

## Destinations Career Academy of Georgia

### Parent's Bill of Rights Policy

**Policy Approved:** March 26, 2024

**Policy Objective:** In accordance with OCGA 20-2-786, GADCA is committed to ensuring the rights of parents and guardians are respected and upheld. This policy outlines the rights of parents/guardians in relation to their child's education and well-being.

**Right to Review Child's Records** OCGA 20-2-786(f)(1) 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 shall also have access to information related to the GADCA promotion and retention policies.

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 of 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. An appeal must be filed within five (5) business days after the expiration of the thirty-day deadline.

#### **SECTION 1: Right to Access Instructional Materials** OCGA 20-2-786(f)(2)(A)

Parents/guardians and Learning Coaches have the right to learn about their child's course of study at Destinations Career Academy of Georgia. This includes full access to instructional materials intended for use in the classroom. 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.

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 GADCA website or at the school upon written request by a parent. Parents should visit Total View MyInfo. All course materials and content will be continuously accessible on the respective OMHS class page, which can be reached through the Learning Coach account.

**SECTION 2: Right to Object to Instructional Materials** OCGA 20-2-786(f)(2)(B). The principal shall appoint at least one person, the community engagement specialist, 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
- Student's grade
- Parent's name and contact information
- Name of teacher who teaches the applicable subject/course
- 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) school 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 within five (5) business days or receipt or within (5) business days of the time in which a response should have been provided by the principal to a properly submitted objection.

For a comprehensive list of materials corresponding with student courses, parents and Learning Coaches

**SECTION 3: Right to Withdraw Child from Sex Education** During the review period, a parent may submit a written objection to the principal, requesting that their child be excluded 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. In accordance with this policy, a parent may request to review the instructional materials prior to withdrawing their student from the course.

**SECTION 4: Right to Opt-Out of Media Recordings** OCGA 20-2-786(f)(3) Within the first two weeks of each school year, a parent may submit a written notice to the principal that photographs or video or voice recordings of his or her child are not permitted. Such notice shall be submitted annually and will remain in effect for the duration of the school year or until the parent provides a written retraction. Provided however, this prohibition on recordings shall not apply for recordings made pursuant to applicable public safety and security exceptions. This opt-out is subject to applicable public safety and security exceptions. All students at the school will

be subject to being recorded in the school's online classes. The school will communicate the availability of this notice option to parents/guardians through various channels, including newsletters, the school website, student handbook, and official communication platforms.

**SECTION 5. Review Procedures** If the Principal denies a request for information or does not provide existing responsive information within 30 days, the parent/guardian may appeal such denial or failure to the Board of Directors. The Board of Directors must place the appeal on the agenda for its public meeting. If it is too late for such appeal to appear on the meeting's agenda, the appeal must be included on the agenda for the subsequent meeting. A parent aggrieved by the decision of the Board of Directors may appeal to the State Board of Education, as provided in O.C.G.A. § 20-2-1160(b).

## **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 a properly filed appeal on the agenda of the public meeting. If it is too late to reasonably add a properly filed appeal to the meeting's agenda, it must be included on the agenda for the subsequent meeting.

- A properly filed appeal must be in writing and include:
- Date on which appeal is being filed;
- A copy of the original request or written objection; and
- A detailed statement of the alleged violation or the reason for appeal.

### **Level II**

A parent aggrieved by the decision of the Governing Board under this policy 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 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 principal shall develop procedures to implement this policy. A copy of this policy shall be posted on the GADCA website. Nothing in this policy shall affect the obligations or rights provided under federal law, including but not limited to the Family Educational Rights & Privacy Act (FERPA).

Authority:

OCGA §20-2-143      Sex education and AIDS prevention instruction; implementation; student exemption

OCGA §20-2-786      Parents’ Bill of Rights

OCGA §20-2-1010    Instructional materials and content.

OCGA §20-2-1017.   Review process for locally approved instructional materials and content; public review; application

SBOE Rule 160-4-2-.12 Comprehensive health and physical education program plan