses of Varicella (chicken pox) vaccine or documentation of disease or laboratory proof of immunity. At the time your child entered school, only one dose of this vaccine was required.

Seventh Grade Requirements
Effective July 1, 2015, all children born on or after January 1, 2002 who are attending seventh grade and children who are new entrants into a Georgia school in grades eight through twelve:

1. One dose of Tdap vaccine
2. One dose of meningococcal conjugate vaccine

For more information about Georgia's immunization program or the immunization requirements for school entry and attendance, please click on the following links to the Georgia Department of Human Resources:

https://dph.georgia.gov/sites/dph.georgia.gov/files/Immunization%20Requirements%20%20for%20Georgia%20Child%20Care%20and%20School%20Attendance.pdf
https://dph.georgia.gov/immunization-section

If Georgia Cyber Academy has not received immunization records for a student and/or a student is not compliant with Georgia's immunization requirements by October 15th, the student may be withdrawn.

Scoliosis Screening
In Georgia, Scoliosis screenings are required in at least two grades – sixth, seventh or eighth. Scoliosis is a physical condition characterized by a lateral deviation of the spine away from the midline of the body. It is known that two children out of every 100 may have Scoliosis. If this condition is detected early and appropriately treated, progressive spine irregularity can usually be prevented. The procedure for screening is a simple test in which the child's back is examined in the standing position and while bending forward.
Helpful Scoliosis Resources:
Children's Healthcare of Atlanta:
http://choa.org/scoliosis
United Way:
http://211online.unitedwayatlanta.org/(S(pwlltxk5dibx2mfajnhfljv5))/MatchList.aspx?c30315;;7493;;F;0;0;United%20Way%20Initiatives/Programs;Health;0;Scoliosis%20Detection;0;C
How to Check for Scoliosis (You Tube Video):
https://www.youtube.com/watch?v=KSIeNA6sqrc
The child's primary healthcare provider or a health department can provide complete information for suggested screenings, programs, and any necessary treatment.

Please contact the Georgia Cyber Academy office with any questions regarding health requirements.

SCHOOL PROPERTY AND SUPPLIES

Georgia Cyber Academy provides materials, books, and other curricular supplies. Georgia Cyber Academy also provides computers and printers to families in financial need (see below). These materials are school property and must be kept in good condition. Facilities that are used for Georgia Cyber Academy outings are considered school property, and the same expectations apply to the Georgia Cyber Academy outing facilities. Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. A list of property that must be returned is provided to parents. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted, and unauthorized copying of those materials is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his or her studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials.

Computer Policy
Georgia Cyber Academy requires all families to have a minimum of one computer and printer that meet the minimum specifications necessary to access the K^{12} Online School (OLS). Families must also have Internet access to participate in the school. Internet access is verified during the enrollment process and throughout the school year.

Minimum technical specifications are as follows:
Either a Windows-based or Apple Macintosh computer with an Internet connection CDROM or DVD drive
Modem: 33.3 kbps modem or better (56 kbps modem is recommended). External microphone
Internal or external speakers
Microsoft® Internet Explorer version 6.0 or higher or Netscape Navigator 7.0 (or higher).
Adobe Acrobat (7 or higher) and Macromedia Flash (Version 9)-These programs can be downloaded at no cost.

Georgia Cyber Academy will provide a computer to any enrolling family in need. Please contact your Family Success Liaison if you are in need of a computer.

Printer Ink Usage
Printer ink is expected to be used sparingly and only for school needs. To conserve ink, it is recommended that your printer is set to always print in FastDraft mode. To set for FastDraft mode:

- Go to your Start menu
- Go to Printers and Faxes
- Right click on your printer name
- Scroll down to Properties
- Click on the Advanced tab
- Click on Printing Defaults
- In the drop-down menu under Print quality, choose FastDraft
- Click Apply, then click OK.

Ink refill kits are not recommended for use as they commonly are non-compatible and messy to administer. Georgia Cyber Academy does not provide printer ink or paper.

Internet Service Provider (ISP) Supplement Program

Families who meet the requirements listed below are eligible to receive ISP supplement checks twice a year at the rate of $9.95 per month (per household) for the school year. If multiple families reside in the same residence, only one family will receive the supplement. Checks are issued to the Legal Guardian listed on the student account. ISP supplement payments are made at the end of January and at the end of June and is the responsibility of the legal guardian to ensure that all information listed in the Online School is accurate for mailing purposes. ISP checks are issued to the legal guardian on record.

The requirements for receiving an ISP supplement are:

1. Family participates in the OLS, OMS or OHS.
2. Family has a Georgia Cyber Academy loaner computer.
3. Family has completed a family income form after July 1st of the current year.
4. Family is compliant in academics, attendance, records and all other GCA requirements.
5. Family must have a current address on file. Failure to provide an updated address with required proof of residence will result in the ISP check being voided and the check will not be re-issued.

Eligibility for the ISP supplement begins the first full month after the family receives the loaner computer package. To receive the supplement when issued in January or June, the student must be enrolled in the school at the time of supplement processing to be eligible to receive it. Please be aware that if an ISP check is lost, Georgia Cyber Academy does not automatically reissue a check to the family. If a check is not received or is lost in the mail, parents need to notify the Georgia Cyber Academy office within 30 days of checks being mailed to open an inquiry. At the discretion of Georgia Cyber Academy, non-compliant students may have ISP supplements denied. Checks not cashed within 90 days will not be reissued.

ACCEPTABLE USE GUIDELINES

This document describes the policies and guidelines for the use of the Georgia Cyber Academy program and exists to ensure that all Georgia Cyber Academy students are aware of and understand their responsibilities when accessing and using Georgia Cyber Academy resources.

Georgia Cyber Academy reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to Georgia Cyber Academy instructional computing resources. Georgia Cyber Academy instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by Georgia Cyber Academy.

As a parent of a student enrolled in Georgia Cyber Academy, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in:

- Removal of your access to Georgia Cyber Academy instructional computing resources, which could result in your inability to complete learning activities
- Suspension or expulsion from Georgia Cyber Academy
- Involvement with law enforcement agencies and possible legal action

Accountability

Posting anonymous messages is not permitted unless authorized by the teacher. Impersonating another person is also strictly prohibited.

- Use only your own user name and password, and do not share these with anyone.
- Do not interfere with other users' ability to access Georgia Cyber Academy's Online School or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
- Change your password(s) frequently, at least once per semester.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit, or post material that is intended for personal gain or profit, non- Georgia Cyber Academy commercial activities, non- Georgia Cyber Academy product advertising, or political lobbying on a Georgia Cyber Academy -owned instructional computing resource.
- Do not use Georgia Cyber Academy instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on Georgia Cyber Academy instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any Georgia Cyber Academy server.

Inappropriate Behavior

Georgia Cyber Academy reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to Georgia Cyber Academy instructional computing resources. Georgia Cyber Academy instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by Georgia Cyber Academy.

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follow these guidelines could result in:

- Removal of your access to Georgia Cyber Academy instructional computing resources, which could result in your inability to complete learning activities
- Suspension or expulsion from Georgia Cyber Academy
- Involvement with law enforcement agencies and possible legal action

Network Etiquette
At Georgia Cyber Academy, parents and students are expected to follow the rules of network etiquette, or "netiquette". The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's e-mail addresses.

Monitoring
Georgia Cyber Academy reserves the right to review any material transmitted using Georgia Cyber Academy instructional computing resources or posted to a Georgia Cyber Academy instructional computing resource to determine the appropriateness of such material. Georgia Cyber Academy may review this material at any time, with or without notice. E-mail transmitted via Georgia Cyber Academy instructional computing resources is not private and may be monitored.

Indemnification Provision

Georgia Cyber Academy assumes no responsibility for information obtained via the internet which may be illegal, defamatory, inaccurate, or offensive. Georgia Cyber Academy assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. Georgia Cyber Academy also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of Georgia Cyber Academy, its affiliates, or its employees. Georgia Cyber Academy assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the students and parents have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. If this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

ACADEMIC FOCUS: CURRICULUM AND INSTRUCTION

Georgia Cyber Academy is committed to providing a rigorous Georgia Standards of Excellence (GSE) based curriculum and solid system of support for all students. Georgia Cyber Academy students are provided coursework in math, English language arts/reading, science, and social studies. Georgia Cyber Academy also supplies standards-based review through ESGI and USA Test Prep.

Georgia Cyber Academy encourages students to complete assigned lessons within each content area course, since courses in the subsequent grade levels assume completion of lessons in the prior grade. A lesson is completed when the student has mastered the objectives as measured by the lesson assessment. It may not be necessary to teach every lesson if the student can demonstrate mastery of the objectives on the assessments. Learning Coaches and students should work very closely with their teachers to decipher the best course of action when determining lesson planning and assessment completion.

The Online School (OLS) is designed to collect and record data that substantiates the academic progress of each student. Therefore, it is mandatory that the OLS be used to enter attendance and assessment data that reflects the standing of the student. The OLS data serves as the primary tool for determining advancement into subsequent course levels. It is essential that parents of Georgia Cyber Academy students understand that, by enrolling in Georgia Cyber Academy, they agree to participate in the programs designed, including documenting regular and appropriate academic progress in the OLS, participating in required interactions with assigned teachers, and participating in school and state-mandated academic assessments.

Georgia Cyber Academy requires that parents/students submit work assignments to assist teachers with the decision to advance a student to the next course/grade level. Georgia Cyber Academy requires student work to be original, with appropriate citations for references to published works. Parents/ students are provided work assignment guidelines from their assigned teacher(s). Work assignments are submitted electronically. At Georgia Cyber Academy, we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our Georgia certified, highly qualified teachers are here to assist parents/learning coaches to meet the associated challenges.

A student identified as "academically at-risk" would hold a differentiated priority of contact as determined by the teacher and the parent, and increased interventions may be warranted. It is vital to note that academically at-risk students require a greater commitment to remediation and support. Students who are identified as academically at-risk will receive additional Response to Intervention (RTI) support outlined in their Individualized Learning Plan (ILP). Students and Learning Coaches are required to comply with all ILP recommendations to address the current academic needs of the student.

Verifying Mastery- It is important that students master and retain their work and not just mark through assignments. If at any time it becomes clear that a student has not mastered work that is marked complete, the lessons may need to be completed again. In addition, students should have their own student accounts and should not have access to teacher guides or answer keys. If a student's work ever shows evidence of intentional or unintentional academic dishonesty, the student lessons are marked incomplete, and the student must complete the work again. In addition, the student will need to meet with his or her teacher(s) for <u>required </u>online meetings via *Class Connect.* These required meetings are used by the teacher to assess student mastery. They are scheduled by the teacher(s) and attendance is required. Acts of plagiarism are monitored and not tolerated. If a student is found to have plagiarized, there will is an administrative meeting held with the student, parent, and school administration. Please

read the Acceptable Use Guidelines found in this handbook for further clarification.

Objectionable Content Policy
There may be times when a parent finds certain lessons, books, or materials objectionable for various reasons. If a parent finds objectionable material, he or she should contact his or her Georgia Cyber Academy Family Success Liaison via e-mail. Teachers will work with parents to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met.

Instructional Time
Per SBOE Rule 160-5-1-.02, Georgia Cyber Academy students must participate in school learning activities for a minimum of 180 days per school year.

Per SBOE Rule 160-5-1-.02, the minimum number of hours required per school day are as follow:

Kindergarten	4.5 hours per day
1st through 3rd grade	4.5 hours per day
4th through 5th grade	5.0 hours per day
6th through 12th grade	5.5 hours per day

For Kindergarten through 8th grade, time does include Math, Social Studies, Language Arts, Science, Foreign Language, Art, PE, Music, Health, and other Elective courses, as well as, support activities such as tutoring, state testing, and Academic Support Services (per IEP). Time may also include Educational Field Trips, Testing, Counseling, Health Screenings, and extended learning time activities, however additional attendance guidelines for these activities may be outlined in the GCA District Handbook. Also, school sponsored non-instructional activities may count toward attendance hours. Additionally, 30 cumulative health hours and 60 cumulative PE hours are required per year.

For High School, time includes all courses on the approved course list as defined in State Board Rules 160-4-2-.03 and 160-4-2-.20 shall be counted as instructional time (Note: All GCA courses are on the approved course list). In addition, Educational Field Trips, Testing, Counseling, Health Screenings, Academic Support Services (per IEP), and extended learning time activities may be included, however additional attendance guidelines for these activities may be outlined in the GCA District Handbook. Also, school sponsored non-instructional activities may count toward attendance hours.

NOTE: Attendance hours must be logged in a timely manner in accordance with GCA procedure and guidelines. Failure to follow attendance logging procedures may result in withdrawal from GCA.

Note: Curriculum content is not provided in the online school for grades K-8. Learning Coaches will receive instruction from the PE/ Health Teacher on how to complete the required Health and PE hours.

Attending Blackboard Collaborate (Class Connect) Sessions- We believe synchronous learning is important because it provides students the full benefits of our highly qualified instructors. The synchronous interaction provides immediate instructor and student feedback, reduces the feeling of isolation, fosters a sense of community with the learners, and offers a forum for student collaboration. By incorporating live and interactive learning opportunities in the online environment, teachers are leveraging synchronous learning to enhance learning and promote student engagement.

Our synchronous sessions should be personalized for the individual learner's needs. We feel it is important to allow the teacher flexibility to determine what should to be covered, what students should be targeted, and when the sessions should be held to reach these students. Detailed information on our Engagement Policy and Class Connect Attendance requirements can be found in the handbook addendum for each school.

We encourage teachers to create engaging lessons to meet the needs of all learners. We advocate the use of the tools available in the synchronous platform to promote active engagement, social learning, and continuous feedback. Teachers should be creative and hold sessions that accommodate the different learning levels (high, average, and low). The synchronous classroom can be an equalizer for students of all abilities. Georgia Cyber Academy courses offer opportunities for students to meet online at the same time with the teacher of the course. These synchronous sessions are provided through Blackboard Class Connect.

Blackboard Class Connect offers technical support at the following web address: http://www.blackboard.com/support/index.aspx.

Using the Help Desk and the Technical Support features will provide answers to the more common computer setup issues. If you have searched the site and did not find the answer to your computer issue, please call Blackboard Collaborate Support Tech Support at 866-388-8674 and choose option #2.

Class Connect Conduct for Parents and Students
When using a teacher's personal room, please always sign in using your first name and last initial. When attending a scheduled class connect, the system will automatically sign you in.

Students
- Arrive promptly at the scheduled time for the Class Connect session.
- Whiteboard and microphone privileges are assigned at the discretion of the teacher.
- Direct messaging conversions should be limited to the content of the lesson.
- Respectful and courteous behavior towards others is expected always.
- Non-participation or stepping away without the teacher's approval is an absence from the session.
- If there are multiple students in your home, each student needs to log in to a session individually.
- Students and parents are expected to follow the netiquette previously described.
- Students will not be allowed to cause disruptions to learning during class connect sessions including use of inappropriate language, posting pictures or images to whiteboard, disrespect of teachers or other students (if a student is causing disruption to learning, they are removed from class connect session and parents contacted).

Please keep in mind that individual teachers may have expectations that are specific to their classrooms.

COURSEWORK

Accessing Your Assignments
One of the advantages to online learning is that all your assignments have been created ahead of time and are available within the course. There are no surprises; because you have a course schedule, you know exactly when each assignment is due.

Submitting Your Assignments
Save all assignments that are completed and submitted to your instructor, just in case. Always save a copy of what you submit either on a flash drive, or on your computer's hard drive. If there are ever technical issues, you have the assignments ready to submit again if needed.

Grade Response Time
Please allow a turnaround time of 3-5 school days after submitting an assignment during fall and spring semesters and one school day during summer semester; although you will often receive your grade sooner. For major projects, teachers may indicate a longer turnaround time for grading. Teachers will notify students when additional time is required to assess assignments such as projects. Keep the turnaround time in mind when planning your schedule so that you can turn in assignments and still allow time for feedback.

Testing and Assessment Requirements
All GCA students are required to attend various state mandated tests in throughout the year.

The Georgia Milestones Assessment is a comprehensive summative assessment spanning grades 3 through high school given in April.

Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and mathematics while students in grades 5 and 8 are also assessed in science and social studies. High school students take an end-of-course assessment for each of the ten courses designated by the State Board of Education. The end-of-course measures are administered at the completion of the course, regardless of the grade level. These measures serve as the final exam for the course, and contribute 20% to the student's final course grade.

- English Language Arts
    - Ninth Grade Literature and Composition
    - American Literature and Composition
- Mathematics
    - Algebra I or Coordinate Algebra
    - Geometry or Analytic Geometry
- Science
    - Biology
- Social Studies
    - United States History
    - Economics/Business/Free Enterprise
    -

TESTING PREPARATION
GCA students have access to Internet-based resources to prepare for state mandated testing. These include: Course work, USA Test Prep, and other resources.

TESTING SITE ASSIGNMENTS

Georgia Milestones testing will be conducted in-person at multiple testing sites throughout the state. Students will be notified in advance of the process to accept testing site assignments and testing dates and times. Please note that while every effort will be made to secure testing sites within close proximity of students; families MAY be required to travel up to 45 miles each way to the assigned testing site for each testing day.

Attendance at testing is mandatory. Georgia Cyber Academy students will participate in the state standardized tests as required by the state of Georgia. Testing will be conducted at a variety of sites around the state and proctored by Georgia Cyber Academy teachers. Efforts will be made to locate a testing site within an hour of your home, but in certain cases it may be necessary to travel longer than an hour. These tests are given over a one- to five-day period depending on the test and the student's grade level.

- DIBELS (grades K-5)
- Georgia Milestones End of Grade (grades 3-8)
- Georgia Milestones End of Course (applicable high school courses)
- Georgia Alternative Assessment
- Access for ELLs
- PSAT (10th Grade)
- NWEA/ MAP

Specific testing dates and locations will be published no later than two weeks prior to the testing window. Please see the section on the "Family Accountability Plan" for information on the consequences of non-participation in mandatory standardized testing.

Assessment security is of utmost importance to Georgia Cyber Academy. Regarding testing security, Georgia Cyber Academy follows all Georgia Department of Education guidelines.

Advanced Placement Course Exams

There are other courses that do not require the Georgia Milestones EOC assessment but that students can take the Georgia Milestone EOC assessment in lieu of the final exam. Those courses include:

- AP Macroeconomics
- AP Microeconomics
- AP Biology
- AP US History
- AP English Language and Composition

Public school students in the above AP courses may elect to take the Georgia Milestone EOC assessment because students must take all Georgia Milestone EOC assessments prior to graduating from a Georgia public high school. It is assumed that students in AP courses are not taking the Georgia Milestone EOC assessment unless the facilitator notifies GaVS otherwise. For public school students enrolled in courses who may choose to take the Georgia Milestone EOC assessment, the facilitator will receive an email during the semester with information on how to notify GaVS of that intent. (Refer to the handbook section titled AP Courses Georgia Milestone EOC Assessment Policy.) Upon completion of the 2nd semester (B or AB course) of the above listed courses, public school students are required to complete a Georgia Milestone End of Course assessment.

Beginning with summer semester 2014, public school students will take the Georgia Milestone EOC assessment at their local school. Public school students should contact their facilitator to determine

when their school's next Georgia Milestone EOC assessment administration date will be held. For public school students who entered ninth grade for the first time before July 1, 2011, the numeric score on the EOC assessment counts as 15% of the student's final numeric grade in the course. For public school students who entered ninth grade on or after July 1, 2011, the numeric score on the Georgia Milestone EOC assessment counts as 20% of the student's final grade in the course. (State Board Rule 160-4-2-.13). A Georgia Milestone EOC assessment grade may only count in one course.

For example, a student who takes the US History Georgia Milestone EOC assessment may not count that Georgia Milestone EOC assessment grade in both a US History course and an AP US History course. Also, if a student is taking the course a second time, the first Georgia Milestone EOC assessment score cannot be counted as the Georgia Milestone EOC assessment grade. Non-public and out of state students are not required to take the Georgia Milestone EOC assessment. Instead, those students will take a final exam inside the course. However, be aware that if a non-public or out of state student transfers from a non-accredited program to a Georgia public high school, all Georgia Milestone EOC assessments must be taken and passed to receive credit for the course and meet graduation requirements.

RESOURCES AND SUPPORTS

Georgia Cyber Academy Administration, Faculty and Staff recognize that life at school does not always run smooth. As problems arise, school personnel and families must collaborate to solve them. Please follow the steps below for general information or for assistance in resolving concerns:

Step One: Parents/ guardians should contact the student's content teacher or Family Success Liaison, as appropriate (see below for distinction of the roles). The teacher will answer the question and/ or monitor the concern to ensure a resolution.

Step Two: If there is an issue or concern about a Georgia Cyber Academy teacher and the parent/ guardian is not comfortable speaking with the teacher about it, the parent/ guardian is advised to contact the appropriate Lead Teacher. Contact information for the Lead Teacher can be found on the teacher's email signature line.

Step Three: If the question or concern cannot be resolved with the teacher or lead teacher, the parent/ guardian is advised to contact the School Principal.

Parents may also refer to the Georgia Cyber Academy Resolution Matrix found on the school website at https://gca.k12.com/.

Family Success Liaison Responsibilities
- Be the first point of contact for parents and students
- Guide and direct the student through using the Online School Platforms
- Inform students and families of school updates/ information
- Provide support in all areas of successful student learning and achievement

Content Teacher Responsibilities
- Guide students through the content of the course
- Provide timely feedback on assignments/ assessments
- Provide remediation and enrichment opportunities (as appropriate)
- Answer questions related to course content, course policies/ procedures and student progress in the course. Some examples include:
    - I don't understand how to complete or submit an assignment.
    - I need extra help with a topic in the course.
    - I have a question about my grade.
    - I don't know when an assignment is due.

Family Success Liaison and Content Teachers are available Monday-Friday from 8 am until 4 pm. If you are unable to reach your teacher, you should expect to receive a response within twenty-four hours (on school days).

Georgia Cyber Academy Family Academic Support Team

The Family Academic Support Team (FAST) provides encouragement and support to students and learning coaches by virtual school environment. The Family Academic Success Team empowers students to overcome challenges- academic, social, emotional, medical and otherwise- to succeed in school and beyond. Our holistic approach includes early intervention, support services, and linking families to school and community-based resources. Family Success Liaisons, Family Engagement Coordinators, Family Resource Coordinators, and content teachers work with families to provide the extra help needed to enable students to stay motivated and on track.

More information on the Georgia Cyber Academy FAST program can be found on the GCA website at http://gca.k12.com.

School Counseling

Vision
Through a holistic approach, the Georgia Cyber Academy Counseling Department will empower all students to reach their highest potential by using a comprehensive school counseling program that promotes academic, career and personal/social development.   Our program will foster the growth of each student as a civic minded contributor with their local communities and beyond. Upon graduation, students will be college and/or career ready and will have the competencies necessary to be able to make self-directed, realistic, and responsible decisions to be successful contributors to society.

Mission
The mission of Georgia Cyber Academy's School Counseling Department is to provide a data-driven comprehensive school counseling program that is proactive, developmentally appropriate and one that will assist all students in acquiring the mindsets and behaviors needed to become productive students, responsible citizens, and lifelong learners. The counselors at GCA will collaborate with all stakeholders, including students, parents/guardians, staff and community members to work towards meeting the needs of all students.

All stakeholders within Georgia Cyber Academy share in the benefits of its comprehensive school counseling program.

Examples of Student Benefits:
- Access for all students to the comprehensive school counseling program
- Monitors and interprets data to facilitate student improvement and school success
- Provides strategies for closing the achievement gap
- Creates a culture of college and career readiness for all students
- Advocates for students and promotes equitable access to educational opportunities
- Offers career and social and emotional development

Examples of Parents/Guardian Benefits:
- Supports active partnerships for student learning and career planning
- Invites and coordinates access to school and community resources
- Advocates for student academic, career, and personal development
- Provides training and informational workshops
- Provides data for information on student progress

National Collegiate Athletic Association (NCAA) Requirements
Students who are seeking NCAA eligibility should contact their GCA High School Counselor prior to starting classes with GCA. Courses taken with GCA are not NCAA eligible. Counselors will work with students to advise them of what options are available to them.

**All students have an assigned school counselor. Please reference below for the district counseling department directory.

2018-19 Counseling Department Directory

K-8 Counselors		
Grade Level	**Counselor**	**Extension**
K-5	Tameka McCrae-Edgecombe	TBA
6-8 Last Names A-K	Adamika Brown	2192
6-8 Last Names L-Z	Katrina Rucker (LEAD)	2305
High School Counselors		
Alpha Cluster	**Counselor**	**Extension**
A-Bel	Yolanda Richburg	TBA
Bem-Cer	Clair Collins	TBA
Ces-Dos	Stevie Tompkins	2149
Dot-Gle	Kelly Collins	626
Glf-Gro	Anne Tiano (LEAD)	635
Grp-Hur	Heather Davis	2089
Hus-Lam	Shonnon Buggs	2322
Lan-Mcl	Anna Wells Nesbit	2646
Mcm-Mol	Keli Carter	2213
Mom-Phi	Stephanie Jackson	632
Phj-Rag	Nailah Obijiofor (LEAD)	1072
Rah-Sho	Wendy Salter	2112
Shp-Tro	Rebecca Stinson	200
Trp-Wim	Amy Morgan	690
Win-Z	Shay Locke	470
Placement Coordinator		
Cassie Burkhalter	624	
Dual Enrollment/MOWR Specialists		
Tim Melvin	708	
Ginger Reid A-L	2312	
Corey Debrody M-Z	2657	
District Registrar		
Chakeeta Scott	(District Registrar)	159
District Counseling Director		
Amina Ross	633	

SPECIAL PROGRAMS

Special Education Services

The 1997 amendments to the Individuals with Disabilities Education Act (IDEA) and the more recent 2004 Individual with Disabilities Education Improvement Act (IDEIA) have mandated that every school district in the county develop a system to identify children with disabilities, from birth through age 21, who live within the district.

Georgia Cyber Academy will make a concerted effort to identify, locate and evaluate children who have a suspected or confirmed disability, in accordance with all federal regulations and state standards. In addition, it shall be the policy of Georgia Cyber Academy that the child with a disability and his or her parents/ guardians shall be provided with safeguards, as required by law, throughout the identification, evaluation and placement process and with a free and appropriate public education.

Students with disabilities can receive services based on the following eligibility categories:

- Autism
- Blind/ Visually Impaired
- Deaf/ Hard of Hearing
- Emotional & Behavioral Disorder
- Mild Intellectual Disability
- Moderate, Severe or Profound Intellectual Disability
- Orthopedic Impairment
- Other Health Impairment
- Significant Developmental Delay
- Specific Learning Disability
- Speech-Language Impairment
- Traumatic Brain Injury

Students with disabilities who qualify for special education services can receive a free appropriate public education (FAPE) based on the student's Individual Education Plan (IEP). Georgia Cyber Academy delivers special education programming and related services in the least restrictive environment, as determined by the student's IEP team. Instruction and services delivered in a virtual and/or face to face environment are provided at no cost to the parent, guardian or student. Through the virtual learning environment, students can be served using consultative, co-teaching, collaborative, resource and self-contained settings. Progress monitoring of IEP goals is accomplished using a variety of data collected using the Georgia Cyber Academy instructional platforms, as well as the individualized assessments designed by the special and general education teachers. Mandatory, specialized instructional sessions are provided via *Blackboard Collaborate*. These sessions are designed to aid in the continuous progression and mastery of students' IEP goals and objectives. These sessions, led by certified special education teachers, are intended to provide support to the student's asynchronous coursework.

All members of the Georgia Cyber Academy school community believe that varied instructional practices and learning environments benefit all children. Related services are determined through review of various data sources to include evaluations and progress monitoring data. In sum, Georgia Cyber Academy is committed to the full implementation of IDEA. When students served through the Department of Special Education are provided the appropriate supports, as outlined in their IEP, and through the collaborative efforts of parents, students, teachers, therapists and other faculty/ staff (as

appropriate). We believe students can achieve.

Any additional information regarding Parent Rights, special education records and services offered should be directed to the Special Education Director.

Section 504 Plans

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school-age children with disabilities who do not meet the eligibility criteria for Special Education services may be eligible for special protections and for adaptations and accommodations in instruction, facilities and activities. Children are entitled to such protections, adaptations and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

Response to Intervention

Georgia Cyber Academy supports the academic achievement of all students, particularly those most at risk. The Response to Intervention (RtI) Team, composed of parents, teachers, administrators, rained professionals and the student (as appropriate), uses a tiered model incorporating problem-solving methods and research-based interventions to identify and serve students having academic, behavioral or emotional difficulties. The goal of the RtI process is for the teacher, learning coach, and/ or parent to work together so the student may achieve a satisfactory rate of progress in the regular educational setting, preventing the need for more intensive services at a later period. All students at Georgia Cyber Academy participate in the RtI process, which is embedded in the school's instructional model. This model includes standards-based curriculum, direct instruction from certified teachers via live sessions, other supplemental programs, as well as all state mandated assessments. A student who received supplemental help from his or her teacher, such as small group or individual Class Connect sessions, and/ or other research-based interventions outlined in the student's ILP, may move up the tiered process for additional support. The teacher, the Family Success Liaison, the learning coach/ parent form a partnership to determine which additional interventions are required to further support the student's learning needs. In addition, older students (grades 4 and up) are encouraged to participate in this decision-making process.

The teacher and learning coach carefully follow and document the student's response to those interventions over a course of six to twelve weeks. During this period, data is collected and reviewed to determine whether the recommended interventions are effective. Once the data has been collected and reviewed, the Student Support Team (SST) (made up of the classroom teacher, the learning coach and/or parent, and other intervention specialists) reviews the student's OLS progress and/or OMS/ OHS assignments, the ILP, assessment scores, educational and family learning history, medical history and the results of the intervention strategies previously tried with the student. If the interventions have shown little to no effect on student progress, the SST may recommend a referral for further academic screenings, a comprehensive diagnostic evaluation and/or a referral to participate in other supplemental programs designed for more intensive student support. Since RtI is a process, not a program, students may move up and down through the tiers throughout their academic career. The goal of RtI is a proactive one, to provide students with the tools needed to achieve academic success.

Advanced and Advancing Learners Program

The Advanced/ Advancing Learner Program (ALP) is a supplemental academic enrichment program for K-12 students. Students in ALP are supported with enriched and/or accelerated course planning.

Students in grades 4-8 who participate in the program <u>may</u> also be eligible to receive an additional elective course. Participants in the ALP are expected to maintain exemplary progress and achievement. If you feel that your student qualifies for the program, contact your Rebekah Cooper, District ALP Coordinator (rcooper@gacyber.org), for additional information. Students must qualify each year to participate in ALP.

High School students advanced learning options include Advanced Placement (AP) and Honors courses. Georgia Cyber Academy plans to offer the following AP and Honors courses for the 2018-2019 School Year:

- Honors Ninth Grade Literature and Composition
- Honors World Literature
- Honors American Literature
- AP English Literature and Composition
- AP English Language and Composition
- AP Biology
- Honors Biology
- Honors Chemistry
- Honors Physics
- AP Environmental Science
- AP United States History
- Honors World History
- AP World History
- AP Government and Politics
- Honors Algebra
- Honors Geometry
- AP Calculus
- AP Statistics

Additional information on the Advanced Learner Program can be found on the Georgia Cyber Academy website at http://gca.k12.com.

STUDENT RIGHTS AND RESPONSIBILITIES

Georgia Cyber Academy students have a right to:

- function and work in a positive learning environment, free from disturbances created by self or others.
- participate in safe school outings.
- have individual beliefs, ideas, cultures, religious practices and to have these differences respected.
- be treated with courtesy, fairness and respect.
- have personal or school property respected.
- participate fully in school life, when all he established requirements have been fulfilled.
- a clear understanding of what is expected of them.
- a fair hearing in cases involving the application of academic or disciplinary regulations.

Georgia Cyber Academy students have the responsibility to:

- understand and accept that student learning is the primary purpose of our school and during instructional time, to behaver in a manner that promotes opportunities for optimal teaching and learning.
- respect the right of others to have a safe school environment in the presence of other students or people.
- accept the uniqueness of others.
- treat others with courtesy, fairness and respect.
- respect and secure private and public property.
- assure that participation in all aspects of school life is open to everyone.
- know their role in the school community and to help others to understand their role.
- understand and utilize the school's procedures for resolving concerns, conflicts and disagreements.

BEHAVIOR GUIDELINES

Georgia Cyber Academy expects all students to behave in a manner that is respectful of others and towards school property. All violations of the Code of Conduct will be part of a student's disciplinary record and may be used in a student disciplinary hearing pursuant to Georgia Cyber Academy's progressive discipline process. Suspension of a student from school for not more than ten (10) consecutive days is considered a short-term suspension, not subject to formal rights of hearing or appeal. Although there are no such rights guaranteed by law, parents/ guardians may contact the Office of the Head of School to discuss their disciplinary incidents and actions involving their children.

The following are some examples of misbehavior that will result in discipline:

- Violations against property including but not limited to damage to or destruction of school property or the property of others, failure to compensate for damage or the destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism (including outing locations and test sites).
- The use of profanity or obscene language or the possession of obscene materials.
- Gambling
- Hazing
- Defiance toward faculty/ staff members
- Using, possessing or distributing tobacco or tobacco paraphernalia
- Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances.
- Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances (except as proscribed by a physician).
- Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia.
- Using, possessing or distributing weapons or other dangerous objects.
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used as a weapon.
- Possession, use or distribution of explosives or any compound mixture, the primary or common purpose or intended use of which is to function by explosion.
- Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
- Violation of any local, state or federal laws (as appropriate).
- Acts disruptive of the educational process including but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, insubordination, failure to identify oneself, improper activation of fire alarms or bomb threats.
- Possession of nuisance devices or objects which cause distractions including, but not limited to, pages, radios and phones.
- Possession or distribution of slanderous, libelous or pornographic materials.
- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.
- Falsification of any records, documents, notes or signatures.
- Tampering with, changing or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.
- Impertinent or disrespectful language toward teachers or other school district personnel; sexual abuse or harassment.
- Actions including fighting or other assaultive behavior, which causes or could cause injury to students or other persons or which otherwise endangers the health, safety or welfare of

teachers, students, other school personnel or other persons.

- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgement.
- Violations against persons including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct or indecent exposure.
- Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people.
- Physical or verbal threats, including but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist.
- Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status regarding public assistance, disability, national origin, or sexual orientation.
- Disobedience or insubordination to teachers or other school district personnel.
- Violation of school rules, regulations, policies or procedures.
- Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons or which violates the rights of others or which damages or endangers the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.
- Retaliation

Students who fail to comply with these requirements are subject to the following disciplinary actions:

- A verbal warning
- An in-person, online or telephone meeting with the student, parent, teacher, counselor and school administrator will be arranged to discuss the student's behavior.
- Suspension
- Expulsion

In the case of a severe offense and at the discretion of school administration, verbal and written warnings may be bypassed. In cases of severe infractions, local legal authorities may be contacted.

Cyberbullying

Cyberbullying occurs when a minor is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another minor using the internet, interactive and digital technologies or mobile phones. For this behavior to be considered cyberbullying, the infraction needs to take place between two minors. Cyberbullying is not tolerated in any form at Georgia Cyber Academy.

Cyberbully includes but is not limited to the following:

- Assuming a false identity online to trick others.
- Spreading lies and rumors about victims.
- Tricking people into revealing personal information.

- Sending or forwarding mean text messages.
- Posting pictures of victims without their consent.

Effects of Cyberbullying include, but are not limited to:

- Physically, emotionally or mentally harming a student.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Below are some preventative measures that student can take to minimize their risk of being cyberbullied, as well as help stop the cyberbullying cycle:

- Never share personal information with anyone, even your best friend. Remember anything posted online may potentially be viewed by millions of people.
- Be careful with whom you interact online. Block messages or request from people that you do not know.
- Do not pass along or forward cyberbullying messages.
- Discourage your friends from cyberbullying.

Anyone can be a victim of cyberbullying, regardless of race, gender, ethnicity or financial status. The most important thing to do if you are being cyberbullied is to tell a trusted adult. An adult, whether it is a parent, teacher or school administrator, needs to get involved. Save and document all occurrences of cyberbullying.

Cyberbullying is no longer an anonymous crime. Technology allows for easy tracking of the source. Cyberbullying is illegal and violators can be prosecuted.

For learning coaches: If your student comes to you and reports being bullied, please report it to your child's Family Success Liaison immediately.

If the accused is a student of the school, school administration will investigate the accusation. If the accusation is proven true, the school discipline policy will apply. If the accused is not a student of the school, the school administration will help the victim and his/ her family contact local authorities and/ or the local school district.

If a student is found guilty of cyberbullying, the following consequences will apply based on the severity of the infraction:

First Offense or Minor Infraction: The student will receive a verbal warning and meet with the school counselor to learn about cyberbullying.

Second Offense or More Severe Infraction: The student, parent/ guardian, counselor and administrator will hold a conference. A record of the infraction will be placed in the student's file.

Third Offense or Severe Infraction: Repeated Infractions or Severe Infractions may result in the student being expelled from the school

Determination of the severity of an infraction is at the discretion of the GCA Administration.

To learn more about cyberbullying, visit the following websites:

https://www.stopbullying.gov/cyberbullying/what-is-it/index.html
http://kidshealth.org/en/parents/cyberbullying.html
http://cyberbullying.org/
https://www.pacerteensagainstbullying.org/experiencing-bullying/cyber-bullying/

School Property
Georgia Cyber Academy provides materials, books and other curricular supplies. Georgia Cyber Academy also provides computers and printers to families per financial need. The materials are school property and must be kept in good condition. Facilities that are used for Georgia Cyber Academy outings/ test sites locations are also considered school property. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. A list of property that must be returned is provided to parents. All property and equipment mist be returned in good working condition upon withdrawal from the program.

All printed materials are copyrighted and unauthorized copying of those materials is copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his or her studies while enrolled in the school. Parents and students are to comply with this policy and all the terms and conditions of the *Use of Instructional Property Agreement* submitted with the enrollment materials.

Off Campus Behavior
Students are expected to be responsible representatives of the school at all times, whether online at an in-person school event or "off campus"- meaning outside of school activities. Adverse behavior that affects the school's community or reputation may result in disciplinary action, up to and including expulsion. Georgia Cyber Academy Administration reserved the right to address students and their families whose off-campus interactions have impacted the school community.

Conduct at School Sponsored Events
Georgia Cyber Academy expects its students to adhere to its behavior guidelines while at school events, on school trips and during educational and co-curricular activities offered year round. Safety, civility and respect for the worth of every member of our community remain the philosophical foundation of our school. Georgia Cyber Academy acknowledges that the family is responsible for a child's behavior after school hours and on weekends, and our usual policy is to respect a student and the family's privacy in that regard. However, behavior that significantly affects students when they are attending school sponsored events, that suggests a threat to the emotional or physical safety of our students may require action by the school.

ACADEMIC INTEGRITY POLICY

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible to observe standards on plagiarism, cheating and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported the administration, which may result in a conference with the Learning Coach, failure of the course assignment or exam, loss of credit for courses, revoked access to courses and suspension/ expulsion from the school.

Cheating
Cheating is the use of another person's work to gain an unfair advantage. Cheating occurs when a student knowingly submits the coursework or an assessment of another individual and claims it as their own original work. Examples of cheating include but are not limited to the following:

- Copying a classmate's work; this may be an answer to an essay question, any written assignment or an entire exam.
- Copying from course feedback provided by another school.
- Copying answers to exams found in other sources, such as entering the question into a search engine and copying the response found online.
- Collaboration between two students, which results in submitting identical answers on such assignments.
- Using online translators for assignments in language courses.

Plagiarism
Plagiarism is using an author's work, without acknowledging the source of the material. Examples of plagiarism include but are not limited to the following:

- Quoting work from an outside source, without proper citation and attribution.
- Improper paraphrasing of another person's work, maintaining the original text with little alteration or re-wording and/ or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it.

Academic Integrity Violations
All students who violate principles of academic integrity will be reprimanded. Depending on the nature of the offense, a student's grade or ability to earn credit for a course may be affected at the discretion of the student's teacher and Georgia Cyber Academy administration. Violations of academic integrity will be reprimanded per the following guidelines:

- The first offense will be handled between the classroom teacher, administrator, student and parent. The teacher will provide additional instruction as to what constitutes plagiarism and/or cheating and the student will receive a zero on the assignment. Depending on the severity of the infraction, the student <u>may</u> have an opportunity to make up the assignment at the discretion of the teacher. The student will be required to attend a meeting with Georgia Cyber Academy administration regarding plagiarism. If more than one violation is discovered at the same time, it will be considered the student's second offense.
- A second offense will result in a meeting with the school administration, the student, the

parent, and the classroom teacher. Students will have no opportunity to make up questionable work and a grade of zero will remain. Further action may be taken as needed, following the discipline policy.

- In the case of a third offense, a meeting will be held with the school director, classroom teacher, the student and their parent. The meeting may result in one or all of the following: removal from course with loss of credit, removal from Georgia Cyber Academy and/ or denial of re-admission.

ATTENDANCE & WITHDRAWAL

Attendance and Truancy
As a public charter school, Georgia Cyber Academy is required to monitor student attendance in accordance with all applicable statutes and State Board of Education rules. Georgia Cyber Academy teachers and administrators monitor student attendance regularly. All Georgia Cyber Academy students must be legal residents of the state of Georgia and provide proof of residence at the time of enrollment and re-enrollment.

Upon written request from a parent or guardian, the teacher may excuse a student's absence from school for the following reasons (with appropriate documentation, as determined by the school):

- Student illness
- Quarantine
- A serious illness or death in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Religious holidays (24-hour advance request only)
- Educational tour/trip (24-hour advance request only)
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard and such parent or legal guardian has been called to duty for, or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Excused Absences
School staff registers absences as excused only for those reasons cited in the Georgia Cyber Academy School Code. The reasons cited as personal illness or quarantine, health care, death in the immediate family, approved educational travel and religious holidays or religious instruction.

Unexcused Absences
When students are absent for reasons other than those permitted under the Georgia Cyber Academy School Code, those absences are recorded as unexcused absences. When the teacher does not receive an e-mail within three days of an absence, such an absence becomes unexcused.

Excuse Notes for Absence
For an absence to be registered as excused, a parent or guardian must furnish, within three days of the student's return to school, an e-mail explaining the absence. The e-mail must include the student's name, the date of the absence, the reason for the absence and the necessary documentation as requested by the school.

When the teacher does not receive an e-mail within three days of the absence, such an absence becomes unexcused.

Travel-Educational/Family
To prevent unexcused absences, families who wish to take educational leave must request permission to be excused via e-mail prior to departure. The Head of School must approve absences in excess of five school days. The student is responsible for making arrangements with teachers to complete work missed during any absence.

Responsibility for compliance with state attendance statutes and regulations belongs to the school, but parents are obligated to keep an accurate record of daily attendance. A Georgia Cyber Academy student is considered truant if he or she fails, without a legitimate excuse, to log attendance for five non-consecutive school calendar days. After ten days of unexcused absences, the student can be withdrawn due to non-attendance. Georgia Cyber Academy staff follows the procedures outline below to notify parents of truancy status.

Process for Attendance Monitoring
- Students are required to follow the school calendar, which includes a minimum of 180 school days. Instructional time can be entered on any day (i.e. weekends, holidays, etc.)
- Students are expected to log into the OLS (Online School), OMS/OHS, each scheduled school calendar day. If attendance is not recorded on a school day, as listed on the school calendar, the student is marked as having missed attendance. So, if the school calendar indicates Monday through Friday in a given week as "School Days," attendance must be entered on each day to not result in absences being recorded.
- Students who are unable to log onto the online school must notify the teacher as to the reason for the student's absence.
- Refer to the state guidelines for an attendance overview at: http://archives.gadoe.org/pea_policy.aspx?PageReq=PEASchoolAttendance
- Your Georgia Cyber Academy teacher will provide guidance in the area of collecting notes for absences.
- Switching school holidays is permitted with prior teacher approval noted in writing.

Truancy
A student is considered truant after five (5) consecutive or non-consecutive days of missing attendance without an approved excuse given to the teacher. In circumstances where there are questions of compliance with Georgia Cyber Academy policies, school personnel will assume the responsibility for recording student attendance directly.

After being determined as being truant, the student may be withdrawn from Georgia Cyber Academy due to non-attendance. Once a student is withdrawn from Georgia Cyber Academy, the parent/ guardian will be notified via e-mail and certified mail. The local school district is also notified of the withdrawal and report to the local juvenile court. for local monitoring of the student's attendance in the local district or homeschooling status.

Withdrawal Policy
Parents with students in need of withdrawing from the school must contact their Family Success Liaison in writing via e-mail. K12 Inc. will issue reclamation labels for materials and equipment return.

Process for Withdrawal of Truant Students
1. Georgia Cyber Academy Compliance Liaisons monitor student attendance daily.
2. Georgia Cyber Academy Compliance Liaisons send an automated phone call informing parents that their child has been absent (unexcused) for three or more school days and that attendance should be updated immediately. Parent/Legal Guardian should respond within twenty-four (24) hours. Immediate action should be taken to correct the attendance problem before a student becomes truant.
3. If there is no response and attendance has not been updated, Georgia Cyber Academy Compliance Liaisons will send the Parent/Legal Guardian a letter via e-mail that notifies the family that the child is truant.
4. If the truancy is not resolved within twenty-four (24) hours, the Compliance Liaison will call the numbers listed on the account.

5.   If the call is not returned and if missing attendance is not resolved, the student will be withdrawn for truancy. An email will be sent to the Parent/Guardian confirming the student's withdrawal. Additionally, a certified letter will be sent to the Parent/Guardian. The local school district will be notified of the withdrawal and reported to the local juvenile court for local monitoring of the student's attendance in the local district or homeschooling status.

Attendance FAQs

Q: When can I log attendance?
A: You are able to log attendance from your first day of school until the last day of school.

Q: Where do I need to log my child's attendance and how often?
A: Student attendance hours are logged in the attendance screen on the parent's OLS (Online School) and must be entered daily.

Q: Why should I log attendance?
A: In addition to meeting the legal attendance requirements for the state of Georgia and complying with the Georgia Cyber Academy attendance policies, logging attendance provides you and your child with a log of the work accomplished.

Q: What are supplemental hours?
A: Parents seek to provide the best possible education for their child and often enrich the child's curriculum with extra activities and family trips. Provided you complete your K12 coursework and course requirements first, these activities may be logged into the student's daily schedule and counted toward his or her mandatory hours of instruction if the activity directly relates to lesson objectives. However, it is important that parents/ responsible adults initially discuss their supplemental activities with their student's assigned Georgia Cyber Academy teachers and then notify the teachers of the hours that are logged to ensure that the supplemental activities are recorded in the appropriate area(s) of the curriculum. No more than twelve (12) hours a week of supplemental activities may be logged as attendance. Supplemental activities include outings based on Georgia Performance Standards and other learning experiences that address the Georgia Standards of Excellence.

Q: What should I do if I forgot to log my child's supplemental hours?
A: You can go back and add hours after initially entering attendance. If you have already entered hours for the specified day and clicked the submit button, your teacher must add the hours for you. Contact your Family Success Liaison and they can assist you in entering supplemental hours.

Q: How many hours should my child log if he or she enrolled after the start of school?
A: Hours are prorated based on a student's start date. Students who start after the first day of school should follow the daily or weekly attendance guidelines outlined under *Instructional Time* in the Academic section of this handbook.

Q: Is there a maximum number of hours a day that a student can log?
A: There is no maximum number of hours per day a student may log. However, the student's teacher must document hours in excess of twelve (12) per day. Notify your teacher of each circumstance requiring more than twelve (12) hours of instructional time.

Q: Do I log attendance for the actual time the lesson took or just the default time that come up on the Online School?
A: The default time is given as a guide for time to spend in each subject per day. If you consistently

observe your student completing lessons before he or she accumulates the required amount of time, you may benefit from setting a time limit to each subject, rather than just expecting one lesson per day.

Q: What should I do if my student is ill?
A: Send an e-mail to your child's teacher to communicate the student is ill. Any progress that the student can comfortably achieve, such as reading from a literature selection, is encouraged. Attendance needs to be marked accordingly. Doctor's excuses need to be scanned and emailed (or mailed) to the teacher. If no work can be completed by the student due to illness, mark the day as non-attendance.

STUDENT RECORDS

Georgia Cyber Academy maintains records concerning all students enrolled. Records containing personally identifiable information about or related to students with disabilities could include, but are limited to:

- Cumulative grade reports
- Discipline records
- Enrollment and attendance records
- Health records
- Individualized Education Programs (IEPs)
- Notices of recommended assignment
- Notices of Intent to Evaluate and/ or Re-Evaluate
- Comprehensive Evaluation Reports
- Work Samples
- Test Data
- Correspondence between school staff and home
- Instructional Support Team Documents
- Referral Data
- Other Education Related Documents

Records can be maintained on paper, on microfiche, on audio or videotape and electronically. Records can be located in the central administrative offices of Georgia Cyber Academy, electronic storage systems and in the secure possession of teachers, school administrators, specialists, psychologists, counselors and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality.

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are:

1. To ensure that the child receives programs and services consistent with his/ her IEP.
2. To monitor the ongoing effectiveness of programming for the child.
3. To document for the public school and the parents that the student is making meaningful progress.
4. To satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits.
5. To inform future programming for and evaluations of the child.

When educational records, other than those that must be maintained, are no longer educationally relevant the school must notify the parents in writing and may destroy the records or at the request of the parents must destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents request so in writing.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age certain rights with respect to student educational records. Those rights are:

1. The right to inspect and review the student's educational records within forty-five (45) days of the date Georgia Cyber Academy receives a request for access.
2. Parents or eligible students should submit to the school administrator (or appropriate school

official) a written request that identifies the record (s) they wish to inspect. The administrator or designee will arrange a records inspection for the parent or eligible student.

3. The right to request the amendment of the student's educational records that the parent or eligible student believe are inaccurate or misleading.

    Parents or eligible students (age 18 or above) may ask Georgia Cyber Academy to amend a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record that they want changed and specify why it is inaccurate or misleading.

    Should Georgia Cyber Academy decide note to amend the record as requested by the parent or eligible student, we will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is available to the parent or eligible student when notified of the right to a hearing.

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

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

    A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Georgia Cyber Academy discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request).

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Cyber Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202-8520

    Note: Directory information includes the following relating to a student: student name, address, telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities/ sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent institution attended by the student and other similar demographic information.

Student records are maintained in the Georgia Cyber Academy District Office. A copying fee of $2.00 is assess for records requests. Parents are encouraged to keep a copy of any records submitted to Georgia Cyber Academy. If parents/ legal guardians change their address, telephone number or e-mail address, they should notify the Family Success Liaison immediately. Parents/ legal guardians are responsible for keeping their contact information current within the account setup section of the OLS.

If a student transfers to another school from Georgia Cyber Academy, the new school should submit an official records request to Georgia Cyber Academy.

Please see specific instructions for parent requests of records at:
https://gca.k12.com/resources/forms-and-records.html

COMPLAINT PROCEDURES

Complaints: Elementary and Secondary Education Act (ESEA)
Complainants are expected to address complaints or grievances beginning at the school level with the teacher first and then the administration. Central Office personnel should be contacted next, should parents feel the issues have not been resolved. Conference forms, notes and minutes are kept on file as documentation of the issues.

Complaint procedures under the Elementary and Secondary Education Act (ESEA) are available from the Georgia Cyber Academy Operations Manager. The complaint procedures describe grounds for complaints, federal programs for which complaints can be filed, information on filing and investigation of a complaint, as well as rights to appeal. The address to which complaints should be filed is included in the procedure. Information regarding complaint procedures is distributed annually to school administrators to share with staff. Copies are also kept on file in each school's front office.

Grounds for An ESEA Complaint
Any individual, organization or agency (complainant) may file a complaint with Georgia Cyber Academy's Board of Directors if that individual, organization or agency believes and alleges that a violation of Federal Statute or Federal Regulation that applies to a program under ESEA has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

- Title I, Part A
- Title I, Part C
- Title I, Part D
- Title II, Part A
- Title III, Part A
- Title VI, Part B
- Title IX
- McKinney-Vento Act
- School Improvement 1003(g) SIG
- School Improvement 1003(g)- AARA (SIG-AARA)
- RT3
- Lowest Achieving School

Complaints originating at the local level as a part of its assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve though local written complaint procedures. If the complainant has tried to file a complaint with Georgia Cyber Academy to no avail, the complainant must provide the Georgia Department of Education with written evidence of their attempt to resolve the issue with Georgia Cyber Academy.

NON-DISCRIMINATION POLICY

Georgia Cyber Academy shall not discriminate in their educational programs, activities or employment practices based on race, color national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and he Georgia Cyber Academy Human Relations Act. Information relative to special accommodation, grievance procedure and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school Title IX coordinator: Ms. Julie Hawkins, HRBP at jhawkins@k12.com*.*

All Other Complaint Procedures

A. Students, parents/guardians, and any other individual who may have a complaint should address it first at the school level (for example, a complaint about a classroom-related matter should first be addressed with the teacher) and then with school administration. If the complaining party believes the issues have not been resolved by school administration he or she should send a formal complaint as described in this procedure to the general counsel for the Georgia Cyber Academy (the "School") Board, whose information is provided below.

B. Conference forms/notes/minutes are kept on file as documentation of the issues.

C. Students, parents/guardians, and any other individual may file a complaint with the Georgia Cyber Academy Board if he or she believes and alleges that a violation of state law or regulation has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing.

D. A formal complaint must be filed in writing and signed by the complainant. The complaint must include the following:
   1. Complainant's name, contact information, and relationship to the School.
   2. A statement that the School has violated a requirement of state law or regulation.
   3. The date on which the violation occurred.
   4. A description or explanation or the alleged violation.
   5. The names and contact information of individuals who can provide additional information.
   6. Copies of all applicable documents supporting the complainant's allegations.

E. The complaint must be delivered electronically to Georgia Cyber Academy Board Counsel, Alexa Ross, and Board Chair, Ryan Mahoney:

Alexa Ross, Esq.
ROBBINS ROSS ALLOY BELINFANTE LITTLEFIELD LLC
aross@robbinsfirm.com

Ryan Mahoney, Georgia Cyber Academy Board Chair:
rmahoney@gacyber.org

F. For a complaint directed to the Board, within 10 business days of receipt of the complaint, the Board or Board Designee will issue a Letter of Acknowledgement to the complainant confirming that the complaint has been received and informing the complainant as to additional information needed, the ways in which the Board will investigate the complaint, and any other pertinent information. The complainant will promptly and in writing inform the Board of whether he or she will provide additional information and otherwise respond to the Board's Letter of Acknowledgement.

If additional information or an investigation is necessary, the School, through the Board, will complete its investigation and issue a Letter of Findings within 60 calendar days of receiving all requested information from the complainant or notice that the complainant has provided all information of which he or she is aware.

If a violation has been found, the School, by and through the Board, will take corrective action as promptly as reasonably possible and in no event later than 60 days from the date of the Letter of Findings.

G. If the complaint is not resolved at the Board level, the complainant has the right to request review of the Board's decision by the Georgia State Charter Schools Commission ("SCSC"). The Board will upon request provide the complainant with the information needed to request SCSC review.

Pupil Privacy Rights Act

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.

Georgia Cyber Academy (GCA) 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. GCA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. GCA will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GCA 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

EQUAL ACCESS

Equal Access to Public School Facilities—Boy Scouts of America Equal Access Act: No public elementary school, public secondary school, or local educational agency that has a designated open forum or a limited public forum and that receives funds made available from the US Department of Education shall deny equal access or a fair opportunity to meet, or shall 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 conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in Title 36 of the United States Code (as a patriotic society). For the purposes of this section, an elementary school or secondary school has a limited public forum whenever the school involved grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory. Nothing in this section shall be construed to require any school, agency, or a school served by an agency to sponsor 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). Compliance with this provision will be enforced through rules and orders issued by the Office for Civil Rights. If the public school or agency does not comply with the rules or orders, no funds made available through the Department of Education shall be provided by a school that fails to comply with such rules or orders or to any agency or school served by an agency that fails to comply with such rules or orders (P.L. 114-95, Section 8525).