

FY23 Amended Monitoring Results

Dear Academy for Classical Education,

Pursuant to O.C.G.A. § 20-2-2083 and SCSC rule 691-2-.03, State Charter Schools Commission of Georgia (SCSC) staff is monitoring the school's performance based on the standards in Section III, Operational Performance of the Comprehensive Performance Framework (CPF).

Monitoring Results:

Using information provided for the policy, procedure, practice review and derived from health and safety facility visits, below you will find the school's monitoring results. As a reminder, compliance concerns fall into one of the following two categories:

- **Findings:** Violations of statutory, regulatory, or contractual requirements that result in loss of points on the Comprehensive Performance Framework (CPF) and require corrective action.
- **Adverse Practices:** Deficiencies that may impact but do not violate statutory, regulatory, or contractual requirements. Adverse practices do not require corrective action or result in the loss of CPF points but must be reviewed to ensure alignment with applicable requirements.

If monitoring results do not indicate a "finding" or "adverse practice," then the SCSC did not identify compliance concerns within the scope of its review. SCSC staff evaluates school policies, procedures, practices, and facilities for specific components of compliance; SCSC does not perform a comprehensive evaluation of compliance. Complete compliance remains the responsibility of each state charter school. Finally, monitoring results may indicate that a specific policy, procedure, or practice was not scored. An unscored indicator means that the results of SCSC's review will not affect the school's CPF score.

Disputing/Appealing Monitoring Results:

If you believe that there is an error in the school's monitoring results, you must submit a written appeal on or before 11:59 pm Friday, January 20, 2023. The SCSC will only accept appeals submitted through the SCSC Administrative Portal. To ensure adequate time to develop a CAP and provide evidence of remediation, schools are encouraged to submit disputes as early as possible.

The policy, procedure, and practice review and health and safety facility visit are "snapshots" of compliance. Generally, the SCSC will not review new documents or consider supplemental information submitted in an appeal to determine compliance.

- Disputes received later 11:59 p.m. on January 20, 2023, will not be considered.
- Disputes that are not submitted through the SCSC Administrative Portal will not be considered.

Corrective Action Plans:

Schools must submit a Corrective Action Plan (CAP) in response to any finding(s) identified in the SCSC monitoring results. CAPS are not required for adverse practices or in areas the SCSC did not score for

compliance. CAPs are due on or before 11:59 p.m. Friday, February 17, 2023. Schools are encouraged to remain mindful of the dispute/appeal deadline when planning CAP submissions.

A CAP is a written plan that describes the steps a school will take to remediate a finding. A CAP should be detailed enough to provide a reasonable understanding of how the school plans to remediate the issue and when remediation will be complete. The contents of the CAP and the methods by which the school chooses to remedy noncompliance are within the discretion of the governing board. The SCSC will respect the school's autonomy in devising and implementing its CAP while holding the governing board accountable for full compliance with applicable laws.

Because the SCSC may review multiple areas of compliance for a single measure or question, when reviewing monitoring results, evaluate both the "Score" and "Comments." Each question has a score of "Finding" or "Adverse Practice." The comments explain each area in which the school received a finding. Reviewing the score and comments is critically important for submitting a CAPs, and thus, maximizing the opportunity for an award of partial CPF points.

Where appropriate, based on the CPF scoring guidelines, the SCSC may award partial CPF points on specific operational CPF measures. To be considered for an award of partial CPF points, a school must develop and timely submit a CAP *and evidence of remediation for the findings identified in the SCSC's monitoring results*. Evidence of remediation must be sufficient to demonstrate that the school has regained compliance in the area that received a finding.

For example, if the SCSC finds that a school policy does not comply with regulatory requirements, evidence to remediate the finding *could* include:

- documentation showing that the governing board adopted a revised policy that fully complies with the applicable regulation;
- documentation demonstrating that the school community was notified of the policy change; and,
- documentation that training or guidance was provided to staff and/or governing board members responsible for implementing the policy.

All schools that receive findings in their SCSC monitoring results must submit a CAP. However, only schools seeking partial CPF points must submit evidence of remediation. **The SCSC will not review CAP submissions that are not submitted by the deadline and through the SCSC Administrative Portal.**

Sincerely,



Cerrone Lockett
General Counsel

Enclosures: SCSC Monitoring Results

Indicator 1: Educational Program Compliance

| Measure 1(a): Essential or Innovative Features and Mission-Specific Goals | | |
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| Question | School Response | SCSC Score |
| 1. Is the school positioned to implement the essential and innovative features in its charter contract for the 2022-2023 school year? | <p>Yes</p> <p>Explanation:</p> | <p>Response not scored</p> <p>Comment: N/A</p> |
| 2. What data will the governing board review to evaluate the school's progress in meeting all mission-specific goals included in the charter contract? | <p>Essential or Innovative Features: ACE will offer a classical educational model that emphasizes independent scholarship, critical thinking, logical analysis, and a love for learning. The curriculum shall include exposure to the Latin Language, performing arts, visual arts, dramatic arts and athletics. ACE will offer smaller class sizes for grades K-5 and provide content specialists for all upper grades.</p> <p>Mission Specific Goals: In each year of the charter term, 100% of ACE teachers will receive a full lesson observation within the first 9 weeks of school. During the 2021-2022 school year we did not meet this goal as we had one teacher out on maternity leave and several who were absent due to COVID which impacted observations. 95% of the school's students in grades 3-8 will take at least two interim assessments using an assessment aligned to the state standards in ELA and math. Subgroups in grades 3-5 will increase by 2% their student growth progress in areas</p> | <p>Response not scored</p> <p>Comment: N/A</p> |

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| | <p>tested by the Milestones using the progress level scores as reported on the CCRPI. While we did not have student growth model or CCRPI scores for last year our internal data shows this was met. 85% of 3rd grade students will matriculate into 4th grade reading at or above grade level in reading based on the Lexile score from the Milestones. 92.4% of 3rd graders were at or above grade level in reading based on Milestones from 2022. 85% of the graduating class will have completed one pathway by the completion of their senior year.</p> | |
| Measure 1(b): State Education Requirements | | |
| Question | School Response | SCSC Score |
| 1. What assessments does the school use for academic benchmarking? | ACE uses easyCBM and USA Test Prep (now called Progress Learning) for benchmarking. | Response not scored Comment: N/A |
| 2. What process or procedures are in place to ensure the school's curriculum is aligned to state standards? | ACE requires all teachers to work as an academic team to create curriculum maps aligned to the state standards. The standards are then referenced in lesson plans posted on D2L of which all students and parents have access 24/7. | Response not scored Comment: N/A |
| 3. If the school serves grades K-5, does the school have policies or procedures for implementing the Early Intervention Program (EIP) | Does the school serve students in one or more grades from grades kindergarten through five? | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |

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| | <p>Yes</p> <p>If yes, does the school have policies or procedures for implementing the Early Intervention Program (EIP)?</p> <p>Yes</p> <p>Upload the school's policies or procedures for implementing the Early Intervention Program (EIP).</p> <p>2022-2023 ACE Early Intervention Program Guidelines .pdf, ACE K-5 EIP Entrance Letter 2022 2023.docx</p> <p>If no written policies or procedures exist, please write a narrative explaining the school's processes and practices for implementing the EIP and how the school provides the required EIP parental notices.</p> | |
| <p>4. If the school serves grades 6-8, by selecting "Yes" below, I certify that the school provides students in grades sixth, seventh, and eighth, as applicable, with individualized graduation plans.</p> | <p>Does the school serve students in one or more grades from grades six through eight?</p> <p>Yes</p> <p>By selecting "Yes" below, I certify that the school provides students in grades</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |

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| | <p>sixth, seventh, and eighth, as applicable, with individualized graduation plans. If selected no, please explain:</p> <p>Yes</p> | |
| <p>5. If the school serves grades 9-12, upload a copy of the school's 2022-2023 graduation requirements</p> | <p>Does the school serve students in one or more grades from grades nine through twelve?</p> <p>Yes</p> <p>If yes, upload a copy of the school's 2022-2023 graduation requirements.</p> <p>ACE Graduation Requirements.JPG</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>6. If the school serves grades 8-12, upload evidence of the school's accreditation status.</p> | <p>Does the school serve students in one or more grades from grades eight through twelve?</p> <p>Yes</p> <p>If yes, upload evidence of the school's accreditation status.</p> <p>ACE Accreditation.PNG</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>7. Upload Student Longitudinal Data System (SLDS) documentation confirming that the school timely submitted its FY23 Consolidated LEA Improvement Plan (CLIP) or indicating its CLIP status.</p> | <p>ACE CLIP 2022.docx</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>Measure 1(c): Federal Education Requirements</p> | | |

| Question | Response | SCSC Score |
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| 1. Has the school designated a staff person as its liaison for homeless children and youth? If so, please identify the designated staff person by name and title. | Yes. Name and Title: , Kristen Peterec, Counselor | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Where (and how) does the school provide notice of educational rights to parents or guardians of homeless children and youths? | At the beginning of each year all parents receive a paper form of the McKinney Vento information and a home survey to return to the school. Ms. Peterec then reaches out to anyone who returns the survey indicating need. Parents of students entering after the school year has begun are given this same information in their enrollment paperwork to complete and return to the school. | The SCSC did not identify compliance concerns within the scope of its review. Comment: Although the SCSC did not identify compliance concerns within the scope of its review, schools are reminded that in accordance with 42 U.S.C. § 11432(g)(6)(A)(vi), local education agency liaisons must ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths. |
| 3. Upload evidence that school personnel providing services pursuant to the McKinney Vento Homeless Assistance Act, 42 U.S.C. § 11431 et seq., have received professional development or other support in this area. | ACE McKinney Vento.docx | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| Measure 1(d): Data Reporting (Reserved) | | |

Indicator 2: Financial Oversight

| Measure 2(a): Adherence to GAAP Standards (Reserved) | | |
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| Measure 2(b): Adherence to Federal Financial Requirements | | |
| Question | School Response | SCSC Score |
| 1. Upload a copy of the school's 2022-2023 financial policies and procedures. | FY23_ACE_Financial Policy Manual.pdf | Response Not Scored Comment: N/A |
| 2. Upload a copy of the school's policies and procedures for purchases made with federal funds. | FY23_ACE Federal Procurement Policy Procedures.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 3. Upload a copy of the school's 2022-2023 inventory policy and procedure for items purchased with federal funds. | FY23_Inventory Policies Procedures Federal.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 4. Upload documentation that the school maintains property records for property purchased with federal grant funds. | Gym Divider Federally Funded Screen Shot.pdf, Federally Funded Screen Shot AED Cabinet .pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| Measure 2(c): Adherence to Local Units of Administration Manual (LUA). | | |
| Question | Response | SCSC Score |
| 1. Upload the school's 2022-2023 financial policies and procedures. | FY23_ACE_Financial Policy Manual.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Upload the school's 2022-2023 policy for purchasing items with state funds. | FY23_ACE Federal Procurement Policy Procedures.pdf | Response Not Scored Comment: N/A |

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| <p>3. Upload the school's 2022-2023 purchasing card policy.</p> | <p>FY23 ACE Purchasing Card Policy.pdf</p> | <p>Finding</p> <p>Comment: The school failed to upload evidence that it maintains written procedures governing the authorization of the use of financial transaction cards, consistent with O.C.G.A. § 16-9-37 and Chapter IV, Section 4 of the LUA Manual.</p> <p>Although the school maintains a written transaction card policy, the policy does not include the following element(s) required by the LUA Manual:</p> <p>Designation of officials authorized to be issued card.</p> <p>To be considered for partial CPF points, the school must produce documentation that its board has adopted a transaction or credit card policy that includes the following elements required by the LUA Manual:</p> <ul style="list-style-type: none"> • Designation of officials authorized to be issued card • Requirement for authorized users to sign and accept agreement for the use of card • Transaction limit • Description of what purchases will be authorized • Description of what purchases will not |
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| | | <p>be authorized</p> <ul style="list-style-type: none"> • Designation of the purchasing or credit card administrator • Process for auditing and reviewing purchases • Procedures for addressing violations. <p>School's Appeal: ACE 2022-2023 purchasing card policy: ACE in conjunction with counsel will rewrite its purchasing card policy and present it at the February Governing Board Meeting for approval. This new policy will be provided in February as part of the CAP.</p> <p>SCSC response: The SCSC upholds the finding issued for this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action</p> |
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| | | Plan. |
| 4. Upload the school's 2022-2023 cash receipts policy. | FY23 ACE Cash Receipts Policy.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 5. Upload documentation from the school's 2022-2023 financial policies that reflects the school's purchasing thresholds. | FY23 ACE Purchasing Thresholds.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 6. If the school awarded a construction contract over \$100,000, upload documentation demonstrating that the job was publicly advertised and awarded through an open and competitive process. | Did the school award a construction contract over \$100,000? Yes If yes, upload documentation demonstrating that the job was publicly advertised and awarded through an open and competitive process. FY22_ACE Open Bid Process.pdf Additional information: | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| Measure 2(d): Adherence to the School's Own Financial Policies and Procedures | | |
| Question | School Response | SCSC Score |
| 1. Upload documentation from the school's 2022-2023 financial policies that reflects the school's purchasing thresholds. | FY23 ACE Purchasing Thresholds.pdf | Response Not Scored Comment: N/A |

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| <p>2. Upload documentation demonstrating that the school adhered to the purchasing threshold requirements in its 2022-2023 purchasing policy with respect to two separate purchases.</p> | <p>ACE Purchasing Samples.pdf</p> | <p>Finding</p> <p>Comment: The SCSC compared the documentation provided to the purchasing thresholds included in the school’s financial policies and procedures. The SCSC could not conclude that the school was adhering to the purchasing policies and procedures approved by the governing board.</p> <p>Specifically, the purchasing thresholds in the school’s financial policies state that “[f]or purchases in excess of \$1,000 but not exceeding \$5,000 no less than two vendors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing. Quotes will be submitted as part of the requisition/purchase process. The lowest and/or most advantageous quote will be used for purchasing.” (Emphasis added.) The school submitted documentation for the purchase of an electric dryer at a total cost of \$4,345.00, including freight and installation costs.</p> <p>Although the school’s documentation included two quotes for an electric dryer, it appears that the school purchased the dryer with the higher of the two costs. Further, the documentation did not establish that the selected vendor had the</p> |
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| | | <p>more advantageous quote.</p> <p>To be considered for an award of partial points, the school must:</p> <ol style="list-style-type: none"> 1. produce documentation demonstrating that relevant school staff have been trained on the school’s purchasing policies and procedures; or, 2. produce documentation demonstrating that the governing board revised and adopted financial policies that align with the practices of school staff. <p>School’s Appeal: ACE Purchasing Samples policy. ACE in conjunction with counsel will rewrite its purchasing samples policy and present it at the February Governing Board Meeting for approval. This new policy will be provided in February as part of the CAP.</p> <p>SCSC Response: The SCSC upholds the finding issued for this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents</p> |
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| | | initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan. |
| Measure 2(e): Budget Approved in Accordance with State Law | | |
| Question | School Response | SCSC Score |
| 1. Upload documentation showing that the school's annual operating budget was approved in accordance with O.C.G.A. § 20-2-167.1. | ACE Public Hearing Operating Budget.pdf | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: The school failed to produce documentation establishing that it approved an annual operating budget in accordance with O.C.G.A. § 20-2-167.1. Specifically, the documentation did not demonstrate that the school governing board approved the annual budget in a public meeting after two budget hearings. The school submitted unapproved summary minutes of the first budget meeting only.</p> <p>This measure is not eligible for partial CPF points.</p> |

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| | | <p>School’s appeal: ACE Public Hearing Operating Budget We ask that the finding be removed. While uploaded supporting documents we were experiencing trouble with the portal. We believed that the listed documents (below) were uploaded and received. In addition, the “Summary of Minutes” for the May meeting was inadvertently submitted. The “Called Meeting of the Governing Board” should have been uploaded in its stead. We contend that the requirements of the cited O.C.G.A. Section/subsection have been followed. We have attached the following supporting documents for review.</p> <ol style="list-style-type: none">1. May 16, 2022 Public Hearing Notice – Macon Telegraph2. June 20, 2022 Public Hearing Notice – Macon Telegraph3. May 16, 2022 Minutes of the Public Hearing4. June 20, 2022 Minutes of the Public Hearing |
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| | | <p>SCSC response: The appeal was granted, and the school's score was updated to "the SCSC did not identify compliance concerns within the scope of its review."</p> |
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Indicator 3: Governance and Transparency

| Measure 3(a): General Governance | | |
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| Question | School Response | SCSC Score |
| 1. Upload a copy of the governing board bylaws. | Revised - Bylaws -Final.pdf | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| 2. Upload a copy of the governing board's 2022-2023 meeting calendar. | 22-23 GB Meeting Schedule.pdf | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| 3. Upload a copy of the school's conflict of interest policy as required by the school's charter contract. | ACE GB Conflict of Interest.pdf, ACE_Faculty Conflict of Interest Policy_Form.pdf | <p>Response Not Scored</p> <p>Comment: The documentation provided does not establish that the governing board has adopted a conflict of interest policy that complies with the requirements of O.C.G.A. § 20-2-2084(e)(2). Specifically, the policy provided:</p> <ul style="list-style-type: none"> • does not prohibit board members from being officers, members, or employees of a local board of education or an employee of a local school system; and, • includes a nonprofit exception to the ban against governing board members servings as officers or directors of organizations that sell goods or services to the state charter school that is not recognized in the applicable statute. |

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| | | Additionally, the policy fails to define the term “immediate family member.” For partial points consideration, the school must produce evidence that its board adopted a conflict of interest policy that, at a minimum, includes the standards in O.C.G.A. § 20-2-2084(e)(2). |
| Measure 3(b): Open Governance | | |
| Question | School Response | SCSC Score |
| 1. Describe the school’s process for ensuring compliance with the Georgia Open Records Act. | The CEO and CFO work together to respond to any open records requests as per O.C.G.A. Section 50-18-70 guidelines and consult with the school attorney as needed. The school had no Open Records requests for the 2021-2022 school year. | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Upload documentation demonstrating the school's response to a request made pursuant to the Georgia Open Records Act. | RE_ Public Records Request.pdf, ACE 2018 Quote IA IA ATT 1192 - 1 of 2.pdf, ACE 2018 Quote IA IA ATT 1192 - 2 of 2.pdf, ACE 2018 Quote IA IA Cogent - 1 of 2.pdf, ACE 2018 Quote IA IA Cox.pdf | Response Not Scored Comment: N/A |
| Measure 3(c): Governance Training (Reserved) | | |
| Question | School Response | SCSC Score |
| 1. How does the governing board ensure that its members meet annual governance training requirements? | The governance training requirements and dates of SCSC offered training sessions are reviewed throughout the year during regularly scheduled board meetings. School personnel as well as the Governing Board Chairman send periodic reminders via email to all Board members about the | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |

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| | training requirements and training opportunities offered by the SCSC. | |
| Measure 3(d): Transparent Governance and Communication with Stakeholders | | |
| Question | School Response | SCSC Score |
| 1. How does the school ensure that its website adheres to the transparency requirements in SCSC Rule 691-2-.03 and State Board of Education (SBOE) Rule 160-4-9-.06 (2)(e)? | We conduct regular reviews of the content on the website to ensure that all required information is included and up to date. We also ask our school attorneys to review the website annually and provide feedback to be sure we have added or updated required information. | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |

Indicator 4: Students and Employees

| Measure 4(a): Rights of All Students | | |
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| Question | School Response | SCSC Score |
| 1. How does the school ensure that its code of conduct is distributed to each student upon enrollment and to the parents/guardians of students? | Every student who enrolls at ACE is given a copy of the Student Handbook which covers polices and procedures, Code of Conduct and Uniform. The first day of school or on the first day of enrollment this document is reviewed with the student. Parents sign that they have received this Handbook. Any student who enters after the first day of school is given the Student Handbook the day they enroll and this information is reviewed with parents. Parents are also provided this information and asked to sign that they have received it. | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Upload a copy of the school's Code of Conduct. | ACE Code of Conduct.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 3. Upload a copy of the school's policy or regulation to promote parental involvement in the public schools, as required by the Parents' Bill of Rights. | FamilyEngagementPolicyFY23.pdf, ACE_Parents Rights.pdf | Adverse Practice Comment: The school failed to produce evidence that its governing board developed and adopted a policy or regulation to promote parental involvement in the public schools as required by O.C.G.A § 20-2-786. When prompted to upload a copy of the applicable policy/regulation, the school |

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| | | <p>produced its student handbook, which did not satisfy applicable legal requirements.</p> <p>Because O.C.G.A § 20-2-786 is new legislation, the school is receiving an adverse practice. The school will receive a finding if the relevant policy/regulation is missing or deficient in subsequent monitoring cycles</p> <p>School's appeal: ACE Family Engagement Policy ACE Counsel is providing an updated policy and the ACE Governing Board will review this policy in the February meeting and it will be included in the CAP submitted in February.</p> <p>SCSC Response: The SCSC upholds the adverse practice issued for this indicator. The SCSC will only consider reversing an adverse practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's</p> |
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| | | Corrective Action Plan. |
| 4. Please upload a copy of the school's complaint resolution policy to address complaints alleging violations of the Protect Students First Act. | Policy - Protect Students First Act 20220815.pdf | <p>Adverse Practice</p> <p>Comment: The school's policy includes appeal language that does not apply to state charter schools. Specifically, the policy provides appeal procedures appropriate for traditional public schools. If the board elects to use a model policy, it is encouraged to make modifications consistent with its designation, educational model, or organizational structure.</p> <p>School's appeal: ACE Protect Students First Act ACE Counsel is providing an updated policy and the ACE Governing Board will review this policy in the February meeting and it will be included in the CAP submitted in February.</p> <p>SCSC response: The SCSC upholds the adverse practice</p> |

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| | | issued for this indicator. The SCSC will only consider reversing an adverse practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan. |
| 5. Please provide a weblink(s) to the school's admissions application and notice of enrollment and admissions procedures. | https://www.acemacon.org/apps/pages/index.jsp?uREC_ID=413106&type=d&pREC_ID=902039 | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 6. Upload a copy of the school's student and/or family handbook. | ACE 2022-2023 STUDENT HANDBOOK.pdf | Response Not Scored Comment: N/A |
| 7. Upload a copy of the school's policies and procedures for serving students who lack a fixed, regular, and adequate nighttime residence. | ACE McKinney Vento ACE Website.PNG | The SCSC did not identify compliance concerns within the scope of its review. Comment: As a reminder, the school must adhere to its obligations to provide parental and public notice pursuant to applicable federal regulations. See 42 U.S.C.S. Section 114(g). |
| 8. Upload documentation demonstrating that the school notifies its stakeholders that it shall not discriminate on the basis of race, color, or national origin. | ACE Non Discrimination Page76 Student Handbook.PNG | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |

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| <p>9. Upload documentation demonstrating that the school has designated and authorized at least one employee as its “Title IX Coordinator” and notified relevant parties of the Title IX Coordinator’s name or title, office address, electronic mail address, and telephone number.</p> | <p>ACE Title IX Statement.PNG, ACE Title IX Coordinator Info continued.PNG</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>10. Provide a weblink showing the name or title, office address, electronic mail address, and telephone number of the school's Title IX Coordinator.</p> | <p>https://4.files.edl.io/ddab/08/01/22/202744-a26a01a4-7372-49f4-bde4-5788373eb71f.pdf</p> <p>Pages 51 -52</p> | <p>Adverse Practice</p> <p>Comment: Based on the documentation provided, the SCSC could not confirm that the school's website prominently displays contact information for the Title IX Coordinator, as required. Specifically, contact information for the school’s Title IX Coordinator is included in the student handbook, which is available online. However, the information is otherwise separately displayed.</p> <p>The school is encouraged to review its website to further assess compliance with applicable Title IX regulations.</p> <p>School’s Appeal: ACE Title IX weblink providing name or title, office address, electronic mail address and telephone number. Weblink for name, title, office address, electronic email address and telephone number of Title IX Coordinator is provided in our</p> |

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| | | <p>Handbook and we will post this same information on our website.</p> <p>SCSC Response: The SCSC upholds the adverse practice issued for this indicator. The SCSC will only consider reversing an adverse practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
| <p>11. Upload documentation demonstrating that the school is notifying appropriate persons that the school does not discriminate on the basis of sex in its programs or activities and that it is required by Title IX not to discriminate in such a manner.</p> | <p>ACE Non Discrimination Title IX.pdf</p> | <p>Finding</p> <p>Comment: The school failed to provide documentation that it provides notice to appropriate persons that it does not discriminate based on sex in its programs and activities, as required by the applicable federal regulation. Specifically, the information provided does not state that prohibition extends to admission and employment and that inquiries can be referred to the Assistant Secretary of the Department of Education Office for Civil Rights as required by the regulation implementing Title IX of the Education</p> |

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| | | <p>Amendments, at 34 C.F.R 106.8(b)(1).</p> <p>To demonstrate compliance, the school must produce documentation that it provides appropriate notice to stakeholders pursuant to Title IX.</p> <p>School's Appeal: ACE disputes this finding related to its Title IX notification for several reasons. First, ACE's website does provide explicit notification regarding its antidiscriminatory policies for admission and employment and is not in violation of any statutory, regulatory, or contractual requirement. This notification appears on every webpage on ACE's site, including the "Admission/Enrollment" and the "Employment" pages. Moreover, ACE's Title IX Notification, which was provided to the SCSC in its initial response, explicitly references "hiring and firing of staff." Regarding the reference to the Assistant Secretary of DOE's Civil Rights Division, ACE maintains that the cited regulation is unclear regarding the inclusion of this contact information. Specifically, 34 C.F.R 106.8(b)(1) provides that "inquiries about the application of title IX and this part to such recipient may be</p> |
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| | | <p>referred to the recipient's Title IX Coordinator, to the Assistant Secretary, or both.” The SCSC does not dispute that ACE has properly identified its Title IX Coordinator. Accordingly, ACE’s interpretation of this requirement was that the use of the term “or both” indicated that either the Title IX Coordinator or the Asst. Secretary was an appropriate point of contact. This has been ACE’s policy notice throughout its tenure of operation, including its time as a locally approved charter school in Macon/Bibb County, and its Title IX notification has never previously been flagged as a violation. To the extent the SCSC has now determined this is insufficient, ACE respectfully requests that this determination be deemed an “Adverse Practice” rather than a “Finding,” similar to the subsequent question regarding Title IX grievances (Measure 4(a), Question 12). This will allow ACE the opportunity to revise its policy and notification procedures now that the SCSC has identified this as a deficiency.</p> <p>SCSC Response: The SCSC upholds the finding issued for this indicator because the school’s Title IX notice does not notify appropriate</p> |
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| | | <p>persons that inquiries about Title IX’s application to the school may be referred to the school’s Title IX Coordinator, to the Assistant Secretary of the Department of Education Office for Civil Rights, or both. Additionally, this measure specifically monitored the school’s Title IX notification document, not the website notice, which is a general nondiscrimination statement; that is not specific to Title IX. The documentation submitted regarding the Title IX notification does not indicate that the prohibition extends to admission and employment.</p> |
| <p>12. Upload documentation demonstrating that the school has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee Title IX complaints.</p> | <p>ACE Grievance Procedures Title IX.pdf</p> | <p>Adverse Practice</p> <p>Comment: The school failed to produce documentation demonstrating that the school maintains grievance procedures for complaints pursuant to Title IX as required by the applicable federal regulation. The documentation provided includes contact information for the school’s Title IX coordinator but no other grievance or complaint procedures.</p> <p>The school must revise its Title IX grievance procedures to align with the requirements of applicable law.</p> |

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| | | <p>School's appeal: ACE Grievance Procedures Title IX ACE has requested counsel to review and apprise ACE of appropriate grievance procedures in alignment with this procedure. This will be updated and included in the CAP submitted in February.</p> <p>SCSC response: The SCSC upholds the adverse practice issued for this indicator. The SCSC will only consider reversing an adverse practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
| 13. If the school has a policy requiring students to wear masks, upload the policy here. | | Response Not Scored Comment: N/A |
| Measure 4(b): Rights of Students with Disabilities | | |
| Question | School Response | SCSC Score |

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| 1a. If the school employs 15 or more employees, upload documentation demonstrating that the school takes appropriate and ongoing efforts to notify the school community and stakeholders that it does not discriminate on the basis of disability as required by the regulation implementing Section 504 of the Rehabilitation Act of 1973 (Section 504). | ACE Non Discrimination 504.PNG | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 1b. If the school employs 15 or more employees, upload documentation demonstrating that the school provides notice to its school community and stakeholders of the employee the school has designated to coordinate its efforts to comply with Section 504. | Information Special Services.docx | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 1c. If the school employs 15 or more employees, upload documentation demonstrating that the school has adopted grievance procedures for the prompt and equitable resolution of Section 504 complaints. | ACE Grievance 504.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Please upload the school’s policies and procedures for serving students with disabilities pursuant to Section 504, the Individuals with Disabilities in Education Act (IDEA), and applicable State Board of Education (SBOE) rules. | Information Special Services.docx | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| Measure 4(c): Rights of Students who are English Learners (ELs) | | |
| Question | Response | SCSC Score |
| 1. Please upload enrollment registration documentation showing the school’s home language survey. | Information Special Services.docx | The SCSC did not identify compliance concerns within the scope of its review. |

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| | | Comment: N/A |
| 2. Upload documentation demonstrating how the school assesses the communication needs of Limited English Proficient (LEP) parents. | ACE Home Language Survey Communication of LEP Parents.pdf | Response Not Scored Comment: N/A |
| 3. In the comment box below, explain the school's process for ensuring meaningful communication with Limited English Proficient (LEP) parents. | The school ensures meaningful communication with LEP parents by including a flag in the student information system to make teachers aware that an interpreter is needed. Teachers include interpreters in parent/teacher conferences and in e-mails to LEP parents. The school utilizes the GaDOE ESOL form bank for translated documents. In addition, ACE had contracted with ZAB document translation to translate school documents into the languages most frequently noted via the Home Language survey. In addition, we utilize various interpreters on a contract basis who work with us when we meet with parents who do not speak English and these individuals interpret for them in their language. | Response Not Scored Comment: N/A |
| 4. Upload documentation demonstrating the school's compliance with the State Board of Education (SBOE) procedures for requesting student social security numbers. | ACE Social Security Waiver.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 5. Upload a copy of the school's policies and procedures for identifying and serving English Learners (EL). | Information Special Services.docx | Adverse Practice Comment: The school's policies and procedures for identifying and serving |

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| | | <p>English Learners (EL) do not demonstrate compliance with SBOE Rule 10-4-5-.02. Therefore, the SCSC could not determine whether the school had adequate processes and procedures in place for identifying English Learners, including timeframes for screening and parent notice.</p> <p>The school is encouraged to evaluate its policies, procedures, and practices for alignment with applicable law and State Board of Education rules.</p> <p>SCSC response: The SCSC upholds the adverse practice issued for this indicator. The SCSC will only consider reversing an adverse practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> <p>SCSC Response: The SCSC upholds the adverse practice issued for this indicator. The SCSC will only consider reversing an adverse</p> |
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| | | practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan. |
| 6. If the school serves EL students and/or received Title III federal funds, upload documentation demonstrating that school personnel providing services under the school's EL program are professionally trained or otherwise qualified to provide EL instruction. | <p>Does the school serve EL students and/or received Title III federal funds?</p> <p>Yes</p> <p>Upload documentation demonstrating that school personnel providing services under the school's EL program are professionally trained or otherwise qualified to provide EL instruction.</p> <p>ACE ESOL Teacher Certification.pdf</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| 7. Please describe the efforts the school makes to ensure that it sufficiently staffs and supports language assistance programs for English Learner (EL) students. | <p>To provide strategic language instruction to English learners, the school employs a professional educator who holds a clear teaching certificate and an ESOL endorsement. The school provides the ESOL teacher with resources in sufficient quantities to serve ELs at appropriate English proficiencies and grade levels.</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |

| | <p>These resources provide challenging academic content and align with grade-level state content standards. The ESOL teacher utilizes both the pull-out and push-in/collaborative delivery models to provide services based on the students' needs.</p> <p>The ESOL teacher meets with general education teachers to discuss the needs of English learners and how best to meet those needs in the classroom. The ESOL teacher also has the opportunity to engage in professional development throughout the year to build on foundational skills and knowledge through Middle GA RESA.</p> | |
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| Measure 4(d): Employee Qualifications, Evaluations, and Criminal Records Checks | | |
| Question | School Response | SCSC Score |
| 1. Please upload a copy of the school's professional qualifications policy. | ACE Professional Qualifications.PNG | <p>Response Not Scored</p> <p>Comment: N/A</p> |
| 2. Upload documentation demonstrating that the school's Chief Financial Officer meets the requirements contained in the school's charter contract. | ACE Professional Qualifications Teacher and Paras.PNG, CFO Resume_P Kelly.pdf | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| 3. By checking "Yes", I certify that all paraprofessionals, teachers, school administrators, and other education personnel employed by the school hold valid clearance certificates issued by the Georgia Professional Standards Commission (PSC). | <p>Yes</p> <p>If selected "No", explain:</p> | <p>Response Not Scored</p> <p>Comment: N/A</p> |

| Measure 4(e): Employee Rights | | |
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| Question | School Response | SCSC Score |
| 1. Upload a copy of the school's Employee and/or staff handbook. | ACE Employee Handbook 2022-2023 FINAL.pdf | Response Not Scored Comment: N/A |
| 2. Upload documentation demonstrating that the school provides a notice of non-discrimination to employees and staff. | ACE Non Discrimination Statement Employees.pdf | Response Not Scored Comment: N/A |
| 3. Upload documentation demonstrating that the school posts a notice explaining its obligations under the Fair Labor Standards Act (FLSA) in a conspicuous place where employees congregate. | FLSA Notices Posted.pdf | Finding Comment: The school failed to provide evidence that it provides the notice required by the Department of Labor to employees regarding rights under the Fair Labor Standards Act. Specifically, the documentation provided is not the most recent version of the poster required by the US Department of Labor. Please submit documentation demonstrating that the school posts the appropriate notice of its FLSA obligations for consideration of partial points. School's Appeal: ACE has purchased the required updated FLSA notices and will provide verification in the CAP submitted in February. SCSC Response: The SCSC upholds the finding issued for |

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| | | <p>this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
| <p>4. In the comment box below, please indicate where the school's FLSA notice is posted.</p> | <p>The FLSA Notice is posted in the ACE Employee Workroom adjacent to the Governing Board Room.</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>5. Upload documentation demonstrating that the school posts a notice explaining the Family Medical Leave Act (FMLA) provisions and provides information regarding the procedure for filing complaints.</p> | <p>FLSA Notices Posted.pdf</p> | <p>Finding</p> <p>Comment: The school failed to upload documentation that it provides appropriate FMLA notice to each employee as required by the Family Medical Leave Act implementing regulation at 29 C.F.R. 825.300(a)(3). Specifically, the general notice provided in the employee handbook does not contain all the information in the Department of Labor's FMLA Poster. See U.S. Department of Labor Fact Sheet #28D for additional guidance.</p> <p>Please submit documentation demonstrating that the school posts the</p> |

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| | | <p>appropriate notice of its FMLA obligations for consideration of partial points.</p> <p>School's Appeal: ACE FLSA Notices Posted for appropriate FMLA notice to each employee as required by the Family Medical Leave Act. ACE has purchased the required updated notices for FMLA and the notice for all employees and will provide verification in the CAP submitted in February.</p> <p>SCSC Response: The SCSC upholds the finding issued for this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
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| <p>6. In the comment box below, please indicate where the FMLA notice is posted.</p> | <p>The FMLA Notice is posted in the ACE Employee Workroom adjacent to the Governing Board Room.</p> | <p>The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A</p> |
| <p>7. If your school has employees eligible for Family Medical Leave Act (FMLA) leave, upload documentation that demonstrates that required notices are contained in the school’s handbooks or other written guidance AND that the notice is distributed to new employees when hired.</p> | <p>ACE FMLA Notice Employee Handbook pg 25.PNG</p> | <p>Finding Comment: The school failed to upload documentation that it provides appropriate FMLA notice to each employee as required by the Family Medical Leave Act implementing regulation at 29 C.F.R. 825.300(a)(3). Specifically, the general notice provided in the employee handbook does not contain all the information in the Department of Labor’s FMLA Poster. See U.S. Department of Labor Fact Sheet #28D for additional guidance. Please submit documentation demonstrating that the school provide the appropriate notice of its FMLA obligations in its employee handbook for consideration of partial points. School’s appeal: ACE FMLA Notice Employee Handbook ACE has purchased the required updated notices and will place this information in the employee handbook. SCSC Response: The SCSC upholds the finding issued for</p> |

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| | | <p>this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
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Indicator 5: School Environment

| Measure 5(a): Facility | | |
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| Question | School Response | SCSC Score |
| Health & Safety Visit - Exterior of Facility | | Comment: |
| Health & Safety Visit - Interior of Facility | | Comment: |
| Health & Safety Visit - Security Policies, Procedures, and Systems of Facility | | Comment: |
| 1. Upload confirmation from the Commissioner of Insurance and Fire Safety that the school reported a timely initial fire drill for the 2022-2023 school year. | ACE Fire Drill Doc.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Upload documentation that the school holds adequate insurance coverage. | Evidence of Property Insurance.pdf | Response Not Scored Comment: N/A |
| 3. By selecting "Yes" below, I certify that the school prepared, and maintains, a school safety plan that addresses preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism, with input from students enrolled in that school, parents or legal guardians of such students, teachers in that school, community leaders, other school employees and school district | Yes If selected "No", explain: ACE maintains disaster plans for all areas; however, we have hired a Chief of Police for the ACE Campus and he is auditing all disaster plans and will be developing one for ACE with input from outside resources. In addition, the ACE Governing Board effective the August meeting, has approved our petition to | Response Not Scored Comment: N/A |

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| employees, and local law enforcement, juvenile court, fire service, public safety, and emergency management agencies. | move forward to create a licensed Campus Police program at ACE which will ultimately oversee all elements of safety at ACE. | |
| Measure 5(b): Health and Safety | | |
| Question | School Response | SCSC Score |
| 1. Upload a copy of any policies and procedures that govern training or eligibility requirements for school volunteers, including but not limited to child abuse and neglect (mandatory reporter) and Family Educational Rights and Privacy Act (FERPA) training or acknowledgments. | ACE requirements for Volunteers.PNG, 22-23_ACE Volunteer Application_FINAL1.pdf | The SCSC did not identify compliance concerns within the scope of its review. Comment: N/A |
| 2. Upload the school's policies and procedures for its school health nurse program. | ACE School Clinic Policies and Procedures.pdf, ACE School Nurse.PNG | Response Not Scored Comment: N/A |
| 3. Upload the school's infectious disease policy. | ACE_Infectious Disease Policy.pdf | Response Not Scored Comment: N/A |
| 4. If the school serves students in grades 6-12, upload documentation that the school held (or has scheduled) informational sessions regarding sudden cardiac arrest and upload a copy of the information sheet on sudden cardiac arrest symptoms and warning signs the school provided (or will provide) to each student's parent or guardian. | Upload documentation that the school held (or has scheduled) informational sessions regarding sudden cardiac arrest. ACE Info Meeting Cardiac Arrest and Concussion Protocol Training Dates.docx Upload a copy of the information sheet on sudden cardiac arrest symptoms and warning signs the school provided (or | Adverse Practice Comment: Although the school produced documentation that it held (or scheduled) two information sessions regarding sudden cardiac arrest, the documentation failed to demonstrate that the session(s) were made open to students, parents, guardians, coaches, and other school officials, as contemplated by O.C.G.A. § 20-2-324.5. |

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| | <p>will provide) to each student’s parent or guardian.</p> <p>ACE Cardiac Arrest Information provided to parents page 1.pdf, ACE Cardiac Arrest information provided to parents page 2.pdf, ACE Concussion and Cardiac Arrest Protocol Information.pdf, ACE Cardiac Arrest and Concussion Info.PNG</p> | <p>The school is strongly encouraged to review applicable policies, procedures, and practices to ensure alignment with applicable law.</p> <p>School’s appeal: ACE Information on informational sessions regarding sudden cardiac arrest and concussion protocol. ACE emailed all parents regarding these sessions and will provide that information in the CAP submitted in February.</p> <p>SCSC Response: The SCSC upholds the adverse practice issued for this indicator. The SCSC will only consider reversing an adverse practice due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
| <p>5. Upload documentation demonstrating that the school has adopted a suicide prevention policy.</p> | <p>ACE Info Suicide Prevention.docx, ACE GaDOE Model Policy for Suicide Awareness.docx</p> | <p>Response Not Scored</p> <p>Comment: N/A</p> |

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| <p>6. If the school serves any students with diabetes, please list the names of at least two school employees that have received training in the care needed for students with diabetes.</p> | <p>Does the school serve any students with diabetes?</p> <p>Yes</p> <p>Please list the names of at least two school employees that have received training in the care needed for students with diabetes.</p> <p>False</p> <p>Employee 1: Amanda Windon</p> <p>Employee 2: Jennifer Ballard</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>7. Upload documentation demonstrating that the school has adopted and is implementing policies and procedures on the identification and reporting of child abuse.</p> | <p>ACE Mandated Reporter Protocol and Procedures as of 2-8-22.docx.pdf</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>8. Upload documentation demonstrating that all school personnel who have contact with students receive training in the identification and reporting of child abuse and neglect, with annual updates in the form of memoranda, directives, or other written information.</p> | <p>ACE Mandated Reporter Protocol and Procedures as of 2-8-22.docx.pdf</p> | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |
| <p>9. Upload documentation demonstrating that the school includes the mandated process for reporting instances of alleged inappropriate behavior by a teacher or</p> | <p>ACE Process for Reporting Instances of Alleged Inappropriate Behavior.PNG</p> | <p>Finding</p> <p>Comment: The school's policy is not consistent with the PSC's mandated</p> |

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| <p>other school personnel in student handbooks.</p> | | <p>process. Please submit an updated handbook for consideration of partial CPF points.</p> <p>Finding</p> <p>Comment: The school's policy is not consistent with the PSC's mandated process. Please submit an updated handbook for consideration of partial CPF points.</p> <p>School's Appeal: ACE Process for Reporting instances of Alleged Inappropriate Behavior ACE will add the following in its Student and Staff Handbooks: Child Abuse & Neglect In accordance with OCGA §19-7-5, School employees or volunteers are deemed to be mandated reporters. If you reasonably believe that a child has suffered: (1) physical, non-accidental injury or injuries by a parent or caretaker, (2) neglect or exploitation by a parent or caretaker, (3) sexual abuse, or (4) sexual exploitation, please follow the protocol below to ensure that the appropriate authorities are notified. It has been developed to guide those persons who</p> |
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| | | <p>have been deemed mandated reporters in exercising this duty within the School structure.</p> <p>Reporting Protocol: If a child or other individual tells you about a situation that seems like it might require reporting, please take the following steps: 1) Immediately find the Principal or, if not available, the Principal's designee (collectively referred to as "Responsible Administrator"), and make a verbal report of the alleged incident of abuse/neglect in person (no written notes, e-mail, or text messages). Unless requested by the Responsible Administrator, do not provide written documentation to other personnel, even the child's classroom teacher. 2) If a Responsible Administrator is unavailable, call one of them on the phone (but do not text message information to them). If the student is with you, please have them sit in the Front Office with the receptionist so they are supervised, and so that you have privacy to make your call. 3) If you choose, you may make a note in your personal record of the date, time, and brief nature of the alleged incident of abuse/neglect reported to the Responsible Administrator. Your personal record does not include school records. This is solely for your benefit, to keep track of when the alleged</p> |
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| | | <p>incident of abuse/neglect was reported and to whom it was reported. This information is not to be shared. 4) A staff member or volunteer who makes a report to the Responsible Administrator is deemed to have fully complied with the law. 5) The responsibility for following up with the student, other staff members, family members, etc., DOES NOT lie with you. Please DO NOT conduct your own investigation. 6) If asked about the situation later, the Responsible Administrator will provide no details regarding the incident other than to confirm that they are aware of the situation. There are matters of confidentiality and privacy in any alleged incident of abuse/neglect. This is for the protection of everyone involved, including the person who initially reported the incident. 7) Please be aware that there is likely pertinent information to which you are not privy regarding the situation. Please DO NOT make assumptions nor offer scenarios. 8) Making a verbal report of alleged abuse/neglect to the Responsible Administrator as outlined above is a CONFIDENTIAL matter and should be treated as such. If other personnel need to be informed regarding the situation or follow up needs to be made with other</p> |
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| | | <p>staff members, the Responsible Administrator will do so. 9) It is important that all mandated reporters involved in providing services to children who are alleged to be abused/neglected follow this protocol. This protocol has been established so that appropriate, sensitive, and necessary services are provided in the best way possible.</p> <p>10) Failure to comply with this protocol is actionable and penalties may range from a verbal warning to a written warning to non-renewal of contract or even termination.</p> <p>Responsibility of School Administrator or Counselor: A Responsible Administrator who has reasonable cause to believe a student has been abused or neglected, or has received an oral report based on reasonable cause of the same, shall immediately, but in no case later than 24 hours, report by telephone, or otherwise, and followed by a report in writing (if possible) to a child welfare agency providing protective services or, in the absence of such agency, to an appropriate police authority. In the event that a Responsible Administrator receives an oral report based on reasonable cause, he or she may consult with the reporting staff member to obtain additional,</p> |
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| | | <p>relevant, and necessary information prior to making a report to the appropriate welfare agency or police authority. Under no circumstances may the Responsible Administrator exercise any control, restraint, or modification or make any other change to the information provided by the staff member when making a report in accordance with O.C.G.A. §19-7-5. Student Reporting of Alleged Sexually Inappropriate Behavior Reporting Any student, parent, or friend of a student who has been the victim of an act of sexual abuse or misconduct by a teacher, administrator, or other school employee is encouraged to make an oral report of the act to any teacher, counselor, or administrator at the Academy for Classical Education. Any teacher, counselor, or administrator who receives a report of sexual abuse or misconduct from a student, parent, friend, or employee must immediately make an oral report to the Principal or Principal's designee. An oral report must be followed-up with a written report provided to the Principal or Principal's designee within 24 hours. Note, if the Principal is the person accused of sexual abuse or misconduct, report should be made to the Board Chair. Sexual Abuse If the Principal or Principal's designee has reasonable cause to believe a student has</p> |
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| | | <p>been sexually abused, he/she must immediately, but no more than 24 hours, make an oral report to a DHS child welfare agency providing protective services, appropriate law enforcement, or district attorney. If requested, a written report must be provided. For the purposes of this policy, sexual abuse has the same meaning as is defined in OCGA §19-7-5(b) (10). Sexual Misconduct An immediate investigation must be conducted by the Principal or Principal’s designee of any reported acts of sexual misconduct against a student by a teacher, administrator, or other GLOBE employee. If the investigation indicates reasonable cause to believe that the sexual misconduct occurred, the Principal or Principal’s designee must immediately provide a written report to the Board Chair and Ethics Division of the Professional Standards Commission. For the purposes of this policy, sexual misconduct includes any act that is not sexual abuse under OCGA §19-7-5 not covered by OCGA §20-2-1184.</p> <p>SCSC Response: The SCSC upholds the finding issued for this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents</p> |
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| | | initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance and will add the required PSC-mandated process to its Student and Staff Handbooks. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan. |
| 10. Upload documentation demonstrating that the school has developed and is implementing a comprehensive health and physical education program that includes age-appropriate sexual abuse and assault awareness prevention for students in grades kindergarten through 9. | ACE Comprehensive Health Physical Education and Sexual Abuse.docx, ACE GADOE Health Personal Fitness Standards.pdf, ACE GA-Child-Sexual-Abuse-and-Exploitation-Prevention-Guide-8.2.17.pdf | Response Not Scored Comment: N/A |
| Measure 5(c): Information, Data, and Communication | | |
| Question | Response | SCSC Score |
| 1. Upload documentation demonstrating that the school notified its students and families of their rights pursuant to the Family Educational Rights and Privacy Act (FERPA) for the 2022-2023 school year. | ACE FERPA.pdf | Finding Comment: The school failed to properly inform parents and eligible students of all their rights under FERPA pursuant to the requirements in 34 CFR 99.7(a)(3). Specifically, it does not provide a procedure for exercising the right to inspect and review records, a procedure to request an amendment of records, nor, if there is a policy of disclosing records under 99.31(a)(1), the criteria for |

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| | | <p>determining who constitutes a school official and what constitutes a legitimate educational interest. Please update and submit documentation showing compliant notice was given for consideration of partial CPF points.</p> <p>Finding</p> <p>Comment: The school failed to properly inform parents and eligible students of all their rights under FERPA pursuant to the requirements in 34 CFR 99.7(a)(3). Specifically, it does not provide a procedure for exercising the right to inspect and review records, a procedure to request an amendment of records, nor, if there is a policy of disclosing records under 99.31(a)(1), the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. Please update and submit documentation showing compliant notice was given for consideration of partial CPF points.</p> <p>School's appeal: ACE FERPA information informing parents and eligible students of their rights to inspect and review records. ACE will amend the FERPA information to add the following: Records Request or Student</p> |
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| | | <p>Information Request: In combination with FERPA guidelines and HB1178, parents/legal guardians who wish to inspect their child's educational records should submit to the building principal a written request that identifies the records they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. If the building principal cannot provide these records within three (3) days of the written request, the parent will be notified of the day/time in which the request can be fulfilled which shall be no longer than 30 days after the written request. A parent/legal guardian has the right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Academy for Classical Education to amend their child's or their education record should write to the building principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the</p> |
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| | | <p>parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the school principal denies a parent's request for information or does not provide existing responsive information within 30 days, the parent may appeal such denial or failure to respond to the governing board. The governing board must place such appeal on the agenda for its next public meeting. If it is too late for such an appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.</p> <p>SCSC response: The SCSC upholds the finding issued for this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance and will amend its FERPA notice to include the required elements. As a reminder, revised</p> |
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| | | <p>or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
| <p>2. If the school discloses "directory information" as defined by the Family Educational Rights and Privacy Act (FERPA), please explain how the school monitors the disclosure of directory information.</p> | <p>The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Academy for Classical Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ACE may disclose appropriately designated "directory information" without written consent, unless you have advised ACE to the contrary in accordance with ACE procedures. The primary purpose of directory information is to allow the ACE to include information from your child's education records in certain school publications. Examples include:</p> <ul style="list-style-type: none"> • A playbill, showing your student's role in a drama production; • The annual yearbook; • Honor roll or other recognition lists; • Graduation programs; and • Sports activity sheets, such as for | <p>The SCSC did not identify compliance concerns within the scope of its review.</p> <p>Comment: N/A</p> |

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| | <p>football, showing weight and height of team members.</p> <p>Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]</p> <p>If you do not want ACE to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify</p> | |
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| | Esterine Stokes in writing by August 12, 2022. | |
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Indicator 6: Additional and Continuing Obligations

| Measure 6(a): Additional Obligations | | |
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| Question | School Response | SCSC Score |
| <p>1. If the school is required by its SCSC charter contract to maintain a surety bond, please upload evidence that the school maintains a current surety bond as required by its charter contract.</p> | <p>Is the school required by its SCSC charter contract to maintain a surety bond?</p> <p>Yes</p> <p>If applicable, please upload evidence that the school maintains a current surety bond as required by its charter contract.</p> <p>ACE Surety Bond Verification.pdf</p> | <p>Finding</p> <p>Comment: The school failed to upload documentation that it obtained a surety bond that meets the requirements of its charter contract. Specifically, the surety bond submitted: (1) is a Non-Public Postsecondary Education Commission bond, which is not applicable to state charter schools or payable to the State Charter Schools Commission of Georgia; (2) is not payable upon the failure of the school or its employees to perform the duties as required by the charter contract; and, (3) does not appear to be issued by a bond company authorized to do business in the state of Georgia.</p> <p>To become compliant, the school must obtain a surety bond that meets the requirements of the charter contract and conforms to SCSC guidance.</p> <p>School's Appeal: ACE evidence that the school maintains a current surety bond as required by its charter contract. When the carrier renewed the Bond for ACE, they</p> |

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| | | <p>inadvertently sent the renewal on the wrong form. The carrier has corrected this and ACE has a copy of the corrected form.</p> <p>SCSC Response: The SCSC upholds the finding issued for this indicator. The SCSC will only consider reversing a finding due to an error it made in reviewing the documents initially submitted. The school acknowledges that it did not produce documentation in its initial submission to demonstrate full compliance. As a reminder, revised or additional documentation should be submitted as part of the school's Corrective Action Plan.</p> |
| <p>2. Does the school have a stakeholder complaint and/or grievance policy?</p> | <p>Does the school have a stakeholder complaint and/or grievance policy?</p> <p>Yes</p> <p>If the school has a stakeholder complaint and/or grievance policy, upload a copy of the school's stakeholder complaint and/or grievance policy.</p> <p>ACE Stakeholder Grievance Policy pg 34 Handbook.PNG</p> | <p>Response Not Scored</p> <p>Comment: N/A</p> |

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| | <p>If the school does not have a written stakeholder complaint or grievance policy, please explain the school’s complaint process and/or procedures and how the school’s community is notified of the process.</p> | |
| <p>3. Upload documentation, e.g., conflict of interest forms, demonstrating that the school’s governing board members are in compliance with the school’s conflict of interest policy.</p> | <p>ACE_Faculty Conflict of Interest Policy_Form.pdf, ACE GB Conflict of Interest.pdf</p> | <p>Finding</p> <p>Comment: Paragraph 14(f) of the charter contract requires the board to establish a formal policy to prevent and disclose conflicts of interest and, upon request, to provide conflict of interest forms to the SCSC demonstrating that governing board members are in compliance with the conflicts of interest policy.</p> <p>The school produced a single “Board Code of Ethics and Conflict of Interest Policy” form. It included redactions for the board member’s name, signature, and date. Therefore, the SCSC cannot conclude that the school is in compliance with paragraph 14(f) of the charter contract. To remediate this finding, the school must produce signed conflict of interest forms for all board members.</p> |

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| Measure 6(b): Continuing Obligations (Reserved) | | |