



NOTICE ABOUT YOUR RIGHTS

DIVISIVE CONCEPTS POLICY

Charter School Policy on Protect Students First Act – Divisive Concepts

This policy is adopted in accordance with the state Protect Students First Act, OCGA §20-1-11 et al. This school strictly prohibits harassment or discrimination by or against students and employees based on race and all other characteristics protected by state or federal law.

I. Divisive Concepts

It is the policy of the Utopian Academy for the Arts Governance Board that all curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on their race. Any curricula or training programs provided by the school to foster learning and workplace environments where all students, employees, or community members are respected shall not advocate for divisive concepts. This includes any curriculum, classroom instruction, or mandatory training programs delivered or facilitated by school personnel, or a third party engaged by the school.

Nothing in this policy shall be construed or applied to:

1. Inhibit or violate the rights protected by the Constitutions of Georgia or the United States of America or undermine intellectual freedom and free expression;
2. Infringe on the intellectual vitality of students and employees of this school or other local boards, school systems, or schools;
3. Prohibit the promotion of concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency, so long as it does not conflict with state or federal law;
4. Prohibit administrators, teachers, school personnel, or individuals facilitating a training program from responding in a professionally or academically appropriate manner and without espousing personal political beliefs to questions regarding specific divisive concepts raised by students, school community members, or training program participants;
5. Prohibit the discussion of divisive concepts, as part of a larger course of instruction, in a professionally and academically appropriate manner and without espousing personal political beliefs;
6. Prohibit the full and rigorous implementation of curricula, or elements of locally approved curriculum, that are required as part of the Georgia Standards of Excellence, Advanced Placement, International Baccalaureate, dual enrollment coursework, or elements of such curricula; so long as the implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs;
7. Prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics related to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs;
8. Create any right or benefit, substantive or procedural, against the Utopian Academy for the Arts Charter School Network and its board members, departments,



agencies, entities, officers, employees, agents, or any other personnel affiliated with this school; or

9. Prohibit a state or federal court with competent jurisdiction from ordering training or other remedial action that discusses divisive concepts due to a finding of discrimination, including discrimination based on race.

Complaint Process & Procedures for Alleged Violations

An eligible individual who believes that this section has been violated may file a written complaint with the principal in accordance with the process detailed herein.

Individuals eligible to file a complaint under this section include:

- The parent of a student enrolled at this school;
- Students enrolled in this school who have reached the age of majority or have been declared a lawfully emancipated minor; or
- Administrators, teachers, or other personnel employed at this school.

A written complaint under this section must include the following:

- Name of Complainant
- Child's Name, if applicable
- Date filed
- Reasonably detailed description of the alleged violation

Investigation & Conference

Within five (5) school days of receiving a complaint, the principal or his/her designee must review the complaint and take reasonable steps to investigate the alleged violation(s). Within ten (10) school days of receiving the complaint, the principal or his/her designee shall confer to review the investigation findings. The principal and the complainant can mutually agree to a longer timeline.

Initial Determination

During the conference, the principal or his/her designee will notify the complainant whether a violation was found to have occurred, in whole or in part. If a violation was found to have occurred, the principal or his/her designee must inform the complainant of what remedial steps have been or will be taken in response to the violation.

If requested, the principal or his/her designee will provide the complainant with a written summary of the investigation findings and the remedial measures, if any, within three (3) school days of the request.

Appeal to Governing Board

The complainant may submit a written appeal of the initial determination to the Chair of the UAFA Governance Board. The Governance Board shall review the initial determination within ten (10) school days of receiving the written request for appeal. To the extent practicable, the Board shall provide a decision on its review of the initial determination within ten (10) schools' days of completing its review.



Review by the State Charter Schools Commission

The decision of the Governance Board may be reviewed by the State Charter Schools Commission in accordance with the policies and procedures adopted by the Commission.

Confidential Student and Employee Information

No confidential student or employee information shall be disclosed during any meeting or as part of any written response or appeal under this policy. Confidential student or personnel matters shall not be subject to review or appeal.

II. Request to Review Records

At any time, including prior to filing a complaint, an eligible individual may request, in writing, to review any nonconfidential records that he/she reasonably believes may substantiate a complaint under this policy.

Access to Records

Within three (3) business days of receipt, the principal shall make the requested records available for inspection. In any instance where some but not all of the requested records are unavailable within three (3) business days, the principal shall provide a written description of the responsive records in existence and a timeline for when the records will be available for review. All remaining responsive records must be provided for review as soon as practicable but no later than thirty (30) business days after receipt of the records request.

Appeal of Records Request to Governing Board

Under this Section, if the principal denies a parents properly submitted request for records review or does not produce existing records for inspection within thirty (30) business days, the parent may appeal the denial or failure to the Governance Board. To the extent practicable, the Board must place the appeal on the agenda for its next public meeting. If it is too late to appear on the next meeting's agenda, it shall be placed on the agenda for the subsequent Board meeting.

Cause of Action

Nothing in this Section shall be construed to prohibit any cause of action available at law or in equity to a parent who is aggrieved by a decision of the Governance Board.

III. Definitions

As used in this policy the following definitions apply:

1. "Divisive Concepts" means any of the following concepts, including views espousing such concepts:

- a) One race is inherently superior to another race;
- b) The United States of America is fundamentally racist;
- c) An individual, by virtue of his or her race, is inherently or consciously racist or oppressive towards individuals of other races;
- d) An individual should be discriminated against or receive adverse treatments solely or partly because of his or her race;
- e) An individual's moral character is inherently determined by his or her race;
- f) An individual, solely by virtue of his or her race, bears individual

responsibility for actions committed in the past by other individuals of the same race;

- g) An individual, solely by virtue of his or her race, should feel anguish, guilt, or any other form of psychological distress;
- h) Performance-based advancement or the recognition and appreciation of character traits such as hard work ethic are racist or have been advocated for by individuals of a race to oppress individuals of another race; or
- i) Any other form of race scapegoating or race stereotyping.

2. “Espousing personal political beliefs” means an individual, while performing official duties as part of his or her employment or engagement with a school or local school system, intentionally encouraging or attempting to persuade or indoctrinate a student, school community member, or other school personnel to agree with or advocate for such individual’s personal beliefs concerning divisive concepts.

3. “Race Scapegoating” means assigning fault or blame to a race, or to an individual of a particular race because of his or her race. This term includes, but is not limited to, any claim that an individual of a particular race, consciously and by virtue of his or her race, is inherently racist or is inherently inclined to oppress individuals of other races;

4. “Race Stereotyping” means ascribing character traits, values, morals or ethical codes, status, or beliefs to an individual because of his or her race.

IV. Implementation

The principal shall develop procedures, as necessary, to implement this policy. Authority: OCGA §20-1-11



STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), Utopian Academy for the Arts' Student Record Policy is to assure that parents and eligible students have the right to access information contained in the student's records and parents and eligible students can limit disclosure of certain information from these records. An eligible student is a student who is 18 years old or a legally emancipated minor, in which case the rights described in this notification are transferred from the parent to the student. The Superintendent notifies annually students and parents/guardians, including non-English-speaking parents/guardians, of their rights under the Family Educational Rights and Privacy Act through the student handbook distributed annually to each student.

The Utopian Academy for the Arts Governing Board policy requires that accurate and complete student academic and discipline records are maintained for each student enrolled at Utopian Academy for the Arts. Parents and eligible students have the right to inspect and review the student's education records within 45 days of the day a request for access is made. Requests may be made by any parent or legal guardian whose parental rights have not been revoked by court order and any persons authorized in writing by the parent or legal guardian to the principal of the school the student currently attends, and the principal will plan for inspection at a specific time and place.

Education records for current students that exist in paper format are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee. Education records for former students that exist in paper format are maintained by Student Records-Office of the Registrar located at 2299 Old Rex Morrow Rd., Morrow, GA 30260, (470) 264-8417. A parent/guardian or eligible student will be permitted to obtain a copy of the education records upon reasonable notice and payment of copying costs of \$0.10 per page.

It is the responsibility of the custodial parent/legal guardian to inform the school and to provide a copy of any legal action revoking educational rights from an individual to his/her child.

Please refer to the FERPA Annual Notice and Notice of Directory Information in this Handbook for additional information on your rights and disclosure of your student's personal information by the school.

PARENT'S RIGHTS

CHARTER SCHOOL PARENTS' RIGHTS POLICY

This policy is adopted in accordance with the requirements of HB 1178 enacted by the Georgia General Assembly during the 2022 legislative session.

Review of Student's Records



In accordance with OCGA §20-2-786, parents shall be allowed to review all records relating to their minor child, including but not limited to current grade reports and attendance records.

Parents wishing to review their child's records should submit a written request to the principal or his/her designee, identifying the specific records being requested for review. Upon receipt of a request under this policy, the principal or his/her designee shall locate the identified records in existence and notify the parent 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 the requested records are not available within three (3) business days, the school shall make available within that period the records that are available. For all other records, the principal or his/her 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, if the principal or his/her 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 have a right to review all instructional materials intended for use in the classroom of their minor child. In accordance with state law, parents may exercise this right during the review period(s) each year.

Under this policy, the principal shall ensure that all instructional materials intended for use in the school's classrooms in each grading period are made available for parent 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.

Objection to Instructional Material

The principal shall appoint at least one person to receive parent 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:

- Student's name
- Parent's name and contact information
- Teacher's name
- Clearly identify the instructional material to which the parent is objecting
- Briefly describe the nature of the objection

Upon receipt of an objection, the principal shall review the objection and provide a response, in writing, within five (5) business days.



Only objections filed, in writing, by the parent of a student in the identified classroom will be reviewed and receive a response. Pursuant to this policy, a parent may file an appeal of the principal's decision to a properly submitted objection or if a response has not been provided within five (5) business days.

Sex Education

During the review period, a parent may submit a written request to the principal to exclude their child from the portion of any class in which sex education or AIDS prevention education is taught as part of a comprehensive health program pursuant to state law.

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.

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 and 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 principal 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).



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

GRIEVANCE PROCEDURES

I. PURPOSE

When a parent or student has a complaint or grievance about a matter of school policy or procedure, the following procedures are to be followed to resolve the conflict. The purpose of this policy is to secure, at the lowest possible administrative level, equitable solutions to complaints that may arise. The Board shall have the discretion to elevate a grievance directly to Level III, if appropriate or necessary. The Board may also send any complaint back down to Level I or Level II to follow the proper process if the initial complaint was filed with the Board.

II. GRIEVANCES

1. Definitions

Grievance – A complaint from a parent or student must include the following:

- (1) Set forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law;
- (2) specifically identify the policy, practice, or statute violated;
- (3) provide all relevant details and involved parties known to the grievant at the time of filing; and
- (4) identify the requested relief

Grievant – Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.

2. Procedures

Level I

Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of violation, beginning at the earliest level of organizational structure. For example, parents and guardians should discuss classroom concerns first with classroom teachers. When school officials hear complaints or receive formal grievances, they should first make sure that grievant or potential grievant have first attempted in good faith to resolve problems directly with involved persons; however, **a student's parent or guardian may never approach another student for these purposes.** Upon receipt of an informal complaint, the principal or immediate supervisor shall initiate action to resolve the issue within five (5) working days.



Level II

If the response in Level I does not resolve the problem, the grievant may, within ten (10) working days after the informal complaint decision has been rendered, file the complaint in writing with the principal to initiate Level II. The principal shall investigate the complaint within fifteen (15) working days of the grievance filing date. The principal shall decide who will conduct the investigation based on the nature of the complaint and the individuals involved.

Within five (5) working days of completing the investigation, the principal shall decide and issue a written report setting forth the principal's findings and recommendations for the resolution of the grievance.

If no written report is issued within the time limits set forth, or if the grievant rejects the recommendations of the principal, the grievant shall have the right to appeal to the Board for review of the grievance.

Level III

A written request for the Board's review of the grievance must be submitted to the Board Chairperson within ten (10) days of the date of the principal's report or the expiration of the time limits set forth in Level II. The request shall include the nature of the complaint, the reason(s) for the appeal and the requested outcome.

The Board shall review the grievance and the report of the investigation and may hold a hearing. The grievant may be accompanied by a representative of grievant choice. The Board may affirm the principal's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.

The Board's written decision shall be issued within 30 working days of receipt of the grievant written appeal.

If no written decision is issued within the time limit set forth or if the grievant shall reject the decision of the Board, the grievant shall be free to pursue such statutory or administrative remedies as the law may provide.

III. MISCELLANEOUS PROVISIONS

If either party in a grievance wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s), in writing.

No person shall suffer recrimination or discrimination because of participation in this grievance procedure. Confidentiality will be observed pending resolution of the



grievance. Utopian Academy for the Arts does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

SCHOLAR REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR

Governance Board Policy

Scholar Reporting of Alleged Sexually Inappropriate Behavior:

- (a) Any scholar (or parent or friend of a scholar) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at Utopian Academy for the Arts
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a scholar by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the school principal is the person accused of sexual abuse or sexual misconduct, the oral and written reports should be made to the Executive Director or the Executive Director's designee.
- (c) Any school designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a scholar by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by the school. To protect the integrity of the process and to limit repeated interviews with the student, the designated system personnel are required to take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the Executive Director and the Chief Executive Officer. The Executive Director shall also notify the Professional Standards Commission Ethics Division of any validated acts of sexual misconduct.

EQUAL ACCESS TO SCHOOL FACILITIES

In accordance with the Boy Scouts of America Equal Access Act, 20 USC §7905, UAFA does not discriminate against or prohibit equal access or a fair opportunity to 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 or organization, that wishes to meet at the school, that wishes to meet at the School.



Any group that wishes to meet at UAFA should contact the front office for additional information on reserving meeting space.

AWARENESS OF SUDDEN CARDIAC ARREST

In accordance with OCGA §20-2-324.5, UAFA will conduct at least two sessions during the school year to provide information to parents on the symptoms and warning signs of sudden cardiac arrest syndrome. UAFA will notify parents of the date of these sessions. Attendance is voluntary but parents are encouraged to attend. If you are unable to attend one of these sessions, you may contact the principal to request a copy of the informational materials at any time throughout the school year.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact UAFA's Section 504 Coordinator:

Glynis Terrell Section 504 Coordinator
2750 Forest Parkway, Ellenwood, GA 30294
Phone: 404-361-4200
Email: staci.abercrombie@utopianacademy.com

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

8. You have the right to ensure that the school will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school actions regarding your child's identification, evaluation, or educational placement, with opportunity to parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision according to the school's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards Overview

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing will be in writing to the Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the Section 504 Coordinator. The Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

1. **Hearing Request:** The Request for the Hearing will include the following:
 - a. The name of the student.
 - b. The address of the residence of the student.
 - c. The name of the school the student is attending.
 - d. The decision that is the subject of the hearing.
 - e. The requested reasons for review.
 - f. The proposed remedy sought by the grievant.
 - g. The name and contact information of the grievant.

Within 10 business days of receiving the grievant Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the

specific information needed to complete the request. All timelines and processes will be kept until the Request for Hearing contains the necessary information noted above.

2. Mediation:

The school may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and the school will agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

3. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant
- b. Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- c. Upon a showing of good cause by the grievant or school, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance will be in writing and copied to the other party.
- d. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- e. The grievant can be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she will inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- f. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.104.34). One or more representatives of the school, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- g. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- h. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- i. The hearing shall be closed to the public.
- j. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- k. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.



- l. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
 - m. Unless otherwise required by law, the impartial review official shall uphold the action of school unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - n. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official, or just cause is shown, shall constitute a waiver of the right to a personal appearance before the impartial review official.
4. **Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
5. **Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action, or claim available to them under the law or existing state or federal rules or regulations.

CHILD FIND

UAFA, to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

UAFA needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the UAFA and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions, and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of Clayton County.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call Glynis Terrell at (470) 446-1070.

Interventions Before Referral

The screening of children by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be an evaluation for eligibility for special education and related services.

Prior to referring a student for consideration for eligibility for special education and related services, a student must have received scientific, research or evidence-based interventions selected to reduce the academic, social or behavioral problem(s) the student is having.

Student referrals must be accompanied by documentation of scientific, research or evidence based academic and/or behavioral interventions that have been implemented as designed for the appropriate



period of time to show effect or lack of effect that demonstrates the child is not making sufficient rate of progress to meet age or State approved grade-level standards within a reasonable time frame.

Exceptions may be made in circumstances where immediate evaluation and/or placement is required due to a significant disability that precludes access to instruction. This exception should be an infrequent occurrence, and the evidence for the need should be clearly documented in the eligibility decision.

If a parent or teacher requests an evaluation and interventions have not been provided before referral, interventions may be provided while the student is being evaluated if the school agrees that evaluation is necessary at that time. Additionally, the lack of interventions shall not be a reason for delaying an evaluation or determining that a child is not eligible for special education services.

If a parental request for evaluation is denied by the school because it does not suspect the child has a disability, then a written notice will be provided explaining the reasons for this denial and the information used as the basis for these decisions.

Public Information

UAFA has the following documents available for review by parents of children with disabilities and the public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications, evaluations, periodic program plan or reports relating to federal programs, including auditor's reports, statements of assurance, budgets, and grant materials

SUICIDE PREVENTION POLICY

Utopian Academy for the Arts (UAFA) recognizes the importance of the health and welfare of students and staff. Therefore, UAFA shall provide to all certified personnel, annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and postvention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can exercise their professional judgment in the best interest of students.

It shall be the policy of all faculty and staff to monitor student behavior in a manner that allows for notification to be given to the proper school, or external authorities should we suspect that a

student is contemplating or has contemplated suicide. For this policy, the Crisis Team shall consist of the Dean of Students, the Special Education Director, and the principal. Markers for students at high risk for suicide include those who:

- Have previously threatened suicide.
- Look for access to means to harm themselves.
- Talk or write about death, dying, or suicide.
- Have made previous suicide attempts serious enough to require hospitalization.
- Talking about suicide
- Frequently talking about death
- Talking about feeling hopeless, helpless, or worthless - saying things like "it would be better if I wasn't here" or "I want out"
- Individual exhibits signs of depression, including deep sadness, loss of interest, trouble sleeping and eating
- Abrupt change of mood, from extreme sadness to happiness or calm
- Risk-taking behavior, (e.g. driving too fast)
- Person exhibits loss of interest in things that he/she used to care about
- Person calls or visits people to say good-bye
- Person seems to be putting their affairs in order

Should there be a verbal outcry or a written indicator that a student is thinking about committing suicide, and the incident occurs on Utopian's property, faculty and staff are to take the following steps:

- Call 911
- Contact Principal
- Secure the area as soon as possible and keep all students away
- Send staff communication informing them that a medical emergency has occurred
- Provide constant adult supervision to the student to ensure safety (do not let the student out of your sight)
- Contact the student's parent or guardian
- Release the student to parent or Emergency Response Personnel as dictated by the situation
- The Crisis Team will meet to assess whether additional steps should be taken to ensure the safety of the affected student or any other student s on property
- A representative from the Crisis Team will prepare a written statement outlining precipitating events to be distributed to parents and guardians either through email or by letter.
- If a student makes a threat to physically or verbally harm themselves, UAFA faculty and staff will take the following actions:
 - Have a member of the Crisis Team notify parents to pick up the student immediately after the statement is made so that the student can be taken to a mental health professional.
- A Crisis Team representative will remain with the student and be available to provide referral resources for the student once the parent picks them up. Resource information will be maintained and kept current in the Counsellors office. Resources for free 24-hour mental health assessment services should also be given to parents



- A Crisis Team representative should request that parents provide documentation that the student has been assessed, is stable, and is cleared to return to school.

If a staff member becomes aware of a suicide attempt by a student, and the threat or attempt occurred at an out of school location, the staff member WILL:

- Call 911
- Contact the student's parent or guardian
- Make a written report to the Dean of Students, the Special Education Director, or the principal.

It should be noted that students are less likely to harm themselves when:

- They are involved in extracurricular activities
- There is a positive connection with staff members
- There is a safe place to vent/ share concern/issues
- There is a sense of connection or participation in school
- When we teach students, it is okay to ask for help
- When we acknowledge student efforts
- When we can readily access and care for mental / physical / substance disorders

Resources:

Clayton County Government – Department of Mental Health

- 770-991-7420

Ga. Crisis and Access Line:

- 1-800-715-4225
- 1-800-Suicide (1-800-784-2433)
- 1-800-Talk (1-800-273-8255)

Web resources:

Society for the Prevention of Teen Suicide

Sponsor of this program, focuses on resources for the competent school community, including Lifelines, an evidence-based suicide prevention program for schools. Free on-line educator training! www.sptsusa.org

National Suicide Prevention Lifeline

Free confidential, 24-hour hotline, free materials

www.suicidepreventionlifeline.org

Suicide Prevention Resource Center

www.sprc.org

UAFA VOLUNTEER POLICY

VOLUNTEERS

The Governing Board of Utopian Academy for the Arts adopts the following policy, effective on the date of adoption by the Board. If applicable, once adopted this policy replaces any previously approved school policy currently in place that provided direction



on the items in this policy.

For details about Volunteer levels and hours, please reach out to the PFE Liaison, and the volunteer handbook will be provided.

HEALTH AND SAFETY PROCEDURES

Letter to Parent Regarding Administration of Medication at School

Dear Parent(s)/Guardian(s),

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over-the-counter drugs given during school hours, you have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time (s).
2. Take a copy of the Medication Administration form from the school to your child's doctor and him/her complete the form by listing the medication needed, dosage, and number of times per day that the medication is to be administered. This form must be completed by the physician for all medications, prescription and over-the-counter drugs. This form must be signed by the doctor and by you, the parent or guardian. **Medications** must be brought by you to the school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. In addition, **Over-the-Counter** drugs must be received in the original container, labeled with your child's name, and will be administered according to the dosage instructions or if different, the doctor's written instructions on the Medication Authorization form should they be different from the label.
Parents or legal guardian's changes to the dosage label for age/weight will not be accepted.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Students requiring medication for asthma, anaphylactic reactions (or both), and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.
Students must demonstrate the necessary knowledge and development maturity to safely assume responsibility for and management of self-carry medications according to the Medication Authorization form.

School personnel will not administer any medications to students unless they have received the Medication Authorization form properly completed and signed by both the doctor and the parent/guardian. All medication(s), drug(s), must be received in the original container. If you have questions about the medication policy, or other issues regarding the administration of medication in Utopian Academy Charter Schools, please contact your school nurse at your child's school or your child's Principal.

Thank you for your cooperation,



Janine Slater
Network Nurse



Notification of Illness

- Notify the school of illness on the first day by 9:00 am.
- Notify the school immediately if the child has a communicable disease.
- **ALWAYS KEEP A CHILD HOME WHO DISPLAYS SYMPTOMS OF SICKNESS OR WHO HAS A TEMPERATURE OF 100 DEGREES OR HIGHER.** Students who exhibit a fever may not return to school until the student has been free of fever for at least 24 hours, without the use of fever-reducing medication.
- An absence note is required upon return to school.

Emergency Information

Each child will have a completed emergency form on file in the school office. These forms will be kept up to date. Any changes in address or phone numbers will be reported to the office. This is important to your child in the event of an accident or illness. Please be sure to put your cell phone on the emergency form.

In case of illness, a child may not be sent home unless there is a parent or authorized individual to receive him/her. If you wish for another person to perform this duty for you, please indicate this on your emergency form. This information is to be kept accurate and up to date.

Communicable Diseases

The school office will be notified immediately in the case of any communicable diseases, including but not limited to the following:

CHICKEN POX: A child will stay home until 7 days or longer after the appearance of the first crop of vesicles (crusts are contagious). If new vesicles continue to appear, this may mean not returning to school until 24 hours after the last vesicle has made its appearance.

CONJUNCTIVITIS (PINK EYE): A child may return to school 24 hours after a physician has been advised and the stated active treatment has been given.

HEADLICE: Infections with lice and mites are treatable with over-the-counter medication. Please consult your child's physician or pharmacist for guidance. The student(s) may return to school after treatment and thorough combing has been administered, to remove lice and nits (eggs). Before going to class, a returning student must be checked for lice and/or nits by the appropriate school personnel. If nits are still present in the student's hair, the discretion of the nurse or trained staff will determine whether to send the student home. To prevent an outbreak of head lice, parents are encouraged to examine the hair of their children weekly.

IMPETIGO: A common name for a skin hypodermal or bacterial infection of the skin that is most common in young children. The organisms most implicated as causing this disease are Streptococcus and Staphylococcus. Due to the highly contagious nature, no child shall be permitted to return to school until appropriate systematic antibiotic therapy has been started or until free of disease. The area should be covered if oozing.



GERMAN MEASLES: A child will stay home until clinical recovery at least four days from onset of catarrhal system or until rash is clear.

MUMPS: A child will stay at home until asymptomatic or released by a physician with a minimum of nine days exclusion.

PINWORMS: A student diagnosed with pinworms should not return to school until a physician has started appropriate treatment.

RINGWORMS OF SCALP AND BODY: Microsporum species is highly contagious, spread by both direct and indirect contact. Children before the age of puberty are very susceptible. Any child diagnosed as having ringworm shall not be allowed to return to school unless he/she has been placed on an effective therapeutic regimen, or until he/she exhibits negative scabies until adequately treated.

PERTUSSIS (WHOOPIING COUGH): Whooping Cough is a highly contagious Bacterial illness spread by coughs and sneezes. People sick with pertussis have severe coughing attacks that can last for months. In case of illness or accidents at school, the office personnel will contact the parent/guardian by phone. If a student has a temperature of 99.6 or higher, the parent will be contacted.

MEDICATIONS: Medical treatment is the responsibility of the parent and the family health care provider. Medications are RARELY to be given at school. The parent is urged, with the help of the family health care provider, to work out a schedule of giving medication outside school hours. If a special or serious problem requires an exception, the medication must be provided to the school in the original container marked with the child's name on it and accompanied by the original dosing instructions from the child's healthcare provider. NO member of the faculty is permitted to administer any medication without the following:

- A WRITTEN STATEMENT FROM THE PARENT OR GUARDIAN OF THE CHILD.
- A WRITTEN STATEMENT FROM THE PHYSICIAN DETAILING THE METHOD, AMOUNT, AND SCHEDULE BY WHICH THE CHILD WILL ATTEND AT THE DESIGNATED TIME. Specific instructions should be included for the emergency treatment if an allergic reaction should occur (i.e., localized, generalized, severe, mild)

For medication to be administered at school, both requirements listed above must be met. Unless authorized by state law, students are prohibited from possessing and/or administering prescription and non-prescription medication while at school.

SHOULD YOU KEEP YOUR CHILD HOME FROM SCHOOL?

Deciding when a child is too sick to send to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below to help you. They comply with the Department of Public Health.

SEND TO SCHOOL:

- Mild cold symptoms, stuffy nose, mild cough without fever (unless child is extremely uncomfortable)
- Ear infections without fever (unless the child is extremely uncomfortable)
- Vague complaints of aches, pains, or fatigue

STAY AT HOME:

- **Chicken Pox** – students must stay home three days after the onset of new lesions and until all lesions are crusted over with a note from the physician.
- **Conjunctivitis** - eyes may appear pink with white or yellow discharge, and eyelids may be matted after sleep. Pain or itchiness may be present. Children may return to school after 24 hours of treatment.
- **Cough** - productive of thick sputum or coupled with thick nasal drainage
- **Coxsackie virus** (hand, foot, and mouth syndrome) – a student must be fever-free and feel well to return to school.
- **Diarrhea** - three or more watery stools in 24 hours, especially if your child acts or looks ill or other symptoms are present.
- **Fever** – temperature of 100 degrees or higher. The child should be **fever-free for 24 hours**, without fever controlling medicines, before returning to school.
- **Fifth Disease** – only if fever is present. By the time the rash appears, students are no longer contagious.
- **Impetigo** – students may return to school 24 hours after treatment starts.
- **Lice** – may return to school after treatment and nits (eggs) are removed
- **Scabies** – 24 hours of appropriate treatment before returning to school.
- **Shingles** – a student with shingles will need to stay home until the rash is crusted and dry or can be completely covered in school.
- **Sore Throat** – with fever and swollen glands. Strep Throat – a **full 24 hours** of treatment before a child may return to school
- **Vomiting** – the child should be kept home 24 hours after the last vomiting.

Sending a child to school with any of the above symptoms puts other children and staff at risk for becoming ill. Don't forget to call the school to let us know when your child will be home. Also, please notify your school nurse if your child has an illness that is highly contagious. **If sick children are kept at home, we will have a stronger, healthier, and happier learning environment.**

If you have any questions regarding your child's health, please call or e-mail Nurse Slater, R.N., school nurse, at 470- 470-1070 ext. 1080 or Janine.slater@utopianacademy.com. Thank you for your part in keeping our school healthy.



MEDICATION FORMS

The school office provides the appropriate medication forms that cover the above requirements upon request. These forms will be updated annually. NO medication will be kept over the summer months. Parents are required to pick up any unused medication before the end of the school year. Any medication that is not picked up will be properly disposed of by the school.

All medication will be brought to the office, where it will be stored, and the child will come at the designated time to receive it. Medication shall be brought to the school **by the parent** in the **original container**. Parents are responsible for ensuring that the student has enough medication at school. The school will not inform parents if the student requires a refill. No medication (prescription or non-prescription) may be transported by a student or be in the student's possession while at school.

MEDICINE LOG PROCEDURE

1. The student will have a parent and physician-signed form on file in the office for dispensing of medicine.
2. Please send the medicine in the original container.
3. Staff members log *all* medicine dispensed to students in a Medicine Logbook.

ENTRANCE REGULATIONS

The Georgia School Immunization Law requires that children receive a series of immunizations before entry to schools, childcare centers, or family childcare homes. In addition, the Georgia School Immunization Law requires schools, childcare centers, and family childcare homes to enforce immunization requirements, to maintain immunization records for all children enrolled, and to submit reports to the health department.

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

A child's health has an important effect on his or her performance. Georgia State Law requires all students to have satisfactory evidence on file of current immunization. The record submitted to the school will include at least the month and year received. Records of immunizations will be on file prior to the opening of school. Students in grades 6 – 8 will be excluded from attendance at Utopian Academy for the Arts if all records are not in by September 1st.

Parents should refer to the Georgia Department of Public Health for additional information on required immunizations (**please refer to the Immunization Appendix or the Georgia Department of Public Health**).

Parents who are seeking an exemption to immunization requirements for religious reasons must submit the appropriate Affidavit of Religious Objection to Immunization (please refer to the Immunization Appendix or the Georgia Department of Public Health).

MEDICAL-DENTAL APPOINTMENTS

Appointments during school hours are to be kept to a minimum. If it is unavoidable, the child will be signed out and signed back in at the school office.

Swimming Safety Tips

Everything you need to know to keep your kids safe when swimming.

Whether it's a trip to the beach or a dip in the community or backyard pool, you can ensure that swimming is as safe as it is fun by following a few basic safety tips.

Drowning is the leading cause of injury-related death among children ages 1-4.

There Is No Substitute for Active Supervision

- Actively supervise children in and around open bodies of water, giving them your undivided attention.
- Whenever infants or toddlers are in or around water, an adult should be within arm's reach to provide active supervision. We know it's hard to get everything done without a little multitasking, but this is the time to avoid distractions of any kind. If children are near water, then they should be the only thing on your mind. Small children can drown in as little as one inch of water.
- When there are several adults present and children are swimming, use the Water Watcher card strategy, which designates an adult as the Water Watcher for a certain amount of time (such as 15-minute periods) to prevent lapses in supervision. [Download a Water Watcher card here.](#)

Start Slow with Babies

- You can start introducing your babies to water when they are about 6 months old. Remember to always use waterproof diapers and change them frequently.

Educate Your Kids About Swimming Safely

- Every child is different, so enroll children in swimming lessons when you feel they are ready. Teach children how to tread water, float and stay by the shore.
- Make sure kids swim only in areas designated for swimming. Teach children that swimming in open water is not the same as swimming in a pool. They need to be aware of uneven surfaces, river currents, ocean undertow and changing weather.
- Whether you're swimming in a backyard pool or in a lake, teach children to swim with a partner, every time. From the start, teach children to never go near or in water without an adult present.

Don't Rely on Swimming Aids

- Remember that swimming aids such as water wings or noodles are fun toys for kids, but they should never be used in place of a U.S. Coast Guard-approved personal flotation device (PFD).

Take the Time to Learn CPR

- We know you have a million things to do, but learning CPR should be on the top of the list. It will give you tremendous peace of mind – and the more peace of mind you have as a parent, the better.
- Local hospitals, fire departments and recreation departments offer CPR training.



- Have your children learn CPR. It's a skill that will serve them for a lifetime.

Take Extra Steps Around Pools

- A swimming pool is a ton of fun for you and your kids. Make sure backyard pools have four-sided fencing that's at least 4 feet high and a self-closing, self-latching gate to prevent a child from wandering into the pool area unsupervised.
- When using inflatable or portable pools, remember to empty them immediately after use. Store them upside down and out of children's reach.
- Install a door alarm, a window alarm or both to alert you if a child wanders into the pool area unsupervised.

Check the Drains in Your Pool and Spa

- Educate your children about the dangers of drain entanglement and entrapment and teach them to never play or swim near drains or suction outlets.
- Pools that pose the greatest risk of entrapment are children's public wading pools, in-ground hot tubs, or any other pools that have flat drain grates or a single main drain system.
- For new pools or hot tubs, install multiple drains in all pools, spas, whirlpools and hot tubs. This minimizes the suction of any one drain, reducing risk of death or injury. If you do have drains, protective measures include anti-entrapment drain covers and a safety vacuum release system to automatically release suction and shut down the pump should entrapment occur.
- Regularly check to make sure drain covers are secure and have no cracks, and replace flat drain covers with dome-shaped ones. If a pool or hot tub has a broken, loose or missing drain cover, don't use it.
- If you do have drains, protective measures include anti-entrapment drain covers and a safety vacuum release system to automatically release suction and shut down the pump should entrapment occur. Go to www.PoolSafety.gov for a list of manufacturers of certified covers.
- Check to make sure your pool or hot tub's drains are compliant with the [Pool and Spa Safety Act](#).

UTOPIAN ACADEMY FOR
EXPLORE
MIDDLE SCHOOL
CREATE
LEAD.

CREATE MORE. BELONG HERE.





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