

# IVY PREPARATORY ACADEMY

## Board Policy

### PARENT/GUARDIAN BILL OF RIGHTS

The Governing Board of Ivy Preparatory Academy believes that parent/guardian involvement in schools is important to ensure a positive and successful experience for students. In alignment with OCGA § 20-2-786 and HB 1178, the Governing Board adopts a Parent/Guardian Bill of Rights which supports reciprocal accountability and outlines the tenets for parents/guardians, students, and teachers.

The Ivy Preparatory Bills of Rights will be reviewed annually by the Head of Schools with input from stakeholders and will be shared publicly each year.

### PARENTS'/GUARDIAN BILL OF RIGHTS

The Governing Board of Ivy Preparatory Academy recognizes and embraces families as essential partners in student success, and therefore commits to such. While this document is not a legal document creating enforceable rights, it is intended to support an environment of reciprocal accountability. Notwithstanding, this policy is adopted in accordance with the requirements of HB 1178 enacted by the Georgia General Assembly during the 2022 legislative session.

At Ivy Preparatory Academy, we believe parents/guardians have the following rights and responsibilities:

#### Rights

- To be treated with courtesy and respect by all employees and staff
- To have the safety of students and employees prioritized
- To be a partner in the learning process of their scholar
- To have a welcoming and inclusive environment in the School
- To receive responsive instruction that is rigorous and meets scholars where they are
- To appropriately advocate for your child without consequence
- To be provided with appropriate access to instructional resources and assessments to the extent permitted by law (**is there a policy that already addresses this?**)
- To obtain clear and transparent communication from teachers and staff
- To receive timely responses from teachers and staff
- The right to review all instructional materials intended for use in the classroom of their minor child
- The right to access and review all records relating to their minor child, including, but not limited to, current grade reports and attendance records, unless otherwise prohibited by law
- The right to access information relating to promotion and retention policies and high school graduation requirements as applicable
- The right to provide written notice that photographs or video or voice recordings of their minor child are not permitted, subject to applicable public safety and security exceptions
- The right to request, in writing, from the Head of Schools the information provided for in OCGA § 20-2-786 and HB 1178

#### Responsibilities

- To be respectful to all Ivy Preparatory Academy employees and students
- To monitor and guide your child's academic progress
- To support school efforts to protect scholars' physical and emotional well being
- To ensure your child attends school every day and is ready to participate fully in learning
- To stay informed by reading all communication from the school and teachers
- To communicate appropriately with teachers and school staff about your child's education
- To utilize and reinforce social and emotional learning support provided by the school
- To appropriately advocate for your child's education
- To seek involvement in your child's school

- To resolve issues and concerns with Ivy Preparatory Academy by following the communication protocol such as teacher, academy leader, Head of Schools, Governing Board

### **Review of Scholar Records**

In accordance with OCGA §20-2-786, parents and guardians shall be allowed to review all records relating to their minor child, including but not limited to current grade reports and attendance records. Parents/guardians wishing to review their child's records should submit a written request to the Head of Schools or another designee, identifying the specific records being requested for review. Upon receipt of a request under this policy, the Head of Schools or designee shall locate the identified records in existence and notify the parent/guardian of the time and place where the records may be reviewed.

To the extent practicable, identified records shall be produced for review within three (3) business days of receiving a written request. In any instance where some or all of the requested records are not available within three (3) business days, the School shall make available within the time period the records that are available. For all other records, the Head of Schools or designee shall, within three (3) business days, provide a description of the identified records in existence and a timeline for when the information will be available for inspection. All remaining identified records shall be produced for review as soon as practicable but in no case more than thirty (30) days after receipt of the request.

Records produced for review under this policy may not be altered or removed from the location identified for reviewing records, and in no case shall records be removed from school property. Pursuant to this policy, a parent may file an appeal to the Governing Board, if the Head of Schools or designee fails to provide existing responsive information within thirty (30) days from the date of the request.

### **Review of Instructional Materials**

Pursuant to OCGA §20-2-786, parents/guardians have a right to review all instructional materials intended for use in the classroom of their minor child. In accordance with state law, parents/guardians may exercise this right during the review period(s) each year. Under this policy, the Head of Schools shall ensure that all instructional materials intended for use in the school's classrooms in each grading period are made available for parent/guardian review during the review period. During this time, instructional materials may be made available for review on the School's website or at the School upon written request by a parent/guardian.

### **Objection to Instructional Material**

The Head of Schools shall appoint at least one person to receive parent/guardian objections to instructional materials under this policy. All objections must be in writing and submitted during the review period. A properly filed objection must include the following information:

- Scholar's name
- Parents'/guardians' names and contact information
- Teacher's name
- Clearly identify the instructional material to which the parent/guardian is objecting
- A brief description of the nature of the objection

Upon receipt of an objection, the Head of Schools shall review the objection and provide a response, in writing, within seven (7) business days. Only objections filed, in writing, by the parent/guardian of a student in the identified classroom will be reviewed and receive a response.

Pursuant to this policy, a parent may file an appeal with the Governing Board of the Head of School's decision to a properly submitted objection or if a response has not been provided within seven (7) business days.

### **Sex Education**

Human sexuality/AIDS, sexual abuse and assault awareness prevention education may be provided within the context of the Ivy Preparatory Academy's health education curriculum pursuant to state law. Prior to the parent/guardian making a choice to allow their child to take the specified unit of instruction, the parent/guardian will be provided information about the instruction that is to be provided and have the opportunity to review all instructional materials to be used, print and non-print. A parent/guardian may exercise their right to exclude their minor child from the school's sex education/AIDS, sexual abuse and assault awareness prevention instruction by submitting a request in writing to the Head of Schools during the review period.

### **Photographs and Video of Scholars**

A parent/guardian may provide written notice addressed to the Head of Schools that photographs or video or voice recordings of their minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the Head of Schools within ten business (10) days of child's enrollment or annually within ten (10) days after the start of the academic year. The written notice must: (1) include the name of the minor child; (2) include a statement that photographs or video or voice recordings of the minor child are not permitted; and (3) be signed and dated by the parent/guardian of the minor child. Please note that the written notice will be effective for the current school year only and must be renewed on an annual basis. Please note that a minor child for whom photographs or video or voice recordings are not permitted may not be able to participate in or attend academic classes, or extracurricular clubs, programs or activities for which photographs or video or voice recordings are essential. Finally, please note that Ivy Preparatory Academy will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals or entities while they are not acting as an employee, or agent of Ivy Preparatory Academy.

### **Appeals**

#### **Level I**

An appeal under this policy may be filed, in writing, with the Chair of the Governing Board. To the extent practicable, the Chair must place the appeal on the agenda of the next public meeting. If it is too late to add to the next meeting's agenda, it must be included on the agenda for the subsequent meeting.

#### **Level II**

A parent aggrieved by the decision of the Governing Board may appeal to the State Board of Education pursuant to O.C.G.A. § 20-2-1160.

### **Definitions**

For the purposes of this policy, the following definitions shall apply.

**"Instructional Material"** means instructional materials and content identified by the State Board of Education that constitutes the principal source of study for a state-funded course to be used in the various grades in the public schools of this state, including the elementary grades and high school grades, which includes but is not limited to systematically designed material in any medium, including digital instructional materials and content and any computer hardware, software, and technical equipment necessary to support such instructional materials and content. The term includes locally approved instructional materials and content that constitute the principal source of study for a state-funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

**"Review Period"** means the first two weeks of each grading period of the school year.

**"Sex education/AIDS education"** shall have the same meaning as defined in State Board of Education Rule 160-4-2-.12.

The Head of Schools shall develop procedures to implement this policy. A copy of this policy shall be posted on the School's website.

Nothing in this policy shall affect the rights provided under federal law, including but not limited to the Family Educational Rights & Privacy Act (FERPA).

Nothing in this policy is intended to obstruct or interfere with parental rights of a minor child, as set forth, but not limited to, those rights listed in H.B. 1178.

**Effective Date: 03/21/19**

**Last Revised: 08/23/22**

**Authority: OCGA §20-2-143, §20-2-768, §20-2-1010, §20-2-2017; BOE Rule 160-4-2-.12**