



Operational Policy

March 2022

(7/15/2025) Update AA9

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APPENDIX A

ODYSSEY CHARTER SCHOOL LEGAL STATUS

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Legal Status

SECTION 1.1. The Odyssey Charter School operates as a Georgia non-profit organization (in accordance with applicable state and federal laws) operating under the authority of the charter as authorized by the Odyssey Charter School district/State Board of Education].

SECTION 2. Authority of the Governing Board

SECTION 2.1. In accordance with the Board's bylaws duly adopted on April 18th 2019, the Governing Board is charged with the responsibility of the control and management of the Odyssey Charter School in compliance with state and federal laws, rules, and regulations applicable to public charter Odyssey Charter School.

APPENDIX B

ODYSSEY CHARTER SCHOOL ATTENDANCE ZONE

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Official Attendance Zone

SECTION 1.1. The official attendance zone of the Odyssey Charter School shall be Coweta, Meriwether, Carroll, Douglas, Fulton, Fayette, Heard and Troup County school districts Georgia, which has been duly approved in the charter by state authorizing agencies.

SECTION 2. Eligibility for Enrollment

SECTION 2.1. Any student who resides with a parent/legal guardian within the official attendance zone and provides timely and valid evidence of proof of residency within the official attendance zone is eligible to enroll in the Odyssey Charter School.

SECTION 2.2. Valid evidence of proof of residency shall be defined as forms of evidence required by other public Schools in the State of Georgia and as defined in the Odyssey Charter School's policies or procedures.

SECTION 3. Revisions to Official Attendance Zone

SECTION 3.1. The Governing Board of the Odyssey Charter School may change the attendance zone by making the appropriate revisions to the charter, subject to approval by state authorizing agencies.

APPENDIX C

OFFICIAL ODYSSEY CHARTER SCHOOL YEAR

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Official Odyssey Charter School Year

SECTION 1.1. The official Odyssey Charter School year for students consists of the equivalent of [180] days of attendance.

SECTION 2. Authorization for Departure from Official Odyssey Charter School Year

SECTION 2.1. When any of the following conditions exist, the principal or other authorized Odyssey Charter School leader, with the authorization of the Governing Board, and if applicable, the Odyssey Charter School 's authorizer, may depart from the [180]-day Odyssey Charter School year:

SECTION 2.1.1. The President of the United States or the Governor of the State of Georgia proclaims a state of emergency;

SECTION 2.1.2. There is an emergency, disaster, act of God, civil disturbance or a shortage of vital and critical materials, supplies, access to facilities, or fuel that make the continued operation of the Odyssey Charter School according to the definitions of Odyssey Charter School year, Odyssey Charter School month, or Odyssey Charter School day impractical or impossible.

SECTION 2.1.3. In the event that Odyssey Charter Schools are closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material supplies, access to facilities, or fuel, the principal or other authorized Odyssey Charter School leader may elect not to make up missed days for students if, at the end of the last complete week of the Odyssey Charter School year, four or fewer days remain for completion of the regular 180 day or equivalent Odyssey Charter School year. The Odyssey Charter School year will terminate at the end of the last Odyssey Charter School day of the last complete week of the Odyssey Charter School year in accordance with state statute.

SECTION 3. Work Year for Staff

SECTION 3.1. The work year for teachers is a minimum of [190] days, including the [180] student attendance days and [10] planning or professional development days to consist of preplanning, post-planning, and other workdays during the Odyssey Charter School year as specified on the Odyssey Charter School calendar.

SECTION 3.2. The work year for 200-day, 220-day, and annual duty employees shall be specified on the Odyssey Charter School calendar or designated by the principal or other authorized Odyssey Charter School leader.

SECTION 3.3. The principal or authorized Odyssey Charter School leader is authorized to schedule employee make up days or furlough days based on the needs of the Odyssey Charter School.

SECTION 3.4. The principal or other authorized Odyssey Charter School leader may use a maximum of [three] instructional days per year to schedule non-instructional activities.

APPENDIX D

OFFICIAL ODYSSEY CHARTER SCHOOL DAY

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Length of Instructional Day

SECTION 1.1. The length of the instructional Odyssey Charter School day for grades [K-12] of the Odyssey Charter School is six (6) hours, excluding the lunch period. The following related to attendance shall also apply:

SECTION 1.1.1. A student must be in attendance on any given day for a minimum of three hours, excluding the lunch period, to be counted present at Odyssey Charter School for the day.

SECTION 1.1.2. Standardized testing shall be given as part of a full Odyssey Charter School day and not administered outside of Odyssey Charter School operating hours.

SECTION 1.1.3. Odyssey Charter School graduation exercise may be scheduled on one of the three non-instructional activity days, or after the end of the official Odyssey Charter School year.

SECTION 1.1.4. Students on authorized Odyssey Charter School trips or on hospital/homebound services may be counted present according to applicable policy.

APPENDIX E

ODYSSEY CHARTER SCHOOL CEREMONIES AND OBSERVATIONS

It is the policy of the Governing Board of Odyssey Charter Odyssey Charter School to adopt the following policy regarding pledge to the American Flag which shall be effective on that date that the policy is adopted by the Board.

The Pledge of Allegiance to the flag shall be conducted daily at Odyssey Charter School. Small flags shall be provided for each homeroom by the Odyssey Charter School. Students who do not observe flag allegiance for religious reasons shall not be required to observe this practice.

Pledge of Allegiance

At the beginning of each day, scholars at Odyssey Charter Odyssey Charter School shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United State of America. Scholars participating in the recitation of the Pledge will be expected to stand, face the flag, place their hand over their heart and recite the Pledge in unison. Scholars not participating in the recitation of the Pledge may a) stand and refrain from reciting the Pledge, or b) remain seated. Georgia Code Section 20-2-286 states: "Each student in the public School s of this state shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each School day. It shall be the duty of each local board of education to establish a policy setting the time and manner for recitation of the Pledge of Allegiance. Such policy shall be established in writing and shall be distributed to each teacher within the Odyssey Charter School."

APPENDIX F

ODYSSEY CHARTER SCHOOL CALENDAR

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Annual Calendar

SECTION 1.1. The principal or other authorized Odyssey Charter School leader shall submit for approval by the Governing Board a calendar for the upcoming Odyssey Charter School year no later than the last voting session in [March] of each preceding year. The calendar shall specify the calendar dates of the Odyssey Charter School year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the Odyssey Charter School's policies and applicable regulations of the State Board of Education and accrediting agencies.

SECTION 1.2. No later than the last regularly scheduled voting schedule in [April], the Governing Board shall officially adopt the upcoming Odyssey Charter School year calendar.

SECTION 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall take place on the Odyssey Charter School's website and via other communication channels no later than (May) or following approval by the State of Georgia.

SECTION 2. Authorization to Revise the Annual Calendar

SECTION 2.1. The Governing Board, upon recommendation by the principal or other authorized Odyssey Charter School leader has the authority to make changes to the official Odyssey Charter School calendar through a duly adopted board resolution and, when applicable, after receiving the approval of state agencies.

APPENDIX G

FISCAL YEAR

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The fiscal year for the Odyssey Charter School shall be [July 1 – June 30.]

APPENDIX H

ODYSSEY CHARTER SCHOOL SAFETY PLAN AND EMERGENCY SCHOOL CLOSING PROCEDURES

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Odyssey Charter School Safety Plan. The Odyssey Charter School will cooperate fully with Georgia Emergency Management Agency and Homeland Security to develop and implement an emergency management preparedness program which address man-made and natural disasters. Such plans will be submitted to the Georgia Emergency Management Agency, local Law Enforcement and the local Federal Emergency Management Agency (FEMA) for approval.

SECTION 2. Emergency Suspension of Odyssey Charter School Operations or Activities

SECTION 2.1. The Odyssey Charter School may abide by Coweta County Emergency Management directives, Georgia Emergency Management Agency and Federal Emergency Management Association (FEMA) directives during emergency situations and appropriate drills as required. Scholars and staff will not be given an option to “Opt-Out” of any such drills.

SECTION 2.2. The Governing Board further authorizes the principal or other authorized Odyssey Charter School leader to suspend Odyssey Charter School operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

SECTION 2.3. The principal or other authorized Odyssey Charter School leader shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions which could potentially or actually cause suspension of Odyssey Charter School operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of Odyssey Charter School operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

SECTION 2.4. Odyssey Charter School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official Odyssey Charter School day, shall not be held if normal Odyssey Charter School operations have been suspended on the same day. The principal or other Odyssey Charter School leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the principal’s or other authorized Odyssey Charter School leader’s discretion, Odyssey Charter School activities as defined above, may be canceled even after operation of a regular Odyssey Charter School day if conditions exist to warrant such

suspension. The principal or other Odyssey Charter School leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

APPENDIX I

DISRUPTION OR INTERRUPTION OF OPERATION OF ODYSSEY CHARTER SCHOOL

The Board of Odyssey Charter School adopts the following policy effective on the date of adoption by the Board.

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a Public School.

O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting or abusing public School employees in the presence of pupils. Disruptive individuals may be immediately removed from the School grounds and restrictions may be placed on their presence on School grounds in the future. The School reserves the right to refer the situation to the appropriate law enforcement authorities.

APPENDIX J

COMMUNICABLE DISEASES

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose of Policy

SECTION 1.1. The Governing Board intends to ensure that no individual has potentially harmful exposure to infection or diseases.

SECTION 2. Definitions.

SECTION 2.1. Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

SECTION 2.2. HIV infection: an infection in which the human immuno-deficiency virus is present.

SECTION 3. Protections

SECTION 3.1. No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of the Governing Board solely because he or she is infected with a communicable disease.

SECTION 3.2. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Governing Board after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the Principal it is necessary to consult a private physician.

SECTION 4. Prevention of Transmission

SECTION 4.1. Each year, the Principal shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

SECTION 4.1.1. Education and policy review shall include procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

SECTION 5. Identification of Potential Risks

SECTION 5.1. Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e., how long the disease is transmitted;
- The duration of the risk; i.e., how long the carrier is infectious;

- The severity of the risk; i.e., the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

SECTION 5.2. Once the student's or employee's medical condition has been determined, the (principal or other title) shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Governing Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perf 01111 in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

SECTION 5.3. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Governing Board programs or to be employed by the Board.

SECTION 5.4. In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Principal is authorized to remove the infected student or employee from Board programs or employment for a period not to exceed ten days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

SECTION 5.5. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

SECTION 6. Privacy Rights

SECTION 6.1. Neither the Board nor its employees shall disclose medical information consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order

Section 7 Head Lice Procedure

Section 7.1. When a case of head lice has been confirmed by the on staff medical professional, the scholars parents will be contacted by phone and directed in the appropriate treatment options for that scholar. The following procedure will be followed:

- Scholar and their parents will review treatment options with the on staff medical professional. Instructions will be given to the parents for proper medical treatment.
- Scholars in the classroom where the lice were detected will all be inspected by the on staff medical professional. Teachers and Para Professionals from the suspected

- classroom will also be inspected.
- Any siblings of the infected students will also be checked as well as their classroom, classmates and teachers.
 - Letters will go out to the parents of all students in the suspect classroom.
 - Custodial staff will be notified and the classroom will be cleaned and vacuumed as directed by the on staff medical professional.
 - Students who are treated for lice will be inspected by the on staff medical professional prior to re-entering the classroom.
 - Students who have been treated for lice and cleared to re-enter the classroom will be re-evaluated by the on staff medical professional 10 days following the original treatment.

It will be the responsibility of the administrator and the on staff medical professional to determine when a scholar is to return to the classroom. No scholar with active lice or nits will be allowed to re-enter the classroom.

APPENDIX K

MEDICINE

The Odyssey Charter School Governing Board adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions

SECTION 1.1. If the charter Odyssey Charter School employs an Odyssey Charter School nurse, the nurse (or another employee designated by the principal or other authorized Odyssey Charter School leader) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

SECTION 1.1.1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.

SECTION 1.1.2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.

SECTION 1.1.3. The Odyssey Charter School nurse or other designated employee shall keep a written report of medication taken by the student.

SECTION 1.2. The Odyssey Charter School reserves the right to refuse to administer certain types of medication (at the discretion of the Odyssey Charter School nurse or other employee authorized by the Odyssey Charter School principal or other authorized Odyssey Charter School leader) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

SECTION 2. SEIZURE AND EPLIEPSY ACTION PLAN

Section 2.1 School Obligation:

To review plan upon receipt and annually update.

Require school nurse or trained seizure action plan personnel to be on site during regular school hours at school where a student is enrolled.

- To provide support and services as outlined in plan. If school nurse or trained personnel are unavailable, other personnel are authorized to commence emergency procedures, including but not limited to calling 911.
- Parent, guardian, or their designee can accompany student on field trips or to school related functions in lieu of school nurse or trained personnel.
- Employees cannot be disciplined for refusing to serve as trained personnel and cannot be liable for damages resulting from taking reasonable action.

- A copy of the plan must be readily available at all times to main office and school clinic personnel. A copy must also be available to designated school personnel supervising student on field trips or other school related functions away from school.
- Bus Drivers - school must provide bus drivers responsible for transporting the student with notice of their condition, parent's contact information, emergency contact information, and first aid training for epilepsy and seizure disorders.
- Employee Training - At least one member of school personnel per grade at each school attended by a student being treated for epilepsy or seizure disorder must receive training. Training must cover the following:
 - a. Basic understanding of epilepsy and seizure disorders
 - b. Associated medical and treatment issues that can affect educational process for student
 - c. Assessing a student's level of understanding and ability to self-manage
 - d. Recognition of common symptoms and complications
 - e. Providing support and services to student, including but not limited to first aid
 - f. Maintaining communication with the student, parents, school nurse, and student's teachers

APPENDIX L
INOCULATIONS

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

Students attending Odyssey Charter School must meet the immunization requirements as prescribed by Georgia Law.

APPENDIX M

TRANSPORTATION

The Governing Board of the Odyssey Charter School is committed to safe transportation of all students to and from Odyssey Charter School and events and hereby adopts the following policy effective on the date of adoption.

SECTION 1. Car Riders

SECTION 1.1. The Odyssey Charter School's primary transportation method shall be parent or guardian drop off or pick up of students to and from Odyssey Charter School daily.

SECTION 1.2. To ensure the safety of all students, staff, and visitors, the principal or authorized Odyssey Charter School leader shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

SECTION 1.3. Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the principal or other authorized Odyssey Charter School leader. The principal or other authorized Odyssey Charter School leader is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the Odyssey Charter School transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

SECTION 2. Busing

SECTION 2.1. When available, students may be transported to and from Odyssey Charter School in vehicles owned by the Odyssey Charter School or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students (including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications). For any Odyssey Charter School bus driver employed by the Odyssey Charter School, the Odyssey Charter School will maintain records confirming that the driver has completed all necessary training and other requirements of the Georgia Department of Education.

SECTION 2.2. For fieldtrips and other off-site events where transportation is provided, Odyssey Charter School shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 2.3. For Odyssey Charter School sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. System or Odyssey Charter School owned buses
2. Alternate transportation
3. Odyssey Charter School employee's private vehicles
4. Parent's private vehicles

SECTION 2.4. Students shall be required to follow all safety regulations required of passengers riding on Odyssey Charter School vehicles.

SECTION 2.5. Students or children under the age of 18 who are not enrolled at Odyssey Charter School shall not be permitted to ride in vehicles provided by Odyssey Charter School.

SECTION 3. Walking and Biking.

SECTION 3.1. The Odyssey Charter School's Governing Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, Odyssey Charter School prohibits unaccompanied minors under the age of 18 from walking or biking to and from Odyssey Charter School where established cross walks, crossing guards, or signage on streets within 1 mile of the Odyssey Charter School are not present.

SECTION 3.2. The Odyssey Charter School will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

APPENDIX N

BUILDING MAINTENANCE

The Board of Odyssey Charter School adopts the following policy, effective on the date of adoption by the Board.

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Governing Board shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Board's Facilities Committee, in collaboration with the principal or other authorized Odyssey Charter School leader shall develop and implement capital improvement projects that ensure proper maintenance of the Odyssey Charter School in accordance with the approved budget.

The principal or other authorized Odyssey Charter School leader shall manage janitorial and custodial staff in maintaining all Odyssey Charter School facilities and grounds. A sample janitorial checklist follows as Appendix O.

APPENDIX O

EMERGENCY REPAIRS

The Board of Odyssey Charter School adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Board's procurement policy (Appendix Q), the authority is granted to the principal or other authorized Odyssey Charter School leader to procure the services necessary for emergency repairs to buildings or grounds which may be required to continue Odyssey Charter School operations in a safe environment.

APPENDIX P PROCUREMENT

The Board of Odyssey Charter School adopts the following policy, effective on the date of adoption by the Board.

Any procurement of goods and services shall be made by the school finance department , and all purchases shall be in the best interest of the Odyssey Charter School , upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

The Odyssey Charter School shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in paragraph 1 above.

This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

APPENDIX Q

SOLICITATIONS OF STAFF AND STUDENTS

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Solicitation

SECTION 1.1. The Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the principal or other authorized Odyssey Charter School leader. Solicitation within the Odyssey Charter School must have prior approval of the principal or other authorized Odyssey Charter School leader.

SECTION 1.2. An annual Fundraising Plan shall be approved by the Governing Board prior to each Odyssey Charter School year.

SECTION 1.3. No fund raising organizations shall be permitted to solicit funds from students or employees without prior approval from the principal or other authorized Odyssey Charter School leader. Charitable organizations' solicitations must be approved annually.

SECTION 1.4. [Door-to-door collection shall be prohibited for all students.]

APPENDIX R

STUDENT AND CLASSROOM OBSERVATIONS

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.1. While the Odyssey Charter School acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the Odyssey Charter School to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional must be submitted in writing to the principal or other authorized Odyssey Charter School leader for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. The principal or other Odyssey Charter School leader must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the principal or other authorized Odyssey Charter School leader.

SECTION 1.5. Upon request, the Principal or other authorized Odyssey Charter School leader may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Principal or other authorized Odyssey Charter School leader an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular Odyssey Charter School program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

APPENDIX S

ODYSSEY CHARTER SCHOOL ATTENDANCE

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. In order to receive maximum benefit from the instructional activities, students are expected to be in Odyssey Charter School each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 2. Attendance Rules

SECTION 2.1. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

- a) Personal illness or attendance in Odyssey Charter School endangers a student's health or the health of others.
- b) A serious illness or death in a student's immediate family necessitating absence from Odyssey Charter School
- c) A court order or an order by a governmental agency mandating absence from Odyssey Charter School
- d) Observance of religious holidays.
- e) Conditions rendering attendance impossible or hazardous to student health or safety.
- f) A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five School days per Odyssey Charter School year, for the day or days missed from School to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
- g) Any other reason approved by the Georgia State Board of Education.

SECTION 2.2. Students shall be counted present when they are serving as pages of the Georgia General Assembly or Special Olympics.

SECTION 2.3. Unexcused absences are all failures to attend Odyssey Charter School other than those specifically listed above.

SECTION 2.4. Absences and tardiness will be recorded on the student permanent record. A student must be present at Odyssey Charter School for at least one-half of the required instructional Odyssey Charter School day to be counted present for the day:

- Grades K-3 Present at least [135 of the 270] required instructional minutes.
- Grades 4-5 Present at least [150 of the 300] required instructional minutes.

SECTION 2.5. If a student is absent from Odyssey Charter School, the student must bring an excuse from home the day the student returns.

SECTION 2.6. When the student is absent, the Odyssey Charter School will attempt to contact the parent to determine the cause of absence. However, the written excuse must be brought, whether or not a contact is made by phone. A phone call log will be kept by designated individual.

SECTION 2.7. All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 2.8. In order to participate in an extracurricular or after School activity, a student must be in attendance on the Odyssey Charter School day of the activity.

SECTION 2.9. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

SECTION 2.10. Individual teachers (in grading policies) or Odyssey Charter School will provide incentives for good attendance.

SECTION 2.11. Unexcused or questionable absences will be followed up by Odyssey Charter School personnel including the Odyssey Charter School Counselor, in the following order:

- a) Student absentee phone calls are made to parents (preferably by teachers) and documented on phone log in the attendance folders by the designated individual in each Odyssey Charter School.
- b) Any parent, guardian, or other person having control or charge of any child or children between the ages of six and sixteen shall send such child or children to Public or Private School. On the sixth unexcused absence a violation of this code (O.C.G.A. 20-2-690.1) will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of not less than \$25.00 nor greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties. Two reasonable attempts to notify the parent/guardian will be made by the Odyssey Charter School on the fifth unexcused absence. If no response is achieved the Odyssey Charter School shall send a notice by certified mail, return receipt requested. Each day's absence from Odyssey Charter School after notification on the fifth unexcused absence shall constitute a separate offense.

APPENDIX S1

EXCESSIVE ABSENCES LETTER

Date_____

Student Name
Parents Name
Address

Dear_____

This letter is to formally notify you that as of _____,
____ has accumulated _____ absences, and _____ of these are unexcused absences. Please
contact the Odyssey Charter School if this absence information is not correct.

Any parent, guardian, or other person residing in this state who has control or charge of any child or children enrolled in Public or Private School who accumulates more than five (5) unexcused absences in violation of the Compulsory Education Law, (O.C.G.A. 20-2-690.1) shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 nor greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

This violation of Georgia Law has been referred to _____
for further investigation and intervention. (Law Enforcement Agency) Please refer to the enclosed attendance policy and make every effort to have punctual and regular attendance at Odyssey Charter School.

Sincerely,
Principal

cc: Odyssey Charter School Counselor

APPENDIX T

GRADING AND REPORTING

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Grading

SECTION 1.1. The Governing Board shall vest responsibility in the principal or other authorized Odyssey Charter School leader for developing a grading scale which comports with the Odyssey Charter School's instructional philosophy, curriculum, and state mandates.

SECTION 1.2. Teachers shall use a variety of methods to assess student progress.

SECTION 2. Reporting

SECTION 2.1. A report card will go home every quarter.

SECTION 2.2. The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

SECTION 2.3. Cumulative grades shall be transferred to students' individual permanent School record and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4. Teachers are expected to maintain regular communications with parents by providing timely return of graded classwork and convening informative student conferences.

APPENDIX U

ODYSSEY CHARTER SCHOOL ADMISSIONS

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Eligibility.

SECTION 1.1. All students who are residents of Coweta or Meriwether County are eligible to apply to Odyssey Charter School.

SECTION 1.2. The Odyssey Charter School will not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

SECTION 1.3. Students will not be required to complete any test or measure in order to be admitted to Odyssey Charter School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 2. Registration

SECTION 2.1. The Odyssey Charter School's enrollment period is from January 3rd to February 28th of each calendar year for the following Odyssey Charter School year.

SECTION 2.2. Regardless of when mailed, all applications for Odyssey Charter School must be physically present in the administrative office of Odyssey Charter School located at 14 Saint John Circle, Newnan Ga. on or before the last Friday in April. In the event Odyssey Charter School is closed on the last Friday in April, all applications must be received by 4:00 p.m. the Monday immediately following.

SECTION 2.3. All applications must be complete. Regardless of reason, failure to have a completed application package in the office of Odyssey Charter School by this deadline may constitute a waiver of inclusion in the lottery for the following Odyssey Charter School year.

SECTION 2.4. In order to complete the registration process the following must be received by Odyssey Charter School; completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications which are timely received but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the principal or other authorized Odyssey Charter School leader with a right of appeal to the Governing Board.

SECTION 2.5. The Odyssey Charter School STRONGLY encourages all applicants to HAND deliver their application to the administrative offices of Odyssey Charter School. Any applications not present in the Odyssey Charter School offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

SECTION 2.6. The Odyssey Charter School's admission procedures will be published annually.

SECTION 2.7. A register of all complete and timely received applications will be kept in the Odyssey Charter School's office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.

SECTION 2.8. Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED STUDENTS
2. FACULTY, STAFF AND BOARD MEMBER CHILDREN: Children of full time faculty and full time instructional staff and current Governing Board Members who have served at least one year on the board. Full time instructional staff hired after the lottery date for the following Odyssey Charter School year will be given priority over Governing Board children.
3. SIBLINGS: Siblings of students currently enrolled on the date of the lottery
4. LOCAL SCHOOL: Students matriculating from a local School designated in the charter
5. PRE-K PROGRAM: Children who matriculate from a pre-kindergarten program which is associated with the Odyssey Charter School

SECTION 2.9. Students who reside outside of attendance zone will not be enrolled at Odyssey Charter School.

SECTION 3. Lottery

SECTION 3.1. When more registrants than seats in a program, class, grade level, or building have been received, a public lottery shall be held.

SECTION 3.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 3.3. The lottery shall be observed and certified by a third party individual.

SECTION 4. Wait List.

SECTION 4.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have [three] days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

SECTION 4.2. It is the responsibility of the wait listed parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

SECTION 4.3. Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the Odyssey Charter School year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

SECTION 4.4. A Odyssey Charter School designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

SECTION 4.5. The parents will be given 72 Hours to contact the Odyssey Charter School and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list is extended the offer.

SECTION 5. Recruitment of Students

SECTION 5.1. Recruitment of students is the Odyssey Charter School's responsibility. Public notices will be made regarding the pre-enrollment period. During the recruitment process, the Odyssey Charter School will provide parents of potential students with accurate information about the programs, services, and amenities available.

APPENDIX V

ADMISSION OF TRANSFER STUDENTS

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Applicability.

SECTION 1.1. A transferring student applying for admission shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the School previously attended.

SECTION 2. Conditions of Admission

SECTION 2.1. A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the School last attended and authorizing the release of all academic and disciplinary records to the Odyssey Charter School administration.

SECTION 2.1.1. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in O.C.G.A. 15-11-37, and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.

SECTION 2.2. Upon receipt of the records from the school previously attended, the Odyssey Charter School administration shall notify the parent(s) or guardian of such receipt, and the parents may request a copy of the records within 10 days of being notified.

SECTION 2.3. Within five days of receipt of a copy of the records, the parent(s) or guardian may request, and are entitled to, a hearing before the principal of the Odyssey Charter School or designee for the purpose of challenging the content of the records.

SECTION 2.4. If a student so conditionally admitted is found to be ineligible for enrollment under existing Board policies, he or she shall be dismissed from enrollment until such time as he or she become re-eligible and a position is available.

SECTION 3. Transfer Students Found to be Not in Good Standing

SECTION 3.1. No student transfers from another School or School system shall be finally admitted to Odyssey Charter School unless or until such student presents records showing that he/she was in good standing with that School or School system when last enrolled.

SECTION 3.2. The Odyssey Charter School principal or other authorized Odyssey Charter School leader may satisfy this requirement through oral communication with the School district last attended, and admit the student upon receiving verbal assurances that he/she is in good standing, not under suspension or expulsion, and that the necessary records are forthcoming.

SECTION 3.3. No student shall be admitted who comes from another School system during a period when suspension or expulsion from that School system is still in effect. If the student still has time remaining under suspension or expulsion before being eligible to return to the School previously attended, the student will not be eligible for admission to Odyssey Charter School until the expiration of that suspension or expulsion period.

SECTION 3.3.1. If any student seeking admission to Odyssey Charter School from another system states in writing any good and sufficient grounds showing why this policy should not apply to him/her, a due process hearing will be provided before either the Odyssey Charter School principal or other authorized Odyssey Charter School leader or before some tribunal constituted by the Governing Board, to consist of not more than three (3) members of the certified staff.

SECTION 3.4. In any case where a student seeks to transfer from another system who has been permanently expelled from such system, such student may likewise file a written statement of reasons why his/her expulsion from the other system should not disqualify him from attendance in this Odyssey Charter School, and a due process hearing as provided above will be conducted to resolve the question of eligibility for admission.

SECTION 3.5. If it is determined from any source that a student has committed a felony act, the Odyssey Charter School Principal or other authorized Odyssey Charter School leader shall inform all teachers to whom the student is assigned that they may review, but keep confidential, the information in the student's file received from other Schools or from the juvenile courts.

APPENDIX W

TRANSFERS AND WITHDRAWALS

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Enrollment via Transfer.

SECTION 1.1. Students may formally enroll in Odyssey Charter School pending receipt of their immunization record, for a period not to exceed 30 calendar days from initial entry.

SECTION 1.1.1. The 30-day waiver may be extended from the date of the first admittance, whichever is earlier, for up to 90 calendar days, provided the student is a transfer student from an out-of-state School system to a Georgia School system, or a student entering kindergarten or the first grade from out-of-state.

SECTION 1.2. The student must provide documentation to the Odyssey Charter School from the local health department or a physician specifying that an immunization sequence has been started and that the immunization time schedule can be completed.

SECTION 1.3. An elementary or middle School student transferring from a school accredited by a regional or state accrediting agency may be placed in the grade and courses recommended by the school from which he/she is transferring.

SECTION 1.3.1. Alternative placement may be made upon review by the placement committee (composed of classroom teacher, Special Ed or gifted teacher, parents, and administrator) if student age, maturity level, previous academic record, standardized test scores, and/or placement testing indicate that student needs can be better addressed at another grade level. In the event the committee cannot reach a consensus, the majority vote will prevail.

SECTION 2. Withdrawal

SECTION 2.1. Parents or guardians shall provide [48] hours' notice of withdrawal to obtain student records and withdrawal forms.

SECTION 2.2. All library books, textbooks, instructional materials, and other Odyssey Charter School property shall be returned prior to release of records to parents or guardians.

SECTION 2.3. All fees due shall be paid in full prior to release of records to parents and guardians.

APPENDIX X STUDENT RECORDS

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Definition.

SECTION 1.1. Student records shall be defined as all information about students recorded or collected in any format by local School systems or individual School s that may include educational/psychological assessments, School attendance records, personal data, health information, disciplinary actions, and/or academic progress.

SECTION 2. Custodial Responsibility.

SECTION 2.1.1. The person in professional status responsible for maintaining records will be responsible for administering the use of the file in observance of due process and will guarantee that records contain factual, documented information on students. Any information not meeting this requirement shall be removed.

SECTION 3. Records.

SECTION 3.1. Student cumulative records must contain, but are not limited to:

- Identifying data
- Academic achievement
- Attendance data
- Standardized test scores
- Immunization records
- Required health screenings
- Proof of Residency
- Birth Certificate

SECTION 3.2. Academic achievement records of individual students of Odyssey Charter School shall be maintained for a period of at least 7 years (after the student leaves or transfers) and the attendance data for a period of at least three years.

SECTION 3.2.1. Student records shall be housed in a fire-resistant place.

SECTION 3.3. No person or party, except the parents or legal guardians and students over eighteen (18) years of age, shall be permitted to examine or obtain information from the records of students except, (1) by the written consent of the student's parent or lawful guardian specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents or lawful guardian and the student if desired by the parents, or (2) in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon the condition that parents or lawful guardians of the student

are notified of all such orders or subpoenas in advance of the compliance therewith. (Divorce does not end a parent's right to review the child's records unless the courts specify that such review or contact is prohibited.)

SECTION 3.4. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by Odyssey Charter School officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older). File completed request in student cumulative record.
2. A "Request for Information" request is received by Odyssey Charter School officials in the form of specific request from the court or a court order. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
3. A "Request for Transcript" is received by Odyssey Charter School officials from a receiving Odyssey Charter School including Schools operated by the Department of Juvenile Justice. Only information such as grades, attendance records, discipline records for students in grades 7-12, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per Paragraph 1 above. Odyssey Charter School s must comply with appropriate requests for transcripts within 10 calendar days.
4. In instances where requests for information might come from an outside agency working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.
5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Health and Human Resources, Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which would not permit the personal identification of such students or their parents shall be released. This does not prevent federal officials, administrative head of an agency or state educational authorities to audit and evaluate provided confidentiality is maintained and information later destroyed. The only exception shall be when the collections of personally identifiable data is specifically authorized by federal law. The Odyssey Charter School shall not withhold any student record because of nonpayment of fees.

SECTION 3.5.1. The Odyssey Charter School receiving the transferred record shall notify the parent(s)/guardian(s) of students that the record has been received.

SECTION 3.5.2. Student records shall be available to parents, legal guardians, and students of legal age, upon their written request. This does not include records that have the names of several students. Individual parents, guardians, or students may also inspect these records upon request.

APPENDIX Y RECORDS COPYING

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.1. In an effort to have student records available in a timely manner, and to offset costs associated with producing documentation, the following procedures apply to the copying of records:

SECTION 1.1.1. The Odyssey Charter School must have at least 48 hours advance notice of the request for student records

SECTION 1.1.2. The Odyssey Charter School may charge up to 10 cents per page.

SECTION 1.1.3. The parent/guardian will be notified when the copies are available for pickup

SECTION 1.1.4. The charges associated with copying do not include faxes or copies to Odyssey Charter School officials for purposes of Release of Information, Request for Information, or Request for Transcripts.

APPENDIX Z

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The BASP provides enrichment activities, social interaction with peers, and homework help in a well supervised, structured setting for its enrolled students. Students take part in experiences that encourage creativity, social relationships, appropriate behavior, and a positive self-image.

SECTION 2. Enrollment.

SECTION 2.1. Students are not required to enroll in the Before Odyssey Charter School Program in order to register for the After Odyssey Charter School Program (ASP).

SECTION 2.2. Students participating in the After Odyssey Charter School Program (ASP) are required to register. Parents are required to complete a registration form on each child in their household. Students wishing to participate in ASP must be a registered student at Odyssey Charter School.

SECTION 3. Fees.

SECTION 3.1. A yearly registration fee per family (non-refundable) may be required prior to enrollment in the BASP.

SECTION 3.2. The principal or other authorized Odyssey Charter School leader is authorized to un-enroll students for non-payment of fees, disruption of class or for just and good reason as determined by the principal.

SECTION 4. Operations.

SECTION 4.1. Each year, the principal or other authorized Odyssey Charter School leader shall determine the hours of operation for the BASP.

SECTION 4.2. Both programs will be open on full days of Odyssey Charter School. The Odyssey Charter School principal or ASP Coordinator may choose to open the program on work days and conference days.

SECTION 4.3. The Odyssey Charter School ASP program will provide:

- A daily nutritious snack
- Homework / enrichment time (no less than 45 minutes a day)
- Recreational activities

SECTION 4.4. Students participating in the BASP will be disciplined according the policies and procedures set forth related to student discipline. The principal or other authorized Odyssey Charter School leader is authorized to un-enroll students who do not comply with the behavior code.

APPENDIX AA

CLUB AND EXTRACURRICULAR PROGRAM

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Program Description and Purpose

The Odyssey Charter School's Club and Extracurricular Programs provide enrichment activities and social interaction with peers in a well supervised, structured setting. The Program serves students who are enrolled in the Odyssey Charter School and is intended to encourage creativity, self-discipline, and curiosity.

SECTION 2. Fees.

Reasonable fees for supervision, materials and supplies may be charged for Odyssey Charter School sponsored clubs or programs.

SECTION 2.1 Classes, workshops, and lessons sponsored by non-Odyssey Charter School Staff may charge on a per diem basis that shall not exceed [\$10.00] per student. Fees charged by non-Odyssey Charter School staff are non-refundable.

SECTION 3. Operations.

The Program will operate according to a schedule established by the principal or other authorized Odyssey Charter School leader each year and is subject to change throughout the year.

SECTION 3.1. Activities

Will be scheduled before or after regular Odyssey Charter School hours; however, nothing shall prevent the Coordinator or sponsors from planning presentations during the Odyssey Charter School day with prior approval from the principal or other Odyssey Charter School leader.

SECTION 3.2. Activities may extend to weekends or holidays for special events

Road races, art shows, presentations, etc. so long as such events are approved by the principal or other Odyssey Charter School leader in advance and an Odyssey Charter School administrator is present for events taking place on Odyssey Charter School property.

SECTION 3.3. Students shall comply with the Odyssey Charter School's discipline code during club and extracurricular activities.

SECTION 3.4. Classroom adult/student ratios, for safety purpose and to maximize engagement shall not exceed [25:1.] during club and extracurricular activities.

APPENDIX BB

FIELDTRIPS AND ENRICHMENT ACTIVITIES

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Fieldtrips and Enrichment Activities

SECTION 1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the Odyssey Charter School.

SECTION 1.2. The principal or other authorized Odyssey Charter School leader has the responsibility of developing a field trip and enrichment activity plan. This plan furnishes guidelines for field trips and enrichment activities, planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The plan is to be revised and approved annually when necessary.

SECTION 1.3. Annual field trip plans for Odyssey Charter School day instructional trips should be developed by each teacher early in the Odyssey Charter School year and submitted to the principal or other authorized Odyssey Charter School leader for approval.

SECTION 2. Board Notification.

The principal shall inform the Board of approaching field trips that are overnight or out-of-state.

SECTION 3. Documentation.

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

SECTION 4. Unauthorized Fieldtrips.

Unless approved by the Administrator(s), trips organized by teachers in conjunction with parents or other non-Odyssey Charter School organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Governing Board as approved field trips. The Governing Board assumes no liability for such trips. The use of Odyssey Charter School staff during the regular work day, Odyssey Charter School facilities, and Odyssey Charter School supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on Odyssey Charter School property.

APPENDIX CC

CHAPERONE / VISITORS DUTIES AND RESPONSIBILITIES

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Chaperone/Visitor Duties and Responsibilities.

SECTION 1.1. Chaperones/Visitors are required to disclose information pertaining to prior arrests or convictions, regardless of the amount of time that has passed, determination of guilt or innocence, or significance of the incident. Failure to disclose may result in restriction from attending school functions and possible restriction from attending future Odyssey Charter School sponsored events.

SECTION 1.2 All chaperones/visitors with business on campus, are required to complete an initial background check (GBI and FBI) prior to entering the building, going on the field trip, attending meetings or assisting/observing in the classroom. Background checks must be completed through the Human Resources office of the Odyssey Charter School system. Each year, a local screening will be conducted, and every third year, a complete background check will be re-conducted. The cost for obtaining background checks shall be borne by the chaperone/visitor. Administration will review and approve or deny chaperone/visitor participation.

SECTION 1.3 All students must ride in Odyssey Charter School provided transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing.

SECTION 1.4. Odyssey Charter School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all Odyssey Charter School students.

SECTION 1.5. Adults observing behavior by students or other adults that is contrary to Odyssey Charter School policy or procedure shall immediately report the incident to an Odyssey Charter School staff member or administration.

SECTION 1.6. Odyssey Charter School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. Odyssey Charter School staff may not delegate this responsibility to a chaperone or any other person.

SECTION 1.7. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 1.8. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 1.9. Chaperones may not bring siblings of their child who is attending the trip.

SECTION 2.1. Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from the Odyssey Charter School to arrival at the Odyssey Charter School after the trip. Chaperones and Odyssey Charter School staff are expected to participate in all activities planned as part of a field trip itinerary.

SECTION 2.2. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from the Odyssey Charter School to arrival at the Odyssey Charter School after the trip. Chaperones should refrain from socializing with other chaperones or Odyssey Charter School staff while supervising students.

SECTION 2.3. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.4. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.5. Students should never be left unattended by an adult.

SECTION 2.6. Students should remain with their specific chaperone unless authorized by an Odyssey Charter School staff member.

SECTION 2.7. Students who become ill during the course of a field trip should be brought to a Odyssey Charter School staff member. Parents of the student should be promptly contacted by the Odyssey Charter School staff member. The Odyssey Charter School staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.8. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and Odyssey Charter School staff.

SECTION 2.9. Students will be accompanied by an adult when crossing streets. Children under the age of seven (7) should be escorted by the hand across streets.

SECTION 2.10. Chaperones and Odyssey Charter School Staff should strictly enforce rules or procedures established as part of the Odyssey Charter School Discipline Code or those established by the venue.

SECTION 2.11. Chaperones and Odyssey Charter School staff are expected to provide direct instruction and modeling of appropriate behavior and etiquette in certain venues (e.g., restaurants, museums, etc.)

SECTION 3. Consequences.

SECTION 3.1. Failure to comply with all procedures and expectations may result in loss of chaperone privileges.

SECTION 3.2. Staff members who do not follow the above procedures and expectations may be formally reprimanded, suspended without pay, or terminated.

APPENDIX DD

PARENT COVENANT

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The goal of the Parent Covenant is to create the strongest possible partnership between home and the Odyssey Charter School and to nourish and facilitate the individual abilities of each child.

SECTION 2. Parent Covenant

Parents are expected to fulfill the following duties as detailed in the current parent handbook:

- ❖ Ensuring that the student completes homework, projects, and class work in a timely manner as established by the teacher
- ❖ Comply with the Odyssey Charter School attendance policy and ensure that the student attends Odyssey Charter School unless sick or is out due to an excused absence as defined by the Odyssey Charter School 's attendance policy
- ❖ Provide a nutritious breakfast and lunch (if one is not provided by the Odyssey Charter School) daily
- ❖ Treat the Odyssey Charter School leadership and staff respectfully
- ❖ Review and where necessary sign communication or other notices from the Odyssey Charter School
- ❖ Timely pay Odyssey Charter School fees (e.g., forgotten lunch, non-sufficient funds, lost books, ASP, etc.)
- ❖ Comply with the Odyssey Charter School 's visitor policy
- ❖ Comply with Odyssey Charter School policies and procedures
- ❖ Monitor student's dress code compliance
- ❖ Attend conferences related to academic progress and behavior
- ❖ Comply with the published parent involvement expectations

SECTION 2.1. On-going failure of a parent responsibilities may result in loss of parent privileges such as use of the Before and/or After Odyssey Charter School Program, chaperoning fieldtrips, attending Odyssey Charter School parties or events or loss of student non-academic privileges as clubs, extracurricular activities, etc.

APPENDIX EE

PARENT AND STUDENT COMPLAINTS AND GRIEVANCES

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express Odyssey Charter School related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns which will not interfere with regular scheduled classes or Odyssey Charter School related activities.

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of lowest levels of authority shall be as follows:

1. Classroom related concerns – teachers
2. Odyssey Charter School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) – School Administrator
3. Appeals – Governing Board Grievance Committee

Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

APPENDIX FF

Technology Acceptable Use Policy

The Governing Board of Odyssey Charter School adopts the following policy, which shall be effective on that date that the policy is adopted by the Board. This policy shall apply to all individuals using technology owned or leased by Odyssey Charter School and/or using the Odyssey Network.

SECTION 1. Internet Use and Safety.

The Odyssey Charter School recognizes that computers and the internet have educational purpose when used properly. The Odyssey Charter School will take all measures necessary to provide individual users, both scholars and administrators, with the understanding and skills necessary to use the internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some scholars might encounter information on the internet that could be of potential harm or inappropriate to the student. Odyssey Charter School will ensure all scholars receive appropriate training on the responsible and appropriate use of technology and internet safety consistent with their intended use. The School will also ensure that its devices and networks use appropriate monitoring and filter software to mitigate the inherent risks of the Internet to the extent possible. For this reason, scholars may not have cell phones or communication devices on campus which circumvent this monitoring and filtering process.

SECTION 1.1 Hardware & Software

Any electronic activity conducted by employees, scholars or other persons via the Odyssey Charter School network or using Odyssey computer resources, hardware or software is subject to inspection and monitoring. There should not be any expectation of privacy. Use of electronic systems shall be in support of and consistent with the vision, mission, and education goals established by Odyssey Charter School and for the purpose of instructional and administrative support. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration and teachers will deem what is inappropriate use and their decision is final. The Odyssey Charter School may deny, revoke, or suspend specific user access. Cell phones and personal communication devices may not be used by scholars on school property or during school events.

Section 2. Acceptable Use of Technology and Networks

To carry out the purpose of this policy, the Principal shall adopt policies and practices for the acceptable use of Odyssey Charter School technology, devices, and networks. Annually, the Principal shall ensure that all scholars, parents, and employees are provided with a copy of these policies and return a signed acknowledgment and understanding of the policies. These policies shall ensure that all users comply with applicable federal and state law and

regulations, including but not limited to the federal Children's Internet Protection Act (CIPA), 20 USC §9134 and federal Family Educational Rights and Privacy Act, 20 USC §1232g.

At a minimum, these shall include, but not be limited to policies that

1. Provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on devices or networks owned or leased by Odyssey;
2. Prevent scholars and employees from using any Odyssey device or network to send, receive, view, or download visual depictions of obscenity, child pornography, or material that is harmful to minors;
3. Promote the safety and security of minors when using electronic mail, chat rooms, social media forums and other forms of direct electronic communications;
4. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online including, but not limited to, the unauthorized use of cell phones and personal communication devices;
5. Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
6. Prohibit violations of the student code of conduct that may occur via the Internet, such as bullying and cyberbullying activities or exposure to sexually explicit or inappropriate material and unauthorized use of a cell phone and personal communication devices;
7. Provide a program to educate scholars about safe Internet use and appropriate online behavior.
8. Provide training to employees on acceptable use and supervision of student access to the Internet to prevent unauthorized access.
9. Promote responsible care and treatment of school technology devices
10. Procedures for obtaining parental consent for student use of Odyssey network and devices.
11. Prohibit the use of Odyssey devices and networks for the transmission of any material in violation of federal or state laws and regulations, including but not limited to copyright law.
12. Prohibits installing, using, or visiting certain social media platforms on Odyssey equipment by employees and students.

Notation;

1. Prohibited social media are platforms include those owned, operated, located in, or organized by a foreign adversary for which foreign adversary has control or influence over content moderation practices of company's owner or operator or which use software or an algorithm that is controlled or monitored by a foreign adversary. (e.g. Tik Tok) . A List of prohibited social media platforms will be posted on website of Georgia Emergency Management Agency.
2. Odyssey owned equipment includes any electronic device, including any system, computer, mobile electronic device, or other technology capable of connecting to the internet that is owned, leased, or otherwise controlled by Odyssey Charter School.

Citations

OCGA §20-2-149 Program for Educating Students Regarding Online Safety

OCGA §20-2-324 Internet Safety Policies in Public Schools

OCGA §16-9-90 et al. Georgia Computer Systems Protection Act

20 USC §9134 Children's Internet Protection Act

15 USC §6501 et al. Children's Online Privacy Protection Act

47 USC §254(h)(5) Universal Service Requirements for Certain Schools with Computers Having Internet Access

Georgia Senate Bill 93 May 2 2023

Georgia House Bill 340 July 1, 2025

APPENDIX GG

Selection Procedures for Library Media Resources

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

The Odyssey Charter School library program, with properly selected media resources, serves as an integral part of the total curriculum that provides opportunities for students to develop the necessary skills to manage complex information formats and to foster a lifelong interest in both reading and knowledge.

SECTION 2. Selection Responsibility

The Governing Board of Odyssey Charter School is legally responsible for all matters relating to the Odyssey Charter School including library media resources. Responsibilities for the actual selection of Odyssey Charter School library materials rest with the professionally trained library media specialists who know the needs and depth of curriculum, methods of instruction, and the interests, individual differences and wide range of abilities of the students.

SECTION 3. Selection Process

Resources for library media centers are selected by the professional media staff with due regard to suggestions from the faculty, parents, and students. Library media specialists should attempt to examine resources before they are ordered whenever possible. Faculty members are responsible for fulfilling teaching objectives and standards of learning and are encouraged to request specific resources from library media specialists. Students and parents may also submit requests for resources that they would like to see in the library. Every effort will be made to honor these requests.

The process of selecting resources continues throughout the Odyssey Charter School year. The discarding of outdated resources and the replacement of lost and worn resources still of educational value is part of the selection and collection development process. Gift resources, free and inexpensive resources, and sponsored resources are evaluated by the same criteria as purchased resources. Professionally recognized collection development lists and reviews are used to aid in the selection process.

SECTION 3.1 Selection Objectives

Resources, in various formats, are selected to implement the following objectives:

- To support CCGPS (or current recognized State of Georgia curriculum);
- To support the Odyssey Charter School 's reading program;
- To provide a balanced collection reflecting various points of view;
- To aid students in research and study on a wide range of ability levels, chosen to reflect the various student populations represented at each Odyssey Charter School ;
- To promote critical thinking skills;
- To provide instructional and professional support for teachers, administrators, and staff.
- To support a variety of learning and teaching styles;
- To promote leisure reading among students; and
- To provide students with the best opportunities for information access.

SECTION 3.2 Selection Criteria

All resources regardless of format are considered for purchase on the basis of the following criteria:

- Authority (qualification of those responsible for creating the material).
- Scope (overall purpose and coverage).
- Educational suitability (appropriate learning and interest levels).
- Format (appropriateness to content and technical quality).
- Authenticity, accuracy, and timeliness.
- Treatment and arrangement (clearly presented well organized, balanced, appropriate depth of coverage for students in the Odyssey Charter School).
- Physical quality (durability, aesthetic appeal).
- Price (in relation to budget limitations).
- Special features (usage guides, follow-up activities, bibliography, glossary, and index).

SECTION 3.2.1 Selection Criteria Based Upon Media Type

In addition to the general selection criteria above, specific criteria are used for different resource formats as follows:

SECTION 3.2.2 Print Resources:

Books are also evaluated on the following: size, quality of paper, suitability, clear typeface, durable binding, and physical attractiveness.

Fiction is chosen based on the literary qualities of characterization, plot, setting, theme, and writing style. The works chosen will have authentic representation of human values, emotions, and ideas.

Nonfiction is chosen based on accuracy; divergent viewpoints; how illustrations enhance the material; special features such as glossaries, indexes, and bibliographies that contribute to ease of use; and series considerations. The author or publisher's reputation or authority will also be considered.

Biographies are judged by the same criteria as nonfiction and, in addition, are selected on the basis of its objectivity, documentation, and inclusion of vivid details that add interest to the story of the person's life. The author or publisher's reputation or authority will also be considered.

Picture books are chosen based on unity of text and illustrations, quality of artwork, and appropriateness of medium to story.

Reference works are chosen based on ease of use (indexes, cross references, illustrations), revision policies, quality of supplements and yearbooks, and currency of material.

Magazines and newspapers are purchased to support student research, promote leisure reading, and teach news and world events. Consideration is given to how such media is indexed for ease of research. Newspapers must jointly reflect local, state, and national news coverage.

Paperback books supplement the collection and are often duplicates of hardcover editions, or books that can be purchased only in this format. This collection primarily contains fiction and ephemeral material on currently popular topics, and popular authors of series. Visual appeal is also a consideration in selection.

SECTION 3.2.3 Non-Print Resources:

Electronic databases, which include CD-ROMs and online databases and may be bibliographic, reference, or multimedia, are selected using the above general selection criteria along with the following:

- cost/benefit considerations
- value over other formats
- comparison with print and other electronic products
- ease of installation and maintenance
- ease of access, use, and instruction
- search features (subject, keyword, Boolean operators)
- response time
- reasonable storage and maintenance costs
- frequency of updates or newer editions
- availability of compatible hardware
- ability to network
- availability of user manuals and other documentation
- availability of support services by vendor
- staffing resources necessary to install, maintain, and train users

SECTION 3.2.4 Multimedia Materials

These include projected visuals and audio materials on DVD, VHS, CD's, cassettes, sound chips, and other non-print formats. These materials will be selected using the same criteria

outlined above, and will be examined by professional staff to the extent necessary to apply selection criteria. As with all supplemental instructional materials, multimedia materials should be used as tools to enhance the standard adopted curriculum.

SECTION 3.2.5 Learning Resources

For the purpose of this statement of policy the term “learning resources” will refer to any material with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include books, charts, compact disks, DVDs, flash cards, games, globes, kits, laser disks, maps, machine-readable data files, models, periodicals, pictures, prints, slides, sound recordings, and videocassettes.

Selection criteria for Learning Resources include the following:

- Learning resources should support and be consistent with the educational goals of the charter of the Odyssey Charter School .
- Learning resources shall meet high standards of quality in factual content and presentation.
- Learning resources shall be relevant to today’s world—reflecting problems, aspirations, attitudes and ideals of a global society.
- Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, and learning style of the students for whom the materials are selected.
- Learning resources shall include works of artistic, historic, and literary significance.
- Physical format and appearance of learning resources shall be suitable for their intended use.
- Learning resources shall be designed to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to our civilization by women and minority and ethnic groups

SECTION 4. Gifts

The library media specialist will welcome gifts of books and other materials for the media center from individuals and groups. Previously established selection criteria will be applied to these materials before they are accepted as part of the permanent collection. Gifts will be integrated into the general collection; there will be no provisions for special shelving or housing.

No accommodations for estimates of monetary value of the donations can be made. The final recommendation for disposition of gift materials is to be left to the discretion of the library media specialist. Monetary gifts will be used for the purchase of educational materials according to the established selection criteria. Suggestions for purchase will be considered and a "wish list" of appropriate gift items will be available for donors who wish to contribute to the library media center.

SECTION 5. Collection Development Tools

Materials added to the collection should be previewed when feasible and have positive reviews. Every library media center should have core collection development tools such as:

Elementary School Library Collection (Brodart)

Children's Catalog (Wilson)

Middle and Junior High School Catalog (Wilson)

Additional professional review and bibliographic sources to be consulted in the selection process include, but are not limited to, the following:

Best Books for Children

Best Books for Junior High Readers

Best Books for Senior High Readers

Book Report

Bookfinder (American Guidance Service)

Booklist

Books for You (Senior High - NCTE)

Bulletin of the Center for Children's Books

CD-ROM World

Electronic Learning

Emergency Librarian

Horn Book

Kirkus Reviews

Library Journal

Media & Methods

School Library Journal

Technology Connection

Voice of Youth Advocates (VOYA)

Your Reading (Middle Odyssey Charter School - NCTE)

SECTION 6. Position on Intellectual Freedom

The Governing Board of Odyssey Charter School subscribes in principle to the statements of policy on library philosophy as expressed in the *Library Bill of Rights* of the American Library Association, a copy of which is appended to this policy statement as Appendix HH-1. The principles of intellectual freedom expressed in the *Library Bill of Rights* are inherent in the First Amendment of the Constitution of the United States. In the event library materials are questioned, the principles of intellectual freedom shall be defended.

SECTION 7. Reconsideration of Library Materials

Parents, teachers and staff and students of Odyssey Charter School may address concerns with regard to materials used or not used in the Odyssey Charter School's educational program. In the event a concern is raised regarding a media material, the Odyssey Charter School will utilize the following process:

SECTION 7.1 Process

The Odyssey Charter School official or library media specialist initially receiving the concern will refer the concern to the principal or authorized Odyssey Charter School leader. The principal or Odyssey Charter School leader may either meet with the concerned party or request that the individual meet first with the library media specialist. At this time, the Odyssey Charter School's goals and objectives, the selection policy, and the procedures for handling objections should be reviewed with the complainant. If the complainant still finds the offending material unacceptable, the principal or authorized Odyssey Charter School leader may work with the concerned party in order to determine whether or not alternate reading materials or assignments can be found for the student.

In the event that alternate reading materials or assignments are unavailable, the principal or authorized Odyssey Charter School leader may request that the Board appoint a media advisory committee to review the specific concern and material. The Board should consider a committee composed of teachers, a media specialist, a parent, and a member of the community familiar with media. The committee should utilize third party reviews of the materials in order to determine the educational importance of the material and appropriateness for the student body of the Odyssey Charter School. The committee shall submit its decision to the Board within thirty (30) days of the complaint and the Board shall vote on the final decision whether or not to remove the material from the Odyssey Charter School media center.

No item will be reviewed more than one time in a single Odyssey Charter School year.

Appendix GG1

The Library Bill of Rights of the American Library Association

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

APPENDIX HH

DRUG FREE ODYSSEY CHARTER SCHOOL ZONE

The Board of Odyssey Charter School adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Purpose and Declaration.

The Odyssey Charter School values the health and well-being of all students and the use or possession of alcohol and other drugs is harmful to their physical, emotional and mental health.

SECTION 2. Application of Policy to Students.

SECTION 2.1. This policy shall apply to all students and compliance with this policy is mandatory as per requirements for the Drug-Free School and Communities Act of 1989.

SECTION 2.2. It shall further be the policy of Odyssey Charter School to provide age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure in the use of illicit drugs or alcohol for all students in the system. These programs shall provide information about the drug and alcohol counseling rehabilitation and re-entry programs available to students.

SECTION 3. Narcotics, Alcoholic Beverages, and Stimulant Drugs.

SECTION 3.1.

A student or staff member shall not possess, sell, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, and amphetamines, barbiturates, cocaine, marijuana, controlled substances, alcoholic beverages, anabolic steroids, look-alike drugs, vaporizers, electronic cigarettes or intoxicants of any kind:

- On the Odyssey Charter School grounds during and immediately before or immediately after Odyssey Charter School hours
- On the Odyssey Charter School grounds at any other time when the Odyssey Charter School is being used by any Odyssey Charter School group
- Off the Odyssey Charter School grounds at a Odyssey Charter School activity, function or event
- While driving to and from Odyssey Charter School or Odyssey Charter School activity on buses acquired for Odyssey Charter School activities.

SECTION 3.2. Use of a drug authorized by a medical prescription from a registered physician should not be considered a violation of this regulation. All prescription drugs shall be kept in the original container and housed in the office according to administrative procedures.

SECTION 4. Procedures for Handling Abuse.

SECTION 4.1. Procedures for handling incidents in the Odyssey Charter School s involving the possession, sale, and/or use of drugs, alcoholic beverages or any other behavior affecting substances shall be as follows:

SECTION 4.1.1. The police and the parents of any involved students shall be contacted immediately and an initial investigation will be conducted. During the investigation, the principal or other authorized Odyssey Charter School leader shall have the discretion to temporarily suspend the student during the investigation.

SECTION 4.1.2. If the student was found to have possessed, used or sold drugs, alcoholic beverages or drug paraphernalia including vaporizers and electronic cigarteets, the principal or other authorized Odyssey Charter School leader has the discretion to continue to suspend the student or expel the student. The parents of the student may appeal this decision before a discipline tribunal, whose decision shall be final and binding.

SECTION 4.1.3. The Odyssey Charter School will make every effort to help students experiencing a problem with alcohol or drugs through counseling, drug abuse education, cooperating with the county health department and individual physicians.

SECTION 4.1.4. A copy of this policy shall be provided to all parents and students.

SECTION 4.1.5. There shall be a biennial review of this program to determine its effectiveness and ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

APPENDIX II

CHILD ABUSE AND NEGLECT

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.

In accordance with O.C.G.A. §§ 19-7-5 and 20-2-751.7, educators in Georgia have the duty to report suspected child abuse and neglect to the appropriate authorities.

SECTION 2. Mandate.

Any person who has reason to believe that a child has had physical injury or injuries upon the child, other than by accidental means, by a parent, or a caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, must report or cause a report to be made with immunity from liability.

SECTION 2.1

An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

SECTION 3. Additional Provisions

O.C.G.A. § 20-2-751.7(a) – “The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies”.

Student Reporting of Alleged Sexually Inappropriate Behavior

(a) Any student (or parent or friend of a student) 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 his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student 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 principal is the person accused of the sexual abuse or sexual

misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's 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.

SECTION 3.1 Not Covered by O.C.G.A § 19-7-5

Reports of acts of sexual misconduct against a student 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 school or system personnel. 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 superintendent and the Professional Standards Commission Ethics Division.

APPENDIX JJ

SEARCHES

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION I. Search of Students and Odyssey Charter School Property

The Odyssey Charter School respects the civil rights of the students attending its School and will uphold those rights, but will not tolerate violations of law, Board policy, or Odyssey Charter School rules. Searches are used to ensure the safety of ALL individuals at the Odyssey Charter School.

SECTION 1.1 Search of Property

Any teacher, principal, Odyssey Charter School security guard, or administrator in the Odyssey Charter School may search any building, desk, locker, area, grounds or vehicle parked on Odyssey Charter School property for evidence that the law, an Odyssey Charter School rule, or Odyssey Charter School policy has been violated. The Odyssey Charter School is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any Odyssey Charter School property constitutes consent of the owner and/or operator to allow a search of the vehicle.

SECTION 1.2 Personal Searches

The teacher, principal, Odyssey Charter School security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, an Odyssey Charter School rule, or an Odyssey Charter School policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. If at all possible, searches of students should be conducted outside the presence of other students. Students should be asked to empty all of their pockets before the physical search of a student is conducted.

SECTION 1.2.1 If a “pat down” search of a student is to be conducted, a teacher, principal, Odyssey Charter School security guard, or administrator of the same gender should conduct that search if at all possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.

SECTION 2. No action taken pursuant to this policy by any teacher, principal, Odyssey Charter School security guard, or administrator, employed by the Odyssey Charter School, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SECTION 3. Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search, the results of the search, and the disposition of any articles or items found and seized. This record shall be filed and maintained in the principal's office and a copy forwarded to the parent of the student involved.

SECTION 4. Specially trained dogs may be used only for searches of lockers, rooms, buildings and parking lots. A dog may not be used for the search of the person of a student.

SECTION 5. Any prohibited item seized or discovered in any search shall be safeguarded by the principal or designee and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the principal or designee shall notify the police and turn over any such items to the police while obtaining a receipt for the transfer of the item to the police.

SECTION 6. Refusal to unlock lockers or vehicles parked on Odyssey Charter School property will be punishable by short-term suspension and in the case of a vehicle; the vehicle will be banned from campus.

SECTION 7. Students who put their belongings in other student's vehicles or lockers may be subject to the same discipline as the owner(s) of the vehicle or locker.

APPENDIX KK

DUE PROCESS PROCEDURES

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and Policy Statement

The Odyssey Charter School's discipline procedure contained herein as Appendix MM sets out student expectations for behavior. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the Odyssey Charter School community. When punishment must be administered, this policy ensures that it is fair and that it serves the best interests of all the children in the Odyssey Charter School System.

SECTION 2. Process

SECTION 2.1. Local Informal Hearing

A local informal hearing is held before a student is given in- School suspension, out-of- School suspension, bus suspension, or expulsion. If the in- School, out-of- School , or bus suspension is for 3 days or less and no further disciplinary action is to be sought or taken, no further hearing will be held. A designated Odyssey Charter School official will conduct the hearing, unless that the designated official was involved in the incident and has a conflict of interest, in which case the hearing will be held by another Odyssey Charter School official who does not have a conflict.

SECTION 2.1.1 At the local informal hearing, the student is informed verbally of the offense with which he/she is charged, who made the charge(s), who witnessed the offense, and what disciplinary action is proposed to be taken. The student is provided with an opportunity to tell his/her side of the story. The student's parent/guardian is usually not present for the informal hearing, but will be contacted if disciplinary action is taken. Witnesses (when applicable) are asked to submit written accounts of the incident as soon as possible after the incident.

SECTION 2.2 Local Formal Hearing

A Local Formal Hearing is held when the result of Local Informal Hearing is a recommendation that the student be suspended (in-School, out-of-School, or bus) for up to 10 days. The hearing will be held before a Local Formal Hearing Officer who is appointed by the principal or assistant principal to hear and decide the case. The Local Formal Hearing Officer is a local administrator or other certified employee who has no prior knowledge of the case. The Local Formal Hearing Officer has the power to impose up to 10 days of in- School suspension, out-of- School suspension, or bus suspension. Except in unusual circumstances as determined by the principal, the Local Formal Hearing takes place at the student's School.

SECTION 2.2.1 The student and parents or guardian are provided written notice of the charges prior to the hearing. The student's parents/guardians are encouraged to attend the Local Formal Hearing; however, if the right to attend is waived, the hearing will proceed without them. Parents or guardians may consult legal counsel (at their own expense).

SECTION 2.2.2. At the Local Formal Hearing, the student will be given an opportunity to present his/her version of the facts; offer the testimony of witnesses; introduce other relevant information and evidence; question witnesses in a respectful manner; and observe all evidence offered. Attorneys of the accused student may observe the local formal hearing but shall not participate in any form. Witnesses testifying at the Local Formal Hearing will not be allowed to have an attorney present at the hearing unless that witness is or may be charged in the incident. Friends or relatives of the student and other members of the public who are not witnesses may not attend the Local Formal Hearing. A record of the Local Formal Hearing shall be made.

SECTION 2.2.3. The hearing officer's determination of guilt or innocence and the discipline to be imposed shall be based solely upon the evidence presented at the hearing. Evidence of the student's previous behavior may be presented to prove a violation of probation and/or repeated violations of the Odyssey Charter School policies. In addition, evidence of the student's academic and disciplinary record may be considered in connection with determining the appropriate punishment.

SECTION 2.2.4. The hearing officer's decision shall be made within 24 hours after the hearing. The student and parents or guardian shall be informed of the Local Formal Hearing Officer's decision in writing and shall be informed of their right to appeal an unfavorable decision to the principal. If the student is found guilty of the charges, the hearing officer may recommend that the charges against the student be heard by the Student Evidentiary Hearing Committee.

SECTION 2.3 Student Evidentiary Hearing Committee

The Student Evidentiary Hearing Committee (SEHC) is a panel composed of Odyssey Charter School /Odyssey Charter School system principals, assistant principals, counselors, psychologists, social workers, and special educators who hear evidence concerning charges of student misconduct, which, if proven, may require punishment greater than a ten Odyssey Charter School -day suspension. The members of the panel serve on a rotating basis and have no prior knowledge of the charges. Each hearing panel has at least three members.

SECTION 2.3.1. When a Local Informal Hearing results in a recommendation of punishment greater than a ten day suspension, the student shall be referred to the SEHC for a hearing.

SECTION 2.3.2 Hearings before the SEHC are confidential and not open to the public. Hearings before the SEHC will be monitored by a disciplinary officer who is in compliance with Georgia State Law O.C.G.A § 20-2-759 and State Board of Education (SBOE) rule 160-4-8-.15 “ ***Such individuals have initial training prior to serving as a hearing officer or disciplinary hearing officer or on a tribunal or panel, undergo continuing education so as to continue to serve in such capacity, and function as independent, neutral arbiters.***” The student and his/her parent or guardian and their witnesses may attend the hearing, but other relatives or friends of the student will not be allowed to attend. The proceedings are recorded electronically. The Odyssey Charter School /Odyssey Charter School System may summon witnesses to testify on its behalf at the hearing. The student and parent or guardian may also bring witnesses, both material and character, to the hearing. If the student or parent/guardian wants Odyssey Charter School /Odyssey Charter School System personnel or other students to testify at the hearing, they should contact the principal or authorized Odyssey Charter School leader, which

will issue summonses for these persons. Witnesses testifying before the SEHC will not be allowed to have an attorney present at the hearing unless that witness is or may be charged in the incident.

SECTION 2.3.3. The evidence presented at a SEHC hearing may include physical evidence, such as drugs or weapons; witness testimony; and relevant documents, such as witness statements, investigation reports, and the student's current discipline and academic record. The Odyssey Charter School /Odyssey Charter School System has the burden of proving the charges against the student by a "preponderance of the evidence." The Odyssey Charter School is not usually represented by an attorney at SEHC hearings, but in some cases an attorney is used. The student has the right, at his/her own expense, to be represented by counsel at the SEHC hearing.

SECTION 2.3.4. The SEHC hearing is not required to be identical to a courtroom trial, and the Georgia Evidence Code does not apply. Parties may offer such relevant and material evidence as they desire and shall provide such additional evidence as the SEHC members may deem necessary to their determination of guilt or innocence and the punishment to be imposed. The SEHC panel shall be the judge of the relevancy and materiality of the evidence offered. The SEHC is entitled to give the evidence presented to it whatever weight it thinks the evidence deserves. The Committee's determination of guilt or innocence and the discipline to be imposed shall be based solely upon the evidence presented at the hearing.

After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument. The hearing then ends, and the SEHC will meet privately to decide the student's guilt or innocence and an appropriate punishment if the student is found guilty.

SECTION 2.3.5. If the student is found not guilty of the charges, the student shall be allowed to return to Odyssey Charter School. If the student is found guilty, the SEHC may impose punishment ranging from sending the accused back to Odyssey Charter School on probation to expulsion from the Odyssey Charter School. Parents/guardians may contact the principal or authorized Odyssey Charter School leader the next working day to receive the decision. A letter will be sent to the student's parent/guardian within ten days after the hearing is held.

SECTION 2.3.6. The student's parent/guardian may appeal the SEHC decision to the Board by submitting a written request for review to the Board Chair at the schools address. This request must be made within twenty (20) calendar days of the date of the hearing.

SECTION 2.3.7. Appeal to Board

An appeal from a decision by the Local Form Hearing Officer or SEHC can be submitted to the Odyssey Charter School's Board of Directors. A transcript of the Local Formal Hearing or SEHC hearing will be made only if there is an appeal. The student's parent/guardian or attorney may review the transcript upon request.

The decision of the Board will be based solely on the record created during the hearing. The Board will not consider any new evidence or hear any oral arguments; however, written arguments concerning the merits of the appeal may be submitted.

The Board will make its decision in Executive Session within ten (10) business days after receipt of the written notice of appeal. It has the power to affirm, reverse, or modify the

SEHC decision. The Board's decision will be final, unless an appeal is made to the State Board of Education within 30 calendar days of the Board's decision.

SECTION 2.3.8. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia are specified in O.C.G.A. § 20-2-1160.

APPENDIX LL

DISCIPLINE

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose

SECTION 1.1. The Odyssey Charter School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the Odyssey Charter School community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the Odyssey Charter School environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the Odyssey Charter School, the Odyssey Charter School system, other public entities, or community organizations. Where feasible under district guidelines, the Odyssey Charter School may prefer to recommend reassignment of disruptive students to alternative educational settings rather than to suspend or expel such students from Odyssey Charter School.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and Odyssey Charter School administrators work together to improve student behavior and enhance academic performance.

SECTION 2. Investigation Process

When a violation of Odyssey Charter School rules is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. Odyssey Charter School counselors, Odyssey Charter School Counselor, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

SECTION 3. Definitions of Disciplinary Methods

3.1 In-Odyssey Charter School Suspension

The removal of a student from regular classes and assignment to an in-Odyssey Charter School suspension setting in the local Odyssey Charter School. The student's teachers send class assignments to in-Odyssey Charter School suspension. The student may not attend or participate in extracurricular activities while assigned to in-Odyssey Charter School suspension.

A teacher may request that a student who has been assigned to in- School suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The principal has the final decision.

3.2. Out-of-Odyssey Charter School Suspension

3.2.1. Short-term suspension means the removal of a student from Odyssey Charter School (or Odyssey Charter School bus) for one to ten Odyssey Charter School days. A local Odyssey Charter School administrator may impose a suspension of one to three Odyssey Charter School days. A local formal hearing officer (defined below) may impose an out-of-Odyssey Charter School suspension of up to ten Odyssey Charter School days. Odyssey Charter School work missed during 1-3 day suspensions may be made up when the student returns to Odyssey Charter School. For suspensions of 4-10 Odyssey Charter School days, parents/guardians may request Odyssey Charter School work and pick up the Odyssey Charter School work during Odyssey Charter School hours.

3.2.2. Long-term suspension means the removal of a student from Odyssey Charter School (or Odyssey Charter School bus) for more than ten Odyssey Charter School days but not beyond the current Odyssey Charter School semester. Only the Student Evidentiary Hearing Committee (SEHC, defined below) or the Board may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative School may not receive homework, make up work, or take semester exams unless allowed doing so by the SEHC or the Board. A student on long-term suspension is not allowed on Odyssey Charter School property and may not participate in any Odyssey Charter School activities or Odyssey Charter School functions.

In some cases (limited to one per student per academic year), the principal may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

3.3. Expulsion

The removal of a student from Odyssey Charter School (or Odyssey Charter School bus) for a specified period of time beyond the current semester. Only the SEHC or the Board may impose expulsion.

A student who has been expelled may not attend any Odyssey Charter School within the district but may apply for readmission after six months.

3.4. Alternative Odyssey Charter School

A student who is removed from his/her local Odyssey Charter School for more than 10 Odyssey Charter School days may be allowed to attend an alternative School for instruction, academic support, and counseling. Alternative School enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her Odyssey Charter School or any other Odyssey Charter School or attend any extracurricular activities while attending an alternative School pursuant to a long-term suspension or expulsion.

3.5. Probation

“Probation” means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by Odyssey Charter School administrator, a local formal hearing officer, the SEHC, or the Board. Violation of Odyssey Charter School system rule while on probation may result in further disciplinary action, including a possible referral to the Student Evidentiary Hearing Committee for expulsion.

3.6. Restrictions on Odyssey Charter School Activities

Students who are suspended or expelled will not be allowed to participate in any Odyssey Charter School -sponsored activities, if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the Odyssey Charter School principal for permission for the student to participate in Odyssey Charter School -sponsored activities. If denied permission by the principal, the parent or guardian may appeal to the appropriate principal or superintendent. If denied by the principal or superintendent, the parent or guardian may appeal to the Board. The Board’s decision shall be final.

SECTION 4. Offenses and Consequences

4.1. Use of Tobacco and Other Tobacco Products

Students shall not possess or use any tobacco products on Odyssey Charter School property or on an Odyssey Charter School bus or at any Odyssey Charter School event held away from Odyssey Charter School. No student, staff member or Odyssey Charter School visitor is permitted to use any tobacco product at any time on any Odyssey Charter School property or at any Odyssey Charter School event, including non-Odyssey Charter School hours.

1st Offense: Conference with student and/or parent/guardian and referral to a relevant program.

2nd Offense: 3-day in- School suspension, warning, place on probation and a mandatory referral to a relevant program. Evidence of completion of the program must be provided to the principal or other authorized Odyssey Charter School leader.

3rd Offense: A Local Formal Hearing must be held. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days.

4th Offense and Subsequent Offense(s): Student is referred to the SEHC, which could impose long-term suspension, expulsion or recommend a referral to an alternative School.

4.2. Electronic Communication Devices, Including Paging Devices, Cellular Phones, Walkie-Talkies and Similar Devices

Students shall not use any electronic communication device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, and similar devices, during instructional time or on Odyssey Charter School buses (O.C.G.A. § 20-2-1183). Students sending inappropriate messages and/or images via electronic communication devices or the internet could result in criminal consequences.

1st Offense: Warning and confiscation of the device. Confiscated devices will be returned only to the parent/guardian.

2nd Offense: Confiscation of the device, detention, community service/work detail or comparable consequence, and required conference with parent/guardian.

3rd Offense and Subsequent Offense(s): Confiscation of the device and In-School Suspension (ISS) pending a Local Formal Hearing, which may result in up to 10 days of ISS.

4.3. Weapons, Explosives and Other Devices

4.3.1. Unless authorized in writing by a duly authorized official of the Odyssey Charter School (or the Local Board of Education), a student shall not supply, possess, handle or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms “weapons,” “tools,” or “instruments” shall include by way of illustration, but are not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, look-alike firearms, etc.); any knife of any size (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nunchaku, dart, etc.); or any tool or instrument which Odyssey Charter School staff could reasonably conclude violates the intent of this offense section, which, by way of illustration shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc.

If a student supplies, possesses, handles, or transmits a weapon or other tool capable of inflicting bodily injury as a weapon, a Local Formal Hearing or SEHC hearing must be held, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student is suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student is subject to a long-term suspension or expulsion.

4.3.2 A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids or devices.

If a student supplies, possesses, handles, or transmits an explosive device, a Local Formal Hearing or SEHC hearing must be held, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student is suspended for up to 10 Odyssey

Charter School days. If found guilty by the SEHC, the student is subject to a long-term suspension or expulsion.

4.3.3. A student shall not use, possess or transfer on Odyssey Charter School property or at any Odyssey Charter School function or activity or on a Odyssey Charter School bus water pistols, other instruments that project water or other liquids, toy guns, matches, lighters, laser pointers, devices that emit an electrical shock, or other devices, which when used inappropriately, cause discomfort/harm to another person and/or disrupt the educational environment.

If a student is found to have violated this prohibition, a Local Formal Hearing or SEHC Hearing must be held, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student is suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student is subject to a long-term suspension or expulsion. However, if such items are not used inappropriately, and depending on the age of the student, the penalty shall range from a conference with the student and parent/guardian to a 3-day suspension.

4.4. Physical Violence against Teachers, Bus Drivers, Odyssey Charter School Officials, or Other Odyssey Charter School Employees

As used in this policy the term physical violence shall mean: (1) intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in self-defense.

4.4.1. Physical Violence of an Insulting or Provoking Nature

A student shall not commit an act of physical violence of an insulting or provoking nature against a teacher, Odyssey Charter School bus driver, Odyssey Charter School official, or other Odyssey Charter School employee.

Any student alleged to have violated this rule shall be suspended pending a Local Formal Hearing or SEHC Hearing, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student is suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student is subject to a long-term suspension or expulsion.

4.4.2. Physical Violence Causing Physical Harm

A student shall not commit an act of physical violence causing physical harm against a teacher, Odyssey Charter School bus driver, Odyssey Charter School official, or other Odyssey Charter School employee. In accordance with OCGA 20-2-751.6, a student found to have committed an act of physical violence against a teacher, Odyssey Charter School bus driver, Odyssey Charter School official, or Odyssey Charter School employee resulting in physical harm shall be expelled from Odyssey Charter School for the remainder of the student's eligibility to attend public School.

Any student alleged to have violated this rule shall be suspended pending a Local Formal Hearing or the SEHC, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student is suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student is subject to a long-term suspension or expulsion.

The student will be referred to the juvenile court with a request for a petition alleging delinquent behavior. If the student is in kindergarten through grade eight, the SEHC may permit the student to seek reenrollment in a regular public School program for grades nine through twelve. Additionally, if the student is in kindergarten through grade six and there is no alternative educational program available, the SEHC in its discretion may permit the student to reenroll in Odyssey Charter School. (O.C.G.A. § 20-2-751.6)

4.5. Alcohol, Drugs and Other Substances

For purposes of this policy, drugs shall mean all substances, including but not limited to, alcohol and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances. Use of alcohol and other drugs by minors is illegal and harmful.

State law makes it unlawful for any person to manufacture, distribute, dispense, or possess with the intent to distribute any controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private School or School board. Any person who violates or conspires to violate any section of this law shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)

4.5.1. Intent/Attempt/Sell/Distribution of Drugs

A student shall not sell, attempt or intend to sell, distribute, or attempt or intend to distribute, drugs or substances represented or believed by the student to be drugs and thought by the buyer or receiver to be drugs.

A student thought to be in violation of this policy shall be subject to a Local Formal Hearing. If found guilty at the Local Formal Hearing, the student is suspended for 10 Odyssey Charter School days and is referred to the Student Evidentiary Hearing Committee, which could impose long-term suspension or expulsion.

4.5.2. Possession/Use/Under the Influence of Drugs

A student shall not possess, use or be under the influence of drugs or substances represented or believed by the student to be drugs.

1st Offense: A Local Formal Hearing must be held for students who are found to be in possession of, or under the influence of, or using drugs, the use or possession of which is not punishable as a felony, and who are not charged with another offense. If found guilty at the Local Formal Hearing, the student is suspended for 10 Odyssey Charter School days. If the parents/guardians and student accept the offer to attend a drug education program, 5 days of the 10-day suspension shall be waived upon successful completion of the requirements of the drug education program. If the requirements of a drug program, which requires parent/guardian and student attendance, are not successfully completed, the full 10-day suspension shall be imposed.

2nd Offense and/or if the substance is a felony or designated felony possession: A Local Formal Hearing or SEHC hearing must be held, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student is suspended for 10 Odyssey Charter School days. If found guilty by the SEHC, the student is subject to a long-term suspension or expulsion.

4.5.3. Possession and/or Distribution of Drug-Related Paraphernalia

A student shall not possess or distribute drug-related paraphernalia. Drug-related paraphernalia includes, but is not limited to pipes, water pipes, clips, rolling papers and other items used or related to drug use.

1st Offense: A Local Formal Hearing must be held. If found guilty at the Local Formal hearing, the student is suspended for 10 Odyssey Charter School days with the option to attend a drug education program to reduce the suspension to five days, as discussed above.

2nd and Subsequent Offenses: A Local Formal Hearing must be held. If found guilty at the Local Formal Hearing, the student is suspended for ten (10) Odyssey Charter School days.

4.5.4. Prescribed Medications

Prior to possessing or using prescribed medication on Odyssey Charter School property or on a Odyssey Charter School bus, a student have obtained the appropriate and required medical documentation and have consulted with the principal or designated Odyssey Charter School administrator regarding procedures for medication administration. See Appendix K for further information.

Under state law, students with asthma or life-threatening allergies may carry and use their inhalers or auto-injectable epinephrine as needed, based upon Odyssey Charter School receipt of a doctor's prescription and parent's written permission. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine or any other medications in a manner other than as prescribed.

4.6. Property

4.6.1. Destruction/Damage/Attempts/Threats

A student shall not destroy, damage, vandalize, or deface, or threaten or attempt to destroy, damage, vandalize, or deface, or set fire to or attempt to set fire to, Odyssey Charter School or staff property, property used by the Odyssey Charter School , or private or public property located on Odyssey Charter School property.

A Local Formal Hearing or SEHC hearing must be held if the destruction, damage, defacement, or vandalism requires repairs exceeding \$100, if the student set or attempted to set fire to Odyssey Charter School property or if the student created gang-related graffiti. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion. The student must make restitution for any damage caused by the student's behavior.

4.6.2. Theft/Attempt/Possession

A student shall not engage in theft and/or attempted theft or theft by deception of public or private property on Odyssey Charter School grounds, extortion or attempted extortion of another student, teacher or Odyssey Charter School administrator; possession of stolen Odyssey Charter School property or property of another student, teacher or Odyssey Charter School administrator; possession and/or distribution of counterfeit money/checks/money orders.

Penalty may range from detention to expulsion. A Local Formal Hearing or SEHC hearing must be held when the theft or theft by deception or extortion or the amount of counterfeit money/checks/money orders exceeds \$100. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion. The student must make restitution for any loss caused by the student's behavior.

4.6.3. Textbooks, Media Center Materials, Computer Equipment/Use

Loss, destruction, defacement, and/or inappropriate use of textbooks, media center materials, or computer and computer-related equipment and materials, including inappropriate use of the Intranet or Internet, shall be a violation of this policy

Penalty may range from detention to short-term suspension. A Local Formal Hearing must be held if the damage exceeds \$100. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion. The student must make restitution for any damage caused by the student's behavior.

As addressed in other policies, any form of electronic bullying (cyberbullying), threats and/or harassment using Odyssey Charter School equipment, Odyssey Charter School networks, e-mail systems or committed at Odyssey Charter School is strictly prohibited.

4.7. Bullying/Hazing, Assault, Battery against Students, Odyssey Charter School Personnel, Odyssey Charter School Visitors

4.7.1. Assault

A student shall not verbally threaten and/or intimidate teachers, administrators, bus drivers, other Odyssey Charter School personnel, other students, or persons attending Odyssey Charter School-related functions, with or without the use of physical contact; shall not attempt to hurt any such persons without physical contact; and shall not engage in verbal altercations and/or actions which cause such persons to be in reasonable fear of immediate bodily harm. Penalty may range from in-School suspension to expulsion. A Local Formal Hearing or SEHC hearing must be held when the verbal threat is a threat to life, when the verbal threat is directed to a person expected to testify in a hearing, or when the verbal threat is directed to a Odyssey Charter School employee. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.7.2. Simple Battery

Students are prohibited from fighting or making physical contact of an insulting, offensive or provoking nature with teachers, administrators, bus drivers, other Odyssey Charter School personnel, other students or persons, or causing physical harm to another.

Penalty may range from in-Odyssey Charter School suspension to short-term suspension, if the incident involved a fight between or among students without injuries and without causing a Odyssey Charter School disturbance. A Local Formal Hearing or SEHC hearing must be held when a student makes physical contact with a Odyssey Charter School system employee or if the incident caused a major Odyssey Charter School disturbance. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.7.3. Battery

Students are prohibited from causing substantial or visible bodily harm such as substantially blackened eyes, substantially swollen lips or other facial or bodily part, substantial bruises to body parts or other substantial injury to teachers, administrators, bus drivers, other Odyssey Charter School personnel, other students, or persons attending Odyssey Charter School - related functions. Students found to be in violation of this policy must participate in a Local Formal Hearing or SEHC Hearing, based on the recommended disciplinary action. If found

guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.7.4. Aggravated Assault

A student commits the offense of aggravated assault when the student engages in an assault with a deadly weapon or with an object or device which, when used offensively, is likely to or actually does result in serious bodily harm to a teacher, administrator, bus driver, other Odyssey Charter School personnel, other students, or persons attending Odyssey Charter School -related functions. A student found to be in violation of this policy must participate in a Local Formal Hearing or SEHC hearing, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.7.5. Aggravated Battery

A student commits the offense of aggravated battery when the student maliciously causes bodily harm to a teacher, administrator, bus driver, other Odyssey Charter School personnel, other students, or persons attending Odyssey Charter School -related functions, by depriving such person of a member of his/her body, by rendering a member of his/her body useless, or by seriously disfiguring his/her body or a member thereof.

A student found to be in violation of this policy must participate in a Local Formal Hearing or SEHC hearing, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.7.6 Bystander Battery

A student who does not start a fight but becomes involved in it will be charged with Bystander Battery if he/she could have avoided the fight.

A student found to be in violation of this policy must participate in a Local Formal Hearing or SEHC, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion [and/or referral to an alternative Odyssey Charter School (subject to local district approval)] .

4.7.7. Bullying/Hazing

A student violates this policy if the student repeatedly threatens, intimidates, harasses, makes physical contact with or subjects another student to any other form of physical or emotional hurt, including hazing associated with membership in extracurricular organizations (sports teams, band, etc.). Violations of this offense code include:

- Verbal assaults such as unwanted teasing or name-calling;
- Threats, taunts and intimidation through words and/or gestures;
- Direct physical contact such as hitting or shoving;
- Physical violence and/or attacks;
- Destruction of Odyssey Charter School or personal property;
- Any form of electronic bullying or cyberbullying using Odyssey Charter School equipment, Odyssey Charter School networks, or e-mail systems or committed at Odyssey Charter School;
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating;

- Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic;
- Public humiliation;
- Social isolation;
- Extortion or manipulation, including incitement and/or coercion;
- Rumors or spreading of falsehoods;
- Stalking;
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim;
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., Myspace, Facebook, etc.), chat rooms, texts, and instant messaging;
- The use of cameras or camera phones to take embarrassing photographs of students or Odyssey Charter School employees and distributing them to others or posting them online;
- Sending abusive or threatening text messages or instant messages; and
- Using websites to circulate gossip and rumors to other students.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria, or Odyssey Charter School bus
- Reassignment of classes
- Detention
- In-Odyssey Charter School suspension
- Out-of-Odyssey Charter School suspension (through appropriate due process hearing)
- Expulsion (through appropriate due process hearing)
- **upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials**

provided for in this subpart that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school; (O.C.G.A. § 20-2-751.4).]

4.8. Rude/Disrespectful Behavior and/or Refusal to Carry Out Instructions

4.8.1 Rude or Disrespectful Behavior

A student violates this policy if the student is discourteous or uses inappropriate language, behavior or gestures, including vulgar/profane language, toward teachers, administrators, bus drivers, other Odyssey Charter School personnel, other students, or persons attending Odyssey Charter School -related functions.

Penalty may range from a verbal reprimand to a short-term suspension.

4.8.2. Refusal to Carry Out Instructions of Faculty or Staff Member

A student violates this policy if the student refuses to follow the instructions of teachers, Odyssey Charter School administrators, or other staff members (e.g., refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, etc.).

Penalty may range from a verbal reprimand to short-term suspension.

4.9. Unexcused Absences and/or Truancy

Unexcused absences and truancy are a violation of the Code of Student Conduct. Excused absences are defined by Georgia Law as follows: personal illness; serious illness or death in the family; religious holiday; instances in which attendance could be hazardous as determined by the Odyssey Charter School, registering to vote/voting in a public election; tests and physical exams for military service and the National Guard; and other such absences as provided for by law or by the local board of education. Georgia law provides up to 5 days of excused absences for students whose parents are in the armed forces and who are called to duty or home on leave from overseas deployment in a combat zone. Students serving as pages of the Georgia General Assembly shall be counted as present for days missed from Odyssey Charter School for such service. Furthermore, a foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the School and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day or days missed from School (O.C.G.A § 20-2-692.2).

Penalties for student non-compliance is as follows:

1-2 unexcused absences: Student receives a warning. Teacher is responsible for contacting the parent(s);

3-6 unexcused absences: Student receives 1 day detention or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s);

7-10 unexcused absences: Student receives a discipline referral and 1 day in-School suspension (ISS) or comparable consequence. Odyssey Charter School to schedule a student/parent conference for the purpose of signing an attendance contract;

11+ absences: Student receives a discipline referral and ISS or comparable consequence pending a local formal hearing. Parent contacted and referral to counselor and social worker. Student is given choice of 10 days ISS, alternative School /program placement (if available through local district), or comparable consequence.

In accordance with O.C.G.A. 20-2-690.1, any parent/guardian who does not comply with compulsory attendance mandates shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from Odyssey Charter School in violation of this part after the child's Odyssey Charter School system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense.

4.10. Skipping Class or Required Activities

Students are in violation of this policy if they leave Odyssey Charter School or Odyssey Charter

School property without administrative authorization or if they do not report to, or fail to return to, classes or required Odyssey Charter School activities.

Penalty may range from detention to in-School suspension. After five (5) incidents of skipping, a parent conference must be held. If the student continues to skip classes, the student is referred to the counselor and/or Odyssey Charter School social worker. Chronic skipping of classes may result in a Local Formal Hearing and an in- School suspension of up to 10 days.

4.11. Classroom Disturbance

Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, or creates a dangerous or fearful situation for students and/or staff is a violation of this policy.

Penalty may range from detention to short-term suspension, unless a student creates a dangerous situation. A Local Formal Hearing or SEHC hearing must be held, based on the recommended disciplinary action, if a student creates a dangerous situation in a classroom. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.11.1. Odyssey Charter School Disturbance

Students shall not engage in acts that cause or may cause disruption of the Odyssey Charter School environment and/or threaten the safety or well-being of other students. Prohibited acts include, but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the Odyssey Charter School, pranks, actual violence during period of disruption, etc.

A Local Formal Hearing must be held. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If the Odyssey Charter School disturbance is a major disturbance, the student is referred to the Student Evidentiary Hearing Committee, which may impose long-term suspension or expulsion.

4.12. Profanity/Obscenity

Prohibited conduct includes, but is not limited to, profane, vulgar, obscene words or gestures; spitting on another student; possession of profane, vulgar, or obscene material; and profane, vulgar, obscene or insulting comments or actions.

Penalty may range from detention to a short-term suspension. A parent conference should be held. Repeated incidents may result in a referral to the SEHC, which may result in suspension or expulsion.

4.13. Failure to Accept Disciplinary Action

Refusing or failure to serve detention, in-School suspension, or any other disciplinary action imposed by a teacher or Odyssey Charter School administrator constitutes a violation of this policy and the penalty may range from detention to short-term suspension.

4.14. Bus Misbehavior

Prohibited bus behaviors include but are not limited to any behavior that disrupts or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus. Prohibited bus behaviors also include the use of any electronic devices during the operation of a Odyssey Charter School bus, including but not limited to cell phones, pagers, audible radios, tape, compact disc players, or similar devices without headphones; or the use of any other electronic device in a manner that might interfere with the Odyssey Charter School bus communications equipment or the Odyssey Charter School bus driver's operation of the Odyssey Charter School bus. Prohibited bus behaviors also include the use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the Odyssey Charter School bus driver's operation of the Odyssey Charter School bus.

Penalty may range from a conference with the student, parent/guardian, bus driver, and Odyssey Charter School administrator to suspension and removal from the Odyssey Charter School bus for up to 10 Odyssey Charter School days. Serious or repeated bus misbehavior may result in a referral to the SEHC, which may result in long-term suspension, a referral to

an alternative School or expulsion. If a student engages in acts of physical violence on the Odyssey Charter School bus, the student will be subject to the penalties set forth for that misbehavior in this Code of Student Conduct. In addition, if a student is found to have engaged in bullying or in physical assault or battery of another person on the Odyssey Charter School bus, the student's parents or guardian must also meet with the student's principal or designee to form a Odyssey Charter School bus behavior contract for the student. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus.

4.15. Conduct Outside of Odyssey Charter School Hours or Away From Odyssey Charter School

A student violates this policy when the student engages in any conduct, including cyberbullying, outside of Odyssey Charter School hours or away from Odyssey Charter School which may adversely affect the educational process or endanger the health, safety, morals, reputation, or well-being of other students, teachers, or other employees of the Odyssey Charter School system.

A student found to be in violation of this policy must participate in a Local Formal Hearing or SEHC hearing, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.16. Gambling

Prohibited acts of gambling include, but are not limited to, such acts as betting money or other items on card games, dice games, or the outcome of games or activities, and/or possession of gambling materials or paraphernalia.

Penalty may range from detention to short-term suspension. Repeated incidents may result in a referral to the SEHC, which may result in suspension, or expulsion.

4.17. Repeated Violations/Chronic Misbehavior/Violation of Probation

Behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of Odyssey Charter School, Odyssey Charter School activities, Odyssey Charter School buses, or other Odyssey Charter School operations constitutes a violation of this policy. Before a student may be charged with such a violation, the student must be warned of possible consequences and be referred to a Odyssey Charter School counselor, Odyssey Charter School social worker, or other appropriate resource personnel. In addition, the parents/guardian must be contacted about the misbehavior, be given an opportunity to observe their child in Odyssey Charter School, and be given an opportunity to participate in the development of a student discipline correction plan.

A Local Formal Hearing or SEHC hearing must be held if the student continues to violate Odyssey Charter School rules after implementation of a discipline correction plan. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.18. Parking and Traffic Violations

For reckless driving on Odyssey Charter School property or in a Odyssey Charter School zone and/or for repeated incidents, a Local Formal Hearing or SEHC hearing must be held, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the parent may be suspended from Odyssey Charter School property.

4.19. Loitering or Going on Any Odyssey Charter School Campus without

Authorization/Trespassing

No one may enter or remain in any Odyssey Charter School building on weekends or after Odyssey Charter School hours without authorization or permission. When a parent refuses to leave any Odyssey Charter School property and/or returns to any Odyssey Charter School property after being instructed by Odyssey Charter School staff or law enforcement staff to leave the property, the parent will be in violation of this section and the matter may be referred to law enforcement.

4.20. Providing False Information

This offense includes, but is not limited to, such acts as falsifying Odyssey Charter School records, forging signatures, making or providing false statements, cheating, bribery, or using an unauthorized computer user ID or password. Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other Odyssey Charter School employee.

Penalty may range from detention to short-term suspension. For serious or repeated incidents, a Local Formal Hearing or SEHC hearing must be held, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.21. Inappropriate Bodily Contact of a Sexual Nature; Sexual Misconduct; Sexual Harassment

This offense prohibits sexual conduct between or among students or against Odyssey Charter School employees or visitors on Odyssey Charter School property or at any Odyssey Charter School activity or event, including, but not limited to, consensual sexual contact, nonconsensual sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors and/or indecent exposure.

Any student found to be in violation of this policy must participate in a Local Formal Hearing or SEHC hearing, based on the recommended disciplinary action. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 Odyssey Charter School days. If found guilty by the SEHC, the student may be subject to long-term suspension or expulsion.

4.22. Discipline of Students with Disabilities.

4.22.1. Discipline of students with disabilities requires certain considerations because behavior may or may not be related to the disability. Teachers and administrators shall follow the following guidelines for disciplining students with disabilities:

4.22.1.1. Determine which students have been identified as disabled and review their IEPs or Section 504 Plan at the start of the semester before there are discipline problems. An IEP or Section 504 Plan may include a Behavior Intervention Plan, which specifies how certain behaviors are to be handled.

4.22.1.2. Students whose IEPs or Section 504 Plan do not address behavior or discipline should be treated like non-disabled students with consideration of the disability.

4.22.1.3. In all cases, however, a student with a disability may not be suspended from Odyssey Charter School (including ISS - if the student does not receive the specified special education services) for more than a cumulative total of 10 days per Odyssey Charter School year without further determination of appropriate consequences and placement to ensure student's needs are being met according to their IEP.

4.22.1.4. When the total number of suspension days nears 10 or a significantly disruptive behavior occurs, the following procedure should be followed:

4.22.1.5. The principal (or designee) of Special Education should be notified to assure that all due process procedures are followed.

4.22.1.6. The IEP committee will carefully review the IEP and current placement to determine if the behavior is related to the disability and if changes should be made in the IEP related to modifications, accommodations, or placement.

4.22.1.7. For Section 504 students, the SST will review the 504 Plan and determine if the behavior is related to the disability.

SECTION 4.22.1.8. Classroom teachers should work closely with special education teachers and the Student Support Team to determine appropriate methods of discipline.

5. Violation of Law.

5.1. All violations of state law shall be referred to the proper law enforcement agencies by the [principal or other title]. Odyssey Charter School level consequences may also apply at the discretion of the [principal or other title.]

5.2. Parents will be contacted when any major offense occurs. It is the policy of the Odyssey Charter School that it is preferable to recommend assigning disruptive students to alternative educational settings rather than to suspend such students from Odyssey Charter School.

6. Rights of Teachers.

6.1. A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, or if the teacher determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The parent will be required to attend a conference and develop a behavior plan.

7. Zero Tolerance Offenses.

7.1. The following offenses may require police contact and shall be grounds for long-term suspension/expulsion/permanent expulsion, or denial of enrollment.

- Possession, or use of, or threat to use weapons, look a-like weapons, dangerous instruments, or explosive/implosive devices.
- Terroristic threats.
- Riotous Behavior.
- Possession, use, or distribution of drugs, or possession, use or distribution of drug paraphernalia. Distribution of over the counter drugs, look-a-like drugs, or alcoholic beverages.
- Physical or verbal assault on a Odyssey Charter School employee. (Any act of violence against a teacher, bus driver, or other Odyssey Charter School employee causing injury shall result in expulsion for the remainder of the student's Odyssey Charter School years.)
- Assault/Battery.
- Bullying.
- Arson or destruction of property.
- Sexual Battery and other Sexual Offenses.
- Sexual Harassment (2nd offense).
- Computer Trespass.
- Chronic disciplinary problems. Repeated occurrences of Level One or Two offenses shall be treated as a Level Three offense.
- Any act which substantially disrupts the orderly conduct of Odyssey Charter School.
- Any act, whether Odyssey Charter School related or non-Odyssey Charter School related, on-campus or off-campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at Odyssey Charter School a potential danger to persons or property at the Odyssey Charter School or which disrupts the educational process;
- Gang related activities, a gang is defined as any three or more individuals who have a name, claim a territory, use graffiti to mark a Odyssey Charter School s territory, or themselves, have rivals/enemies, or interact together at the exclusion Of other people. The existence of such gang affiliation may be established by evidence of a common name or common identifying signs, gestures, symbols, tattoos, graffiti, attire or other distinguishing characteristics. Evidence will be validated as characteristics of known gangs in consultation with local law enforcement.
- Falsifying, misrepresenting, omitting, or erroneously reporting
- Information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other Odyssey Charter School employee toward a student.
- Hazing
- Aiding and/or abetting the commission of any Level Three offense. A
- Student who aids or abets the commission of a Level Three offense by another student shall be charged with Level Three aiding and abetting.

8. Bus Conduct.

To protect the safety and well-being of all involved, pupils must adhere to established bus conduct rules and the Odyssey Charter School's discipline code while on field trips or on Odyssey Charter School provided transportation. Bus transportation privilege may be revoked if the pupil does not observe bus conduct expectations.

APPENDIX MM

Threats of Violence

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Policy.

It is the policy of the Governing Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

SECTION 2. Responsibility for Reporting

SECTION 2.1. Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or Odyssey Charter School administrator. The failure of a student to report such information may be treated as a disciplinary problem.

SECTION 2.2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat which could include taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the Administrator(s). If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Administrator(s) so that the Administrator(s) can be responsible for taking such steps.

SECTION 3. Administrative Action.

SECTION 3.1. The principal or other authorized Odyssey Charter School leader should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under Odyssey Charter School rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

SECTION 3.2. Whenever the responsible Administrator(s) feels that it is necessary to contact outside officials to respond to a threat appropriately, the principal or other Odyssey Charter School leader should also contact the Governing Board.

APPENDIX NN

WEAPONS AT ODYSSEY CHARTER SCHOOL

The Odyssey Charter School Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions.

SECTION 1.1. The presence of weapons on Odyssey Charter School property is detrimental to the welfare and safety of the students and Odyssey Charter School personnel, and is a violation of state law.

SECTION 1.2. Definitions

SECTION 1.2.1. “Dangerous weapon” is defined as any weapon commonly known as a “rocket launcher,” “bazooka,” or “recoilless rifle” which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “mortar” which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “hand grenade” or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.

SECTION 1.2.2. “Firearm” is defined as a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

SECTION 1.2.3. “Hazardous object” is defined as any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser as defined in subsection (a) of Code Section 16-11-106. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

SECTION 1.2.4. “Odyssey Charter School Function” is defined as a Odyssey Charter School function or related activity that occurs outside of a Odyssey Charter School safety zone and is for the Odyssey Charter School .

SECTION 1.2.5 “Odyssey Charter School Safety Zone” is defined as the area - in or on any real property or building owned by or leased to Odyssey Charter School .

SECTION 2. No person shall carry, possess, or have under such person's control any dangerous weapon, firearm, hazardous object or explosive compound within a Odyssey Charter School safety zone, or in any Odyssey Charter School building, on Odyssey Charter School premises, at any Odyssey Charter School function or activity, in any Odyssey Charter School vehicle or bus; or in a private vehicle parked on Odyssey Charter School property, or on other public or private property in proximity to Odyssey Charter School property while attending Odyssey Charter School or a Odyssey Charter School sponsored or Odyssey Charter School related function.

SECTION 3. Exceptions.

In accordance with Georgia law, the following are exceptions to this prohibition:

SECTION 3.1.1. Competitors while participating in organized sport shooting events, or firearm training courses

SECTION 3.1.2. Persons participating in Odyssey Charter School -sponsored military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense

SECTION 3.1.3. Persons participating in law enforcement training conducted by the police academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof

SECTION 3.1.4. The following persons, when acting in the performance of their official duties or when in route to or from their official duties;

- 1) A peace officer as defined by Georgia law
- 2) A law enforcement officer of the United States government
- 3) A prosecuting attorney of this state or of the United States
- 4) An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm
- 5) A person employed as a campus police officer or Odyssey Charter School security officer who is authorized to carry a weapon.

SECTION 3.1.5. A person who has been authorized in writing by a duly authorized official of the Odyssey Charter School to have in his/her possession or use a weapon to be used as part of a Odyssey Charter School sponsored activity

SECTION 3.1.6. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract

SECTION 3.1.7. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon

SECTION 3.1.8. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon

SECTION 3.1.9. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the [principal or other title] of the Division of Probation Public safety [principal or other title]s of municipal corporations

SECTION 3.1.10. Trial judges

SECTION 3.1.11. Medical examiners, coroners and their investigators who are employed by the State or any political subdivision thereof

SECTION 3.1.12. Teachers or other Odyssey Charter School personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment of a motor vehicle or in a locked container or a locked firearms rack in the vehicle.

SECTION 3.1.13. Persons, other than students, licensed or having permits under O.C.G.A. §16-11-129 or §43-38-10, when:

- such person carries or picks up a student at an Odyssey Charter School building, Odyssey Charter School function or Odyssey Charter School property, on a bus or other transportation furnished by the Odyssey Charter School ;
- such person has any weapon legally kept within the vehicle in transit through a designated Odyssey Charter School by any person other than a student; and
- such person has a weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a Odyssey Charter School building, Odyssey Charter School function, or Odyssey Charter School property, or on a bus or other transportation furnished by the Odyssey Charter School ; or when such vehicle is used to transport someone to an activity being conducted on Odyssey Charter School property which has been authorized by a duly authorized official of the Odyssey Charter School .

SECTION 3.1.14. Persons who reside or work in a business or who are in the ordinary course of transacting lawful business.

SECTION 4. Notice.

SECTION 4.1. The Odyssey Charter School shall post in a prominent place in each building of the Odyssey Charter School the following notice:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY DANGEROUS WEAPON, UNAUTHORIZED FIREARM, OR HAZARDOUS OBJECT AT A ODYSSEY CHARTER SCHOOL BUILDING, ODYSSEY CHARTER SCHOOL FUNCTION OR ON ODYSSEY CHARTER SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE ODYSSEY CHARTER SCHOOL .

“Dangerous weapon” is defined as any weapon commonly known as a “rocket launcher,” “bazooka,” or “recoilless rifle” which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “mortar” which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a “hand grenade” or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.

“Firearm” means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

“Hazardous object” means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser as defined in subsection (a) of Code Section 16-11-106. Such term shall not include any of these instruments used for classroom work authorized by the teacher. This section excludes any of these instruments used for classroom work authorized by the teacher. VIOLATION MAY RESULT IN EXPULSION FROM ODYSSEY CHARTER SCHOOL FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR AND/OR CRIMINAL PROSECUTION.

SECTION 5. Penalties.

SECTION 5.1. Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the principal or other authorized Odyssey Charter School leader.

SECTION 5.2. The principal or other authorized Odyssey Charter School leader after being satisfied that the reported violation is true, shall make an oral and written report to the Governing Board President, the appropriate police authority, and the district attorney.

SECTION 5.3. The penalty for violation of this policy by bringing to Odyssey Charter School a dangerous weapon, firearm or hazardous object as defined above will be expulsion from Odyssey Charter School for a period of not less than one calendar year and may result in criminal prosecution, except that the Governing Board may modify the expulsion requirement on a case by case basis when in its sole discretion determine that circumstances warrant same.

SECTION 6. Students with Disabilities: 45 Day Interim Alternative Placement

SECTION 6.1. Any child with a disability who is determined to have brought a firearm to Odyssey Charter School may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions.

SECTION 6.2. If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized Odyssey Charter School system representatives agree otherwise.

SECTION 6.3. Students whose Misbehavior Is Unrelated To The Disability.

Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement for a "firearms" violation as defined above, the same as a student without such a disability, except to the extent that such expulsion is inconsistent with the United States Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Odyssey Charter School s Act of 1994, as amended, and that educational services shall not cease.

APPENDIX OO

BULLYING

The Board of Odyssey Charter School adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Purpose and General Policy Provisions.

All students have a right to a safe and healthy School environment free from bullying or other harassing behavior.

SECTION 2. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. Cyber bullying (bullying via electronic means) using Odyssey Charter School equipment, Odyssey Charter School networks, email systems is prohibited and is covered in this policy.

SECTION 2.1. Any student who engages in bullying on Odyssey Charter School grounds, while traveling on an Odyssey Charter School bus, or while attending an Odyssey Charter School sponsored activity shall be subject to disciplinary action up to and including expulsion.

SECTION 2.2 Students are expected to immediately report incidents of bullying, harassment and intimidation to the principal or authorized Odyssey Charter School leader or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) or Odyssey Charter School Safety Hotline.

SECTION 2.2.1 Odyssey Charter School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated in a thorough and confidential manner. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. Odyssey Charter School police, Odyssey Charter School counselors, Odyssey Charter School social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

SECTION 2.2.2. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

SECTION 2.2.3. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the Odyssey Charter School principal, the student or the parent of the student should contact the local superintendent or his or her designee.

SECTION 2.2.4. The Odyssey Charter School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

SECTION 3. Disciplinary action may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or Odyssey Charter School bus
- Reassignment of classes
- In-School suspension
- Out-of-School suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative School (through appropriate due process hearing)

SECTION 4. If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students bully others.

APPENDIX PP

SECLUSION AND RESTRAINT

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions.

SECTION 1.1. The use of chemical restraint, mechanical restraint, or prone restraint, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited in the Odyssey Charter School .

SECTION 1.2. The use of seclusion, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited within the Odyssey Charter School .

SECTION 1.2.1. Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

SECTION 1.2.2. Seclusion does not include in-Odyssey Charter School suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

SECTION 2. Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

SECTION 2.1. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

SECTION 2.2. Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.

SECTION 2.3 All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

SECTION 2.4. Before any staff member may implement physical restraint, he or she should have completed an approved training program.

SECTION 2.4.1 Approved training programs must address a full continuum of positive

behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

SECTION 2.4.2 Odyssey Charter School and programs shall maintain written or electronic documentation on training provided and the list of participants in each training. Copies of such documentation will be made available to the Georgia Department of Education or any member of the public upon request.

SECTION 2.5. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

SECTION 2.6. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

SECTION 2.7. Whenever physical restraint is used on a student, the Odyssey Charter School or program where the restraint is administered shall notify the student's parent or legal guardian within one Odyssey Charter School day after the use of restraint.

SECTION 3. This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

SECTION 4. This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

SECTION 5. The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

SECTION 6. In some instances in which a student is an immediate danger to himself or herself or others, the Odyssey Charter School or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

SECTION 7. Odyssey Charter School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from an Odyssey Charter School or program setting.

APPENDIX QQ

HOSPITAL HOME BOUND

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The Governing Board is committed to providing Hospital/Homebound services (HHB) for continuity of educational services between the classroom and home or health care facilities for students enrolled at the Odyssey Charter School whose medical needs, either physical or psychiatric, restrict them to their home or a health care facility for a period of time that will significantly interfere with their educational progress.

SECTION 2. Instruction.

SECTION 2.1. Students will be instructed on the adopted curriculum of the Odyssey Charter School , in alignment with state/national standards, Section 504 Plan, IEP, and any local curriculum for classes in which the student is enrolled under the direction of the classroom teachers.

SECTION 3. Eligibility.

SECTION 3.1. Eligibility for HHB service is based on the following criteria:

1. The student must be currently enrolled at the Odyssey Charter School .
2. The student must have a medical and/or psychiatric condition that is documented by a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.
3. The student must be anticipated to be absent for a minimum of ten consecutive Odyssey Charter School days per year or the equivalent on a modified calendar or the student has a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of ten Odyssey Charter School days per year or equivalent on a modified calendar or five Odyssey Charter School days on a block schedule calendar.
4. Students approved for Intermittent HHB services must be absent for three consecutive Odyssey Charter School days on each occurrence before HHB services will be provided.

SECTION 4. Application Process.

SECTION 4.1. The parent/guardian, emancipate minor, or student 18 years or older should contact the Odyssey Charter School counselor to discuss HHB and obtain an application.

SECTION 4.2. The principal or authorized Odyssey Charter School leader or other designee will discuss eligibility, steps in the application process, and distribute the required paperwork.

SECTION 4.3. The parent or guardian must sign the parental agreement concerning HHB policies and procedures. A release for medical information relating to the reason for the request for HHB services shall be required by the Odyssey Charter School .

SECTION 4.4. The Odyssey Charter School may require the parent/guardian, emancipated minor, or student 18 years or older to sign the HIPAA form relating to the reason for the request for HHB services. If the request for the signed HIPAA form is made, it must be submitted before services are provided.

SECTION 4.5. The completed application must be returned to the Odyssey Charter School leader or other designee. An incomplete application may cause a delay in the initiation of services. Only the original paperwork will be accepted as application for HHB services.

SECTION 4.6. Within five Odyssey Charter School days of receiving the completed application, the Odyssey Charter School leader or other designee shall notify the designated HHB teacher, parent/guardian, emancipated minor, or student 18 years or older of the time and place of the Odyssey Charter School team or IEP meeting to discuss HHB services. A telephone conference call or other electronic communication may be considered a meeting. At this meeting, an Educational Services Plan (ESP) will be developed for the student who will be served. This plan must address the disabling condition, anticipated length of absences, accommodations, and modifications to be addressed.

SECTION 4.7. An instructional services schedule will be set up by the HHB teacher.

SECTION 5. Attendance.

SECTION 5.1. The student shall be counted present for the entire week when he or she is provided instruction on an individual basis or as part of a group by the HHB teacher for a minimum of three hours per week, which shall be documented by the HHB teacher.

SECTION 5.2. If the student is unable to receive HHB instruction during the Odyssey Charter School week due to his or her medical condition, the Odyssey Charter School may, at the Odyssey Charter School 's discretion, schedule a make-up session. Once the session is completed, the student may be counted present in accordance with Georgia State Board of Education Rule 160-5-1 Student Attendance.

SECTION 5.3. The health care facility providing HHB services to a student confined in the facility must submit verification of the number of instructional hours the student received to

the Odyssey Charter School leader at the Odyssey Charter School for the student to be counted present during this time.

SECTION 6. Scheduling.

SECTION 6.1. The time of the instructional session shall be arranged by the HHB teacher in cooperation with the parent/guardian, emancipated minor, or student 18 years or older. The time of the instructional session will typically occur during the Odyssey Charter School day.

SECTION 6.2. To comply with the Georgia State Board of Education Rule 160-4-2.31 Hospital/Homebound (HHB) Services and meet attendance requirements, a minimum of three hours of instruction per week must be provided for the student to be counted present by the Odyssey Charter School .

SECTION 7. Instructional Delivery.

SECTION 7.1. An individual employed as a HHB teacher must be an employee or a contracted employee of the Odyssey Charter School and must have knowledge of the curriculum and effective instructional strategies.

SECTION 7.2. HHB instruction can be offered on a one-on-one basis, in a small group at the home of the student, at the health care facility where the student is confined, or through online learning courses such as a virtual Odyssey Charter School or other approved online courses or delivery methods approved by the Odyssey Charter School leader.

SECTION 7.3. The type of instruction offered is based on the agreement as set forth in the ESP which shall take into consideration the cognitive ability and medical condition of the student.

SECTION 7.4. Instructional materials will be issued to the student or HHB teacher by classroom teachers prior to scheduled HHB visits.

SECTION 7.5. For students participating in online learning courses such as a virtual Odyssey Charter School or other approved online courses or delivery methods, the HHB teacher may facilitate the learning process, monitor assignments and provide tutoring assistance as defined in the ESP. Participation in the online course or via other online delivery methods will meet the requirement of the minimum of three hours of HHB instruction per Odyssey Charter School week for the HHB student to be considered present at Odyssey Charter School .

SECTION 7.6. All state mandated tests will be administered unless the student is approved to take an alternate assessment as stipulated in the ESP.

SECTION 8. Termination or Extension of Services.

SECTION 8.1. Students will be released from HHB services when the projected return date on the Application for Hospital/Homebound Services Medical Referral Form (exhibit) is reached

or if the licensed physician or licensed psychiatrist indicates that the student is released to return to Odyssey Charter School .

SECTION 8.2. If a student begins work in any capacity, goes on vacation during regularly scheduled Odyssey Charter School days, participates in extracurricular activities, or is no longer confined to home, services may be discontinued.

SECTION 8.3. When the student returns to Odyssey Charter School for any portion of the Odyssey Charter School day other than to participate in state-mandated standardized testing, services may be discontinued.

SECTION 8.4. If three HHB sessions are cancelled without citing extenuating circumstances beyond the control of the student or parent/guardian, services may be discontinued.

SECTION 8.5. When the conditions of the location where HHB services are provided are not conducive for instruction, or threaten the health and welfare of the HHB teacher, services may be discontinued.

SECTION 8.6. HHB services may be extended beyond the originally identified return to Odyssey Charter School date if the licensed physician or licensed psychiatrist submits a request for extended services.

SECTION 8.7. Reevaluation and medical updates may be required every four weeks.

APPENDIX RR

INTERMITTENT HOME BOUND - SPED

The Governing Board of Odyssey Charter School adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Eligibility.

SECTION 1.1. Eligibility for Intermittent Home service is based on the following criteria and provided for under Section 504 of the Rehabilitation Act (504) or the Individuals with Disabilities Act (IDEA):

SECTION 1.1.1. The student must be currently enrolled at the Odyssey Charter School. Private or home Odyssey Charter School students or students enrolled at other public Odyssey Charter School s are ineligible for services.

SECTION 1.1.2. The student must have a medical and/or psychiatric condition that is documented by a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.

SECTION 1.1.3. The need for services must be documented in the student's 504 Plan or IEP.

SECTION 1.1.4. Students are not eligible if absence is due to communicable diseases (except as specific otherwise), emotional problems, expulsion, suspension, abuse of chemical substances, or uncomplicated cases of pregnancy. Cases of complicated pregnancy will be approved only with a statement from a licensed medical physician (1) certifying that Odyssey Charter School attendance would endanger the life of the mother or the child, and (2) specifying the projected length of time this danger would exist.

SECTION 1.1.5. The student must be anticipated to be absent for less than ten Odyssey Charter School days at a time on an intermittent basis and must be physically able to profit from educational instruction.

SECTION 1.1.6. Students approved for Intermittent HHB services must be absent for three consecutive Odyssey Charter School days on each occurrence before HHB services will be provided.

SECTION 1.1.7. A new referral form is required at least annually for services to be provided.

SECTION 2. Criteria for Students Under Section 504 or IDEA

SECTION 2.1. Criteria for students under Section 504 or who are served through IDEA shall be as follows:

SECTION 504 STUDENTS	STUDENTS SERVED THROUGH IDEA
Establishing Criteria	
<ul style="list-style-type: none"> • Medical diagnosis of physical condition established by a licensed physician. • Documented condition may result in frequent intermittent absences. • Physician form must be completed annually • Anticipated need for services should be documented in 504 Plan and continuum of services discussed. • Copies of 504 Plan and medical referral form should be provided to the Odyssey Charter School leader or SPED designee. 	<ul style="list-style-type: none"> • Medical diagnosis of physical condition established by a licensed physician. • Documented condition may result in frequent intermittent absences. • Physician form must be completed annually • Anticipated need for services should be documented under health concerns in IEP minutes and continuum of services discussed. • Copies of IEP or Amendment and medical referral form should be provided to the Odyssey Charter School leader or SPED designee.
How to Access Services	
<ul style="list-style-type: none"> • Contact Odyssey Charter School leader or designee • Primary teacher gathers assignments/materials for the Intermittent Home Service Provider. Assignments/materials may be sent home with the student or with the Intermittent Home Service Provider. • Primary teacher calls home to explain assignments and to determine services needed. • 40 minutes of instruction must be provided to be counted present per day. <ul style="list-style-type: none"> ○ Student can make up time before and after Odyssey Charter School with primary teacher and parent must agree to transport student. If student is enrolled in after-Odyssey Charter School program, instruction may be provided in this timeframe. ○ Student can be considered for any available before or after Odyssey Charter School tutoring or Saturday Odyssey Charter School . ○ Services can be provided in the home by a designated Intermittent Home Service Provider. 	<ul style="list-style-type: none"> • Contact Odyssey Charter School leader or designee • Primary teacher gathers assignments/materials for the Intermittent Home Service Provider. Assignments/materials may be sent home with the student or with the Intermittent Home Service Provider. • Primary teacher calls home to explain assignments and to determine services needed. • 40 minutes of instruction must be provided to be counted present per day. <ul style="list-style-type: none"> ○ Student can make up time before and after Odyssey Charter School with primary teacher and parent must agree to transport student. If student is enrolled in after-Odyssey Charter School program, instruction may be provided in this timeframe. ○ Student can be considered for any available before or after Odyssey Charter School tutoring or Saturday Odyssey Charter School . ○ Services can be provided in the home by a designated Intermittent Home Service Provider.

Documentation of Provided Services	
<ul style="list-style-type: none"> • Intermittent Home Service provider completes timesheet documenting direct services and turns it in to attendance clerk to make necessary adjustments to attendance data. • A copy of the timesheet will be maintained in the SST file. 	<ul style="list-style-type: none"> • Intermittent Home Service provider completes timesheet documenting direct services and turns it in to attendance clerk to make necessary adjustments to attendance data. • A copy of the timesheet will be maintained in the SST file.

SECTION 3. Instruction.

SECTION 3.1. Students will be instructed on the adopted curriculum of the Odyssey Charter School , in alignment with state/national standards, Section 504 Plan, IEP, and any local curriculum for classes in which the student is enrolled under the direction of the classroom teachers.

SECTION 3.2. Instruction will be provided as determined by the SST or IEP committee and may be offered in a variety of settings as provided for in these regulations.

SECTION 3.3. Services provided in the student's home require the presence of an adult other than the Intermittent Service Provider during the entire home instruction period.

SECTION 3.4. The Intermittent Service Provider must be notified in advance if the student is unable to keep the appointment.

SECTION 3.5. The student is responsible for completing assignments as required by the teacher(s).

SECTION 3.6. Work will be submitted to the classroom teacher(s) for grading and recording.

SECTION 4. Termination or Extension of Services.

SECTION 4.1. Services will be discontinued if student's medical condition no longer results in frequent, intermittent absences OR become so frequent that the student is eligible for Hospital Homebound services. A referral for this program would then be required.

APPENDIX RR1

HOSPITAL HOME BOUND REFERRAL

[ODYSSEY CHARTER SCHOOL]

[ADDRESS]

[PHONE]

REFERRAL FOR HOSPITAL/HOMEBOUND INSTRUCTION SERVICES

PARENT REQUEST FOR SERVICES			
Student Name Last _____	First _____	MI _____	Date of Birth _____
Address _____		City _____	Zip Code _____
Phone Number _____		Alternate Phone Number _____	
Odyssey Charter School _____		Grade _____	
<p>PARENT AUTHORIZATION: I hereby request hospital/homebound instruction for my child. I realize these services may be provided at the location (Odyssey Charter School or home) as determined by the committee. I have read the guidelines and instructions on the reverse side of this form and agree to abide by them. I also authorize any doctor or health care facility to release my child's medical information regarding this illness to Brighten Academy.</p>			
<p>Name of the adult who will be in the home during the student's instruction _____</p> <p>Relationship to child _____</p> <p>Print Parent or Guardian Name _____</p> <p>Parent or Guardian Signature _____ Date _____</p>			
<p><i>MEDICAL CERTIFICATION (To be completed in full by the attending physician)</i></p>			
<p>This program is provided for students with extenuating medical conditions, which restrict them to a health care facility, or the home for a minimum of ten consecutive Odyssey Charter School days. Three (3) contact hours by the hospital/homebound teacher per week are required. Brighten Academy reserves the right to request a second opinion.</p>			
<p><u>RE-EVALUATION AND MEDICAL UPDATE MAY BE REQUIRED EVERY FOUR WEEKS</u></p>			
<p>This portion must be completed in detail in order for determination to be made concerning services.</p>			
<p>Diagnosis _____</p> <p>Indicate any limitations or restrictions during instruction (including the effects of any medications) _____</p>			
<p>Student will be restricted to _____ health care facility or _____ home from ____/____/____ to ____/____/____</p> <p>Date of most recent examination ____/____/____ Date of next examination ____/____/____</p> <p>Student can begin HHB instruction on ____/____/____ Student will need instruction for approximately _____ weeks.</p> <p>I certify that this student's physical condition debilitates him/her for a minimum of 10 consecutive Odyssey Charter School days and restricts him/her to the home or a health care facility and that this student is physically able to participate in educational instruction.</p>			
<p>Physician's typed or printed name _____</p> <p>Address: _____</p>		<p>Physician's Signature ONLY _____</p> <p>Phone _____ Fax _____</p>	
<p>Date _____</p>			
<p>Is this student in any special education programs? (Be specific as to type of program) _____</p> <p>The Odyssey Charter School shall be responsible for providing assignments for the student until the date student is enrolled in HHB program.</p> <p>Principal Signature _____ Date _____</p>			
<p>Principal Signature _____</p> <p>Date _____</p> <p>Approved _____ Not Approved _____</p> <p>HHB Teacher Assigned and Date _____</p>		<p style="text-align: center;"><u>Tracking Dates and Initials</u></p> <p>Form Given to Parent _____</p> <p>Returned to Odyssey Charter School _____</p> <p>ESP Meeting _____</p> <p>Service Begins _____</p>	

**APPENDIX RR2
HOSPITAL/HOMEBOUND INSTRUCTIONS
AND
PARENT INFORMATION**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or health care facility for students in [county] public Odyssey Charter School s whose medical needs, either physical or psychiatric, restrict them to a health care facility or their home for a period of time that will significantly interfere with their education.

STUDENT ELIGIBILITY

Eligibility for HHB Services is based on the following criteria:

1. The student must be enrolled in [Odyssey Charter School].
2. The student must have a medical and-or psychiatric condition that is documented by a licensed physician or a psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.
3. The student must be anticipated to be absent for a minimum of ten consecutive Odyssey Charter School days per year or the equivalent on a modified calendar or the student has a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of ten Odyssey Charter School days per year or equivalent on a modified calendar or five Odyssey Charter School days on a middle Odyssey Charter School block schedule per year.
4. Students approved for intermittent HHB services must be absent for three consecutive Odyssey Charter School days on each occurrence before HHB services will be provided.

INSTRUCTION

Instruction will be provided as outlined in the Educational Service Plan for this student. Instructional services will be offered in a home or health care facility setting. An adult must be present during the entire home instructional time. The student will be counted present when instructional services are provided for three hours per week.

PLEASE READ THE FOLLOWING PARENT INFORMATION CAREFULLY

Your cooperation is important.

1. A parent or responsible adult must be at home the entire time that the instructor is in the home.
2. A clean, comfortable, well-lighted place for the student to work, away from any distractions will be provided.
3. The student will be prepared for instruction with all books and completed assignments.
4. The hospital/homebound instructor should be notified within 24 hours prior to the scheduled appointment if the student is unable to receive instruction at the scheduled time.

5. The student is expected to return to Odyssey Charter School as soon as possible or when no longer restricted to home or health care facility.

TERMINATION/EXTENSION OF SERVICES

1. Students will be released from HHB services when the projected return date on the Application for Hospital/Homebound Services Medical Referral Form is reached or if the licensed physician or licensed psychiatrist indicates in writing that the student is released to return to Odyssey Charter School.
2. When the student is employed in any capacity, goes on vacation during the regularly scheduled Odyssey Charter School day, participates in extracurricular activities, or is no longer confined to home, services may be discontinued.
3. When the student returns to Odyssey Charter School for any portion of the Odyssey Charter School day other than to participate in state-mandated standardized testing, services may be discontinued.
4. If three HHB sessions are cancelled without citing extenuating circumstances, services may be discontinued.
5. When the conditions of the location where HHB services are provided are not conducive for instruction, or threaten the health and welfare of the HHB teacher, services may be discontinued.
6. Hospital Homebound services may be extended beyond the originally identified return to Odyssey Charter School date if the licensed physician or psychiatrist submits a request for extended services on an updated medical form.
7. Reevaluation and medical updates may be required every four weeks.

APPENDIX SS3

HOSPITAL HOME BOUND EDUCATIONAL SERVICE PLAN

EDUCATIONAL SERVICE PLAN
FOR STUDENTS RECEIVING HOSPITAL/HOMEBOUND SERVICES
[ODYSSEY CHARTER SCHOOL]

Conference Date____ Location_____

Student Name_____ Address_____

M_____ F_____ Date of Birth__

Parent Name: ____

Parent Phone Number_____

Alternate Phone Number_____

Odyssey Charter School _ Grade_____ Special Education__ Counselor_____

Proposed Educational Plan

Instructional Beginning Date_

Ending Date_____

Medical Considerations and Accommodations: ____

Instructional Modifications to be Met:

Does student have a computer with DSL, high speed, or wireless connection at the instruction location? _____yes _____no

Is the student registered in any classes that require internet connectivity? _____yes
_____ no

Student email__ Parent email

Anticipated date of student's return to Odyssey Charter School _____

Strategies/Accommodations to facilitate the student's reentry to Odyssey Charter School:

Attendees (Name and Title):

APPENDIX SS

STUDENT SUPPORT TEAM (SST)

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The Student Support Team is established to support students' academic, social, and emotional development when there is cause for concern.

SECTION 1.2. The Odyssey Charter School will comply with all state and federal mandates related to due process and reporting and will work closely in conjunction with the Odyssey Charter School system's Special Education Department to ensure that all documentation and processes are compatible with the Odyssey Charter School system's current documentation and processes.

SECTION 2. Records.

SECTION 2.1. Teachers and other staff members shall maintain updated, accurate, and complete records for students in the SST process. Furthermore, teachers and staff members shall strictly follow all rules, regulations, mandates, and established best practices regarding the Student Support Team.

SECTION 3. Communication.

SECTION 3.1. The administrative staff shall provide timely communication to parents and staff members regarding meetings and decisions. Copies of SST minutes shall be provided to the parents and to other Student Support Team members, upon request. Administration shall strictly adhere to and enforce all rules, regulations, mandates, and established best practices regarding the Student Support Team.

SECTION 4. SST Meetings.

SECTION 4.1. All members of the Student Support Team including administrators, teachers, and parents shall provide advanced written notification to the SST Coordinator regarding additional members to be included in SST meetings.

SECTION 4.2. Parents are invited to attend and actively participate in SST proceedings; however, parent participation, upon appropriate notification, is not requisite. The Odyssey Charter School shall act in the best interest of the student at all times.

APPENDIX TT

Kids in Crisis

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board

SECTION 1 Purpose

In the event of an incident involving a student that includes a serious threat of harm to others or self-inflicted harm, the administrator and school counselor will meet and assess the threat level. A serious threat of harm includes, but is not limited to, both suicidal and homicidal threats.

SECTION 1.1 If intervention by Law Enforcement Personnel is necessary, they will be responsible for making a determination as to what further actions from an outside agency, if any, are warranted (ex. arrest, assessment by hospital or therapist). If further action is required, the Head of School or designee will inform the parents that they need to come to school to pick up their child. If intervention by outside health personnel is deemed necessary, parents will be advised of appropriate measures to take by the counselor.

SECTION 1.2 At this time, the Department of Family and Children Services (DFCS) should be called to inform them of the situation. This call will be made by the School Counselor. If the school counselor is unavailable, the Head of School will make the call. If neither of these individuals is available, another member of the Executive Building Crisis Management Team will make the call.

Re-entry to the school should occur once it has been determined by a licensed Georgia state medical provider or clinician that the student is no longer a risk to themselves or others.

Section 1.3 Students are still subject to school disciplinary policies and procedures and may also be given school discipline consequences for their actions. If school discipline policies warrant, a discipline tribunal may be held to determine whether the student may remain enrolled at Odyssey School. If the student is in Special Education and/or under a 504 Plan, a Manifestation Meeting will also be held.

Section 2.0 SUICIDE PREVENTION POLICY

This Board recognizes the importance of protecting the health and behavioral well-being of students and the vital role school personnel can play in identifying and safeguarding students against the threat or attempt of suicide and self-harm.

Raising staff awareness about suicide and training staff to take steps that prevent it are critical components of any comprehensive school-based suicide prevention program. All school staff should understand that suicide poses a risk to students and that the school is taking steps to reduce this risk.

Staff Training

In accordance with Georgia law, all certificated employees must receive annual training in suicide awareness and prevention. Such training shall be provided through GADOE, state charter schools, or local school systems utilizing training materials approved by GADOE. At a minimum, it must include training on the following: (1) warning signs on how to identify students who may be at risk for suicide; (2) how to identify appropriate mental health services within the school and within the larger community; and (3) when and how to refer youth and families to those services.

The Principal shall adopt procedures for use by school employees and volunteers related to suicide prevention, intervention, and postvention.

Coordinator

The Principal shall appoint a school suicide prevention coordinator to serve as the point of contact for all issues relating to suicide prevention and implementation of this policy.

Definitions

Certificated employees – For the purposes of this policy, this term shall include all employees who are required to hold a valid certification issued by the Georgia Professional Standards Commission, including a Clearance Certificate, or an employee who would be required to hold a certification but for waiver of such requirement pursuant to the school's charter.

Authority:

OCGA §20-2-779.1 Suicide Prevention and Awareness Training

SBOE Rule 160-4-8-.19 Suicide Prevention Training Requirement for Certificated School System Personnel

SUICIDE PREVENTION, INTERVENTION, and POSTVENTION PROCEDURES

Prevention

In accordance with Georgia law, all certificated employees must receive approved annual training in suicide awareness and prevention. All school employees should be familiar with and regularly review the warning signs to help identify a student potentially at risk of suicide.

Intervention

1. Any staff member who believes a student to be at risk for suicide shall immediately make a report to the school's designated suicide prevention coordinator or the principal if the coordinator is unavailable.
2. The student should remain under continuous supervision until his or her parents/guardians and/or mental health professionals arrive. Under no circumstances should the student be left alone, sent back to class, or sent home on the bus without constant adult supervision.
3. A student who has been identified as potentially being at risk should immediately meet with a designated mental health professional to assess the risk and determine whether further action or referral is warranted. In the absence of a mental health professional, the

student should be referred to the school suicide coordinator, school nurse, school counselor, or school administration to fill this role until a mental health professional can be brought in.

- a. If possible, a screener such as the *Columbia Suicide Severity Rating Scale* should be used to obtain additional information that will be helpful in conversations with the student's family or referral agencies.
4. After assessing the student's risk, the Coordinator, Principal, or mental health professional shall contact the student's parent or guardian and assist the family with urgent referral for professional assessment. *All contact with parents must be documented by school personnel.* In most cases, this will involve contacting the Georgia Crisis and Access Line (1-800-715-4225) the 988 Suicide and Crisis Lifeline or setting up an outpatient behavioral health appointment and communicating the reason for referral to the healthcare professional. If appropriate under the specific circumstances, assistance may include calling emergency services or taking the student to the emergency room.
 - a. If the coordinator, principal, or mental health professional believes, in his or her professional capacity, that immediately notifying the student's parent or guardian will risk further harm to or endanger the student's health or well-being, then her or she may delay contacting the parent or guardian. In any case of delay, the person making the determination shall document the reasons for the delay.
 - b. If the student is under the age of 18 and the parent or guardian refuses to seek appropriate assistance, the school may file a report of neglect with the Department of Family and Children Services (DFCS) and/or contact local law enforcement.

Steps for Parental Notification

1. Contact the student's parents to notify them about the situation and ask them to come to the school immediately.
2. Upon their arrival at the school, calmly explain why you think their child is at risk for suicide.
3. Explain the importance of locking up or removing from the home firearms and other dangerous items including but not limited to over-the-counter and prescription medications and alcohol.
4. If the student is at a low or moderate suicide risk and does not need to be hospitalized, discuss available options for individual and/or family therapy. Provide the parents with the contact information of mental health services providers, and if possible, call and make an appointment while with the parents.
5. Provide the parents with resources to explain the risk of suicide and the role of parents in getting and maintaining help for their child.
6. Ask the parent to sign a Parent/Guardian Contact Acknowledgment form confirming they were notified of their child's risk and received referrals for assessment.
7. If the student does not need to be hospitalized, release the student to the parents.

8. Tell the parent you will follow-up with them in a few days. If the follow-up conversation reveals that they have not yet contacted a mental health provider, stress the importance of getting the child help and discuss why they have not contacted a provider. If necessary, offer to assist the parent with the process.

In-School Suicide Attempt

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In the event that you become aware of an in-school suicide attempt, the following procedures should be followed:

1. Contact 911
2. Notify the Suicide Prevention Coordinator or school administration.
3. Secure the area as soon as possible and keep all other students away.
4. If necessary, send notes to other staff members to inform them that a medial emergency has occurred and any other additional information or instruction that may be necessary.
5. Provide constant adult supervision to the student.
6. Render first aid until a medial professional arrives.
7. Upon receipt of notice, the Coordinator or Administration shall contact the Crisis Response Team and arrange for further screening and assessment of the student.
8. The designated individual shall contact the student's parent or guardian.
9. If appropriate, Administration shall prepare a written notice for distribution to other parents and guardians who may need to be informed of the situation.

Out-of-School Suicide Attempts

If you become aware of a suicide attempt by a student that is in progress outside of school, the following procedures should be followed:

1. Call 911
2. Contact the student's parent or guardian.
3. Notify the Suicide Prevention Coordinator or School Administration

Return to School

If a student returns to school after attempting suicide, it is recommended that School Administration and other appropriate individuals meet to develop an Individual Safety Plan for the student. Team members may include, but are not limited to, the student's parent/guardian, school counselor, school nurse, school resource officer, school social worker, teachers, and other school staff.

Postvention

After a suicide death has occurred within the school community, a coordinated crisis response should be implemented to assist staff, students, and family members who have been impacted by the death and to restore the education focus of the school environment. A Crisis Response Team should convene as soon as possible once the basis facts about the death have been obtained to coordinate a response.

Although not always possible to immediately ascertain all of the details about the death, the Team should try to confirm as much information as possible and avoid exacerbating the emotional upheaval within the school through speculation and rumors. If the cause of death has not been determined or the family does not want the cause of death disclosed, the school should only advise that the cause of death is still being determined and remind students that rumors can be hurtful or unfair to the missing or deceased person and their friends and family. At no point should the cause of death, if known, be disclosed to other students until the family of the deceased has been consulted and consented to disclosure.

The school should arrange to have adults, preferably mental health professionals, at the school who are available to talk to students who may have been affected by suicide. Even if the cause of death has not yet been confirmed or the family does not want it disclosed, the school should take the opportunity to speak general with students about the warning signs of suicide and how to get help if they suspect someone is feeling suicidal.

Family Educational Rights and Privacy Act (FERPA)

Due to the sensitive nature of suicide, the school should endeavor to protect the privacy of the student and their family to the extent that they are able. Although FERPA generally requires parental consent prior to disclosing personally identifiable information from a student's education records, FERPA provides an exception in connection with a health or safety emergency. Under this exception, school officials may disclose information on students without consent to appropriate parties if the knowledge is necessary to protect the health or safety of the student or other individuals. When a student is believed to be suicidal or has expressed suicidal thoughts, school officials may determine that an articulable and significant threat to the health or safety of the student exists and that such a disclosure to appropriate parties is warranted under this exception.

Additional Information

Additional information and resources on suicide prevention, intervention, and postvention are available from the Georgia Department of Education (<https://www.gadoe.org/wholechild/Pages/Suicide-Prevention.aspx>) and the Georgia Department of Behavioral Health and Developmental Disabilities (<https://dbhdd.georgia.gov>).

APPENDIX UU

Travel Reimbursement

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board

Section 1 Purpose

For Odyssey personnel traveling on approved business for the school, the following reimbursement rates will apply:

SECTION 1.1 Reimbursements

\$.50 per mile of business-related travel, if driving a personal vehicle or whatever is currently listed in the Federal Programs Manual.

If it is a less expensive alternative than using a personal vehicle (rental cost, insurance, and gas), personnel may rent cars for business travel. Unless taking more than 2 additional passengers or a large amount of material for which a larger vehicle is a necessity or the cost is less than a smaller size vehicle, employees will rent an “economy sized” or comparable car.

Employees may be reimbursed for meals and miscellaneous expenses up to a total of no more than \$25 per day or as directed in the current Federal Programs Manual. Employees attending a meeting for which total travel time and attendance will take three hours or longer will be entitled to reimbursement of one meal; meetings for which total travel time and attendance takes six hours or longer will be entitled to reimbursement of two meals. Personnel attending overnight meetings, conferences, etc. will be entitled to reimbursement of up to three meals per day. No reimbursement will be made for alcoholic beverages.

SECTION 1.2 Odyssey personnel will be entitled to reimbursement for all parking fees, cabs, tolls, meters, etc. This does not include reimbursement for parking tickets or traffic violations. Odyssey personnel are entitled to reimbursement for air fare (coach ticket or equivalent) purchased for authorized trips where they will be representing Odyssey.

SECTION 1.3 Over Night Stay

Odyssey personnel attending workshops, conferences, etc. which necessitate overnight lodging will be reimbursed for the cost of the hotel room. Unless staying at an especially designated “conference hotel,” personnel should stay in hotels comparable in cost to a mid-range hotel chain such as Hampton Inn, La Quinta, Holiday Inn, etc. Personnel will not be reimbursed for any discretionary charges such as pay-per-view movies, mini-bar charges, etc.

SECTION 1.4 Mileage from Odyssey Location

In the case of mileage reimbursement, the mileage should be counted from Odyssey (or from home if on a weekend) and should not be more than double the mileage to the event. Odyssey personnel attending the event, even if driving students, but not official members of the coaching staff or official activity sponsors, are not entitled to expense or mileage reimbursement.

Parent volunteers are not entitled to mileage reimbursement unless attending a specific workshop or meeting for which they have been specifically registered or the school director or Board has specifically requested their attendance at the event.

APPENDIX W

Bid Policy

The Governing Board of Odyssey Charter School adopts the following policy which shall be effective on that date that the policy is adopted by the Board

SECTION 1 Purpose

Specific School Board approval shall be required for all purchases/expenditures greater than \$10,000 except those purchases/expenditures specifically excluded by the Board.

SECTION 1.1 The Board may change its list of excluded items at any time and shall review the list as part of the annual budget adoption process.

SECTION 1.2 All contracts for \$10,000 or greater shall be subject to the receipt of a minimum of three quotes, unless the board chooses to waive this rule. The Board may designate a contract to be with a sole source vendor (textbooks for example) in which case the bidding process will be waived.

SECTION 1.3 The Board may grant authority to the School Director or any Board member to negotiate and approve a contract as long as it falls within parameters set up by the Board.

APPENDIX WW

Public Speaking Board Meeting

All meetings of the Odyssey Charter School Board of Directors that are not executive sessions are open to the public and welcome public comment during most regularly-scheduled meetings. In order to ensure orderly and efficient meetings, the Board adopts the following policies and procedures pertaining to public comment at Board meetings.

SECTION 1 Purpose

In order to ensure orderly and efficient meetings, the Board adopts the following policies and procedures pertaining to public comment at Board meetings.

SECTION 1.1 Individuals who wish to speak during the designated public comment period must sign up in the School office at least twenty-four (24) hours prior to the start of the board meeting at which they wish to speak and must be present in-person. Individuals must provide the following information when signing-up to speak: name, city of residence, email address or telephone number, the agenda item or other topic to be addressed and, if applicable, the group or organization the person represents. The in-person requirement shall not apply when matters of health and safety require the Board to restrict public meeting attendance or the meeting is held virtually. Additionally, the Board will provide alternate instructions for signing up to speak at those meetings.

SECTION 1.2 Commenters are encouraged to restrict their comments to items on the meeting agenda. The Board will not respond to public comments at the meeting but will review issues raised after the meeting and, if appropriate, provide a response or add it to a future meeting agenda. Public comments about pending litigation, pending administrative actions, or matters that are currently under legal review will not receive a response. Because the Board is restricted in its ability to comment publically on ongoing matters related to specific personnel or students, individuals wishing to comment on matters related to a staff member, student, or student discipline are encouraged utilize the school's grievance policy or alternate avenues of communication that have been adopted by this Board for such purposes.

SECTION 1.3 Commenters who have signed-up to speak prior to the meeting will be recognized by the Board Chair at the appropriate time and may speak for up to two (2) minutes. If the number of individuals who have signed up exceeds the allotted time for public comment, commenters will be called in the order in which they signed up. Commenters may not yield remaining time to other individuals.

SECTION 1.4 The total time for public comment shall not exceed twenty (20) minutes. The Board Chair may, at his or her sole discretion, extend a public comment period or have more than one public comment period at any given board meeting. If multiple individuals wish to speak on the same issue, the Board Chair may limit the number of individuals allowed to address the Board on either side of the issue. All public comments will be documented in the official minutes of the meeting.

SECTION 1.5 Public commenters are expected to exhibit appropriate meeting decorum and shall be courteous towards Board members and other meeting attendees. Individuals should give due respect to the dignity and privacy of others who may be affected by their comments and are encouraged to refrain from rude or slanderous remarks. The Board Chair or presiding officer reserves the right to terminate a speaker's statements if the individual has exceeded the allotted time.

Appendix XX

CHARTER SCHOOL PARENTS' RIGHTS POLICY

Purpose: This policy is adopted in accordance with the Georgia Parent's Bill of Rights, O.C.G.A. §20-2-786.

SECTION 1 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 shall also have access to information related to the School's promotion and retention policies.

SECTION 1.1 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.

SECTION 1.2. 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.

SECTION 1.3 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.

SECTION 1.4 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 2 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.

SECTION 2.1 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.

SECTION 2.2 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
- 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.

SECTION 3. Sex Education

During the review period, a parent may submit a written objection to the Principal, requesting that their child be withdrawn or 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.

SECTION 3.1. In accordance with this policy, course materials shall be made available and a parent may request to review the instructional materials prior to withdrawing their student from the course. The School shall notify parents if their child will be participating in a sex education course or AIDS prevention education in the same manner that it notifies parents of a student's other course enrollment.

SECTION 4. Photo & Video Recordings

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, whichever is earlier. Provided however, this

prohibition on recordings shall not apply for recordings made pursuant to applicable public safety and security exceptions.

SECTION 5. 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 next public meeting. If it is too late to reasonably add a properly filed appeal to the next 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.

SECTION 5.2 Level II

A parent aggrieved by the decision of the Governing Board under this policy may appeal to the State Board of Education.

SECTION 6 Definitions

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

1. "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.

2. “Review Period” means the first two weeks of each grading period of the school year.
3. “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 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

APPENDIX YY

Protect Students First Act

The Board of Odyssey Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of “Protect Students First Act”

SECTION 1.1. Definitions

“Divisive Concepts” means any of the following concepts, including views espousing such concepts:

- a. One race is 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 toward individuals of other races;
- d. An individual should be discriminated against or receive adverse treatment 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 particular race to oppress individuals of another race; or
- i. Any other form of race scapegoating or race stereotyping.
- j. “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.
- K. “Race scapegoating” means assigning fault or blame to a race, or to an individual of a particular race because of his or her race. Such 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.
- L. “Race stereotyping” means ascribing character traits, values, moral or ethical codes, status, or beliefs to an individual because of his or her race.

SECTION 2.0 Requirements

- a. Odyssey Charter Schools Local Board of Education, current school superintendent, and current administration of Odyssey Charter School shall prohibit an employee from discriminating against students and other employees based on race.

b. Odyssey Charter School Local Board of Education, current school superintendent, and the current administration of Odyssey Charter School shall ensure that curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on race.

c. Odyssey Charter School may provide curricula or training programs that foster learning and workplace environments where all scholars, employees, and school community members are respected; provided, however, that any curriculum, classroom instruction, or mandatory training program, whether delivered or facilitated by school personnel or a third party engaged by a school or local school system, shall not advocate for divisive concepts.

d. Nothing in this policy shall be construed or applied to:

d1. Inhibit or violate the rights protected by the Constitutions of Georgia and the United States of America or undermine intellectual freedom and free expression;

d2. Infringe upon the intellectual vitality of scholars, employees or the local board of education;

d3. Prohibit the local board of education, local school system, or other school from promoting concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency; provided, however, that such efforts do not conflict with the requirements of Code section 20-1-11 and other applicable laws;

d4. Prohibit a school administrator, teacher or other school personnel, or an individual facilitating a training program from responding in a professionally and academically appropriate manner and without espousing personal political beliefs to questions regarding specific divisive concepts raised by scholars, school community members or participants in a training program;

d5. 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;

d6. Prohibit the full and rigorous implementation of locally approved curriculum linked to Georgia Standards of Excellence, Advanced Placement, International Baccalaureate Diploma Program, dual enrollment coursework, or elements of such curricula; provided, however, that such implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs;

d7. Prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating 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;

d8. Create any right or benefit, substantive or procedural, enforceable at law or in equity, by any party against the local board of education, local school system, or other school, or the departments, agencies, entities, officers, employees, agents, or any other personnel affiliated with such local board of education, local school system, or other school; or

d9. Prohibit a state or federal court or agency of competent jurisdiction from ordering training or other remedial action that discusses divisive concepts due to a finding of discrimination, including discrimination based on race.

Section 3 Complaint Resolution

SECTION 3.1 No later than August 1, 2022, the local board of education and the governing body of each charter school shall adopt a complaint resolution process to address complaints alleging STATE BOARD OF EDUCATION JUNE 15, 2022 Georgia State Board of Education June 15, 2022 * Page 3 of 5 violations of any provision of the subsections listed earlier in this policy. The complaint resolution process shall provide that:

- a. A school or local school system shall not be required to respond to a complaint made pursuant to this policy unless it is made by:
 - a. A parent or legal guardian of a student enrolled at the school where the alleged violation occurred;
 - b. A student who has reached the age of majority or is a lawfully emancipated minor who is enrolled at the school where the alleged violation occurred; or
 - c. An individual employed as a school administrator, teacher, or other personnel at the school where the alleged violation occurred;
- d. The complaint shall first be submitted in writing to the principal of the school where the alleged violation occurred;
- e. The complaint shall provide a reasonably detailed description of the alleged violation; (see guidance)
- f. Within five (5) school days of receiving the complaint; the school principal or designee shall review the complaint and take reasonable steps to investigate the allegations contained in the complaint;
 - g. Within ten (10) school days of receiving the complaint, the school principal or designee shall confer with the complainant;
 - h. The school principal or designee shall inform the complainant whether a violation occurred, in whole or in part;
 - i. If a violation occurred, in whole or in part, the school principal or designee shall inform the complainant of what remedial steps have been taken or will be taken, provided that the confidentiality of scholar or personnel information shall not be violated;
- j. Another schedule may be mutually agreed upon by the complainant and the school principal or designee regarding this ten (10) days response limit.

SECTION 3.2

Following such conference, within three (3) school days of a request by the complainant, the school principal or designee of the school, charter school or local system shall provide to the complainant

- a. A written summary of the findings of the investigation, and
- b. A statement of remedial measures, if any, provided, however, that such written response shall not disclose any confidential student or personnel information.

SECTION 3.3

The determinations provided above shall be reviewed by the local superintendent or designee, or the governing body of a state charter school, as applicable, within ten (10) school days of receiving a written request for such review by the complainant addressed to the local superintendent/designee or local governing body of a state charter school, provided, however, that confidential scholar or personnel information shall not be subject to review pursuant to this paragraph;

- a. The decision of the local superintendent or designee following the review provided for in the above subparagraph 6 above shall be subject, within a reasonable length of time, to review by the local board of education as provided for in Code Section 20-2-1160;

provided, however, that confidential scholar or personnel information shall not be subject to review pursuant to this subparagraph.

b. The decision of the governing body of a state charter school following the review provided for in paragraph 6 above shall be subject to review within in a reasonable length of time by the State Charter Schools Commission, whereupon the State Charter Schools Commission shall take appropriate remedial measures, including, but not limited to, revocation of a state charter school's charter; provided, however that confidential student or personnel information shall not be subject to review pursuant to this subparagraph.

c. If the State Board of Education finds that one or more of such violations occurred, it shall direct the Georgia Department of Education to develop a corrective action plan to be provided to the local school system within ten (10) calendar days of such finding. The local school system shall have 30 calendar days to implement the corrective action plan.

d. If the Georgia State Board of Education finds that such local school system has not implemented the corrective action plan; in cases where the local school system at issue has been granted one or more waivers as provided in Article 4 of Chapter 2 of this title, Code Section 20-2-244, or Code Section 20-2-2065, the State Board of Education shall order the immediate suspension of one or more waivers included in the local school system's contract with the State Board of Education for such waivers;

e. The State Board of Education shall exercise discretion in determining which waivers shall be subject to such order of suspension and shall, as may be reasonable and practicable, narrowly tailor such order to address specific violations of provisions contained in this policy; and

ii. An order suspending a local school system's waivers shall be in effect no less than twelve (12) months from the date of such order. If a local school system's contract with the State Board of Education providing for such waivers is greater than twelve (12) months, then no longer than such remainder;

f. If the Georgia State Board of Education finds that such local school system has not implemented the corrective action plan; in cases where the local school system has not been granted a waiver, the State Board of Education shall refer the matter to the State School Superintendent to determine whether to exercise his or her suspension authority as provided in Code Section 20-2-4.

g. Following a decision by a local board of education regarding a complaint made, any party listed in the original complaint (complainant, employee who allegedly committed the violation) who is aggrieved by the decision of the local board of education shall have the right to appeal such decision to the Georgia State Board of Education for a hearing as provided in Code Section 20-2-1160.

a. If the State Board of Education finds that one or more of such violations occurred, it shall direct the Georgia Department of Education to develop a corrective action plan to be provided to the local school system within ten (10) calendar days of such finding. The local school system shall have 30 calendar days to implement the corrective action plan.

— b. If the Georgia State Board of Education finds that such local school system has not implemented the corrective action plan; in cases where the local school system at issue has been granted one or more waivers as provided in Article 4 of Chapter 2 of this title, Code Section 20-2-244, or Code Section 20-2-2065, the State Board of Education shall order the immediate suspension of one or more waivers included in the local school system's contract with the State Board of Education for such waivers; i. The State Board of Education shall exercise discretion in determining which waivers shall be subject to such order of suspension and shall, as may be

reasonable and practicable, narrowly tailor such order to address specific violations of provisions contained in this policy; and

ii. An order suspending a local school system's waivers shall be in effect no less than twelve (12) months from the date of such order. If a local school system's contract with the State Board of Education providing for such waivers is greater than twelve (12) months, then no longer than such remainder;

c. If the Georgia State Board of Education finds that such local school system has not implemented the corrective action plan; in cases where the local school system has not been granted a waiver, the State Board of Education shall refer the matter to the State School Superintendent to determine whether to exercise his or her suspension authority as provided in Code Section 20-2-4.

h. The Georgia State Board of Education shall, after hearing an appeal brought pursuant to Section C paragraph 8 above, make written findings regarding whether any violations, in whole or in part, of the provisions of this policy occurred at a school in such school system.

i. Nothing in this policy shall be construed to prohibit any cause of action available at law or in equity to a complainant who is aggrieved by a decision of a local board of education, the governing body of a charter school, or the State Charter Schools Commission.

SECTION 4 Records Request

SECTION 4.1. Any individual described in this policy shall have the right at any time, including prior to filing a complaint, to request, in writing, from the local school superintendent or school principal non-confidential records which he or she reasonably believes may substantiate a complaint under this policy. The local school superintendent or school principal shall produce such records for inspection within a reasonable amount of time not to exceed three business days of receipt of a request.

SECTION 4.2. In those instances where some, but not all, of the records requested are available for inspection within three business days, the local school superintendent or school principal shall make available within that period such records that are available for inspection.

SECTION 4.3. In any instance where some or all of such records are unavailable within three business days of receipt of the request, and such information exists, the local school superintendent or school principal shall, within such time period, provide the requester with a description of such records and a timeline for when the records will be available for inspection and shall provide the records or access thereto as soon as practicable but in no case later than 30 days after receipt of the request.

SECTION 4.4. If the local school superintendent or school principal denies a parent's request for records or does not provide existing responsive records within 30 days, the parent may appeal such denial or failure to respond to the local board of education or charter school governing board. The local board of education or charter school governing board must place such appeal on the agenda for its next public meeting. If it is too late for such appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.

4.5. Nothing in this subsection 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 a local board of education or the governing body of a charter school made pursuant to this policy.

Note : Provisions contained in this policy shall not be subject to waivers pursuant to Code Section 20-2-82 for a strategic waivers school system; Code Section 20-2-244 for a local board of education; Code Section 20-2-2063.2 for a charter system; or Code Section 20-2-2065 for a charter school established pursuant to Article 31 or Article 31A of this chapter, a charter system, or schools within a charter system."

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LOCAL BOARD OF EDUCATION CONFLICT OF INTEREST PROVISIONS

The Board of Odyssey Charter School shall adhere to these Conflict of Interest provisions as set forth in state law.

Financial Governance

SECTION 1. No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.¹

SECTION 2. No Board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, that would reasonably be expected to impair his or her objectivity or independence of judgment. Compliance with Code Section 20-2-505 shall not constitute a violation of this paragraph.¹

SECTION 3. No Board member shall solicit or accept or knowingly allow any of his or her immediate family members or any business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. This paragraph shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office if the local board of education member has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local board of education member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of Code Section 16-10-2.¹

SECTION 4. No Board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.¹

SECTION 5. No Board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other than the local board of education or local school system in connection with any cause, proceeding, application, or other matter pending before the local school system in which he or she serves or in any proceeding involving the local school system in which he or she serves.¹

SECTION 6. No Board member shall be prohibited from making an inquiry for information on behalf of a constituent if no fee, reward, or other thing of value is promised to, given to, or accepted by the local board of education member or any of his or her immediate family members in return therefor.¹

SECTION 7. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the local board of education, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.¹

SECTION 8. No Board member may also be an officer of any organization that sells goods or services to that local school system, except as provided in Code Section 20-2-505 and excluding nonprofit membership organizations.¹

SECTION 9. No Board member shall sell to any county board any supplies or equipment used, consumed, or necessary in the operation of any public school in this state unless there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase pursuant to this subsection for supplies or equipment that is equal to or greater than \$10,000.00 shall be approved by a majority of the members of the board in an open public meeting. Any member violating this shall be guilty of a misdemeanor.²

SECTION 10. No local board may do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.³

SECTION 11. No Board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the Board, or sell gasoline to the Board from a corporation in which the Board member is a shareholder.⁴

SECTION 12. No Board member shall accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.⁵

Conduct As Board Member

SECTION 13. No Board member shall disclose to or discuss with any information which is subject to attorney-client privilege belonging to the local board of education to any person other than other Board members, the Board attorney, the local school superintendent, or persons designated by the local school superintendent for such purposes unless such privilege has been waived by a majority vote of the whole Board.⁶

SECTION 14. No Board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a Board member may

be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.

SECTION 15. No Board member may be employed in any position in the school district in which they serve.⁸

SECTION 16. No Board member shall hold another county office.⁹

SECTION 17. No Board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.¹⁰

SECTION 18. No Board member shall serve on the governing body of a private elementary or secondary educational institution.¹¹

Each member of this Board understands and acknowledges that no person shall be eligible for election as a member of a local board of education unless he or she:

(1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of local boards of education and has agreed to abide by them; and

(2) Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of local boards of education, the code of ethics of the local board of education, and the conflict of interest provisions applicable to members of local boards of education.

(3) Each person offering his or her candidacy for election as a member of a local board of education shall file an affidavit with the officer before whom such person has qualified for such election prior to or at the time of qualifying, which affidavit shall affirm that he or she meets all of the qualifications required pursuant to this subsection. This subsection shall apply only to local board of education members elected or currently appointed.

CHARTER SCHOOL GOVERNING BOARD

MODEL CODE OF ETHICS

The Odyssey Charter School Governing Board (the board) desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

Domain I: Governance Structure

1. Recognize that the authority of the board rests only with the board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the board may bring to the board.

Domain II: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guide lines of the State Board of Education and the board.

Domain III: Board and Community Relations

1. Seek regular and systemic communications among the board and the community.

2. Communicate to the board and the school leader expressions of public reaction to board policies and charter school programs.

Domain IV: Policy Development

1. Work with other board members to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

Domain V: Board Meetings

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the charter school, during executive session of the board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

Domain VI: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
2. Support the employment of person's best qualified to serve as employees of the charter school and confirm evaluations of charter school staff are within GaDOE approved guidelines.
3. Comply with all applicable laws, rules, regulation, and all board policies regarding employment of family members.

Domain VII: Financial Governance

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the charter school.

Conduct as a Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.

3. Communicate in a respectful professional manner with and about fellow board members.
4. Take no private action that will compromise the board or charter school administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of board member compliance with the Code of Ethics.

Conflicts of Interest

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

The members of the governing board will meet the following qualifications:

A Must be a United States Citizen

B Must be a resident of Georgia

C Must not be an employee of the state charter school

Must meet all standards of O.C.G.A. § 20-2-2084(e).

*Act in his or her official capacity in any matter where he or she, his or her immediate family member, or a business organization in which he or she has an interest has a material financial interest that would reasonably be expected to impair his or her objectivity or independence of judgment,;

*Solicit or accept or knowingly allow his or her immediate family member or a business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her duties as a board member,;

*Use, or knowingly allow to be used, his or her position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her position for the purpose of securing financial gain for himself or herself, his or her immediate family member, or any business organization with which he or she is associated,;

*Be an officer or serve on the board of directors of any organization that sells goods or services to that state charter school;

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.

Board Member Signature: _____ Date: _____

(Print): _____

AAA

ODYSSEY CHARTER SCHOOL

CREDIT CARD USE & PROCEDURES

The Superintendent and CFO are authorized to obtain credit cards in the School's name and are authorized to issue them on an as-needed basis to teachers, administrators, and school board members for school related and approved travel and/or purchases. The Superintendent is authorized to administer the credit card usage by employees.

SECTION 1 Credit Card Limits & Users

The maximum line of credit on individual School credit cards shall not exceed \$10,000. A list of those individuals that have been granted permission to use a School credit card will be maintained in the Business Office. Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

SECTION 2 Credit Card Use

All credit cards will be in the name of the School. Credit cards may only be used for legitimate School business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

SECTION 3 Credit cards are to be used for the following:

- 1) On-line Purchases where a credit card is required.
- 2) Travel-related expenses: airline tickets, lodging (if P.O. is not accepted), vehicle rentals, fuel, oil and repairs (for school vehicles), taxi fare or shuttle transportation, meals (must be overnight trips and/or work related meetings), internet connection for school issued devices, and emergency items related to the purpose of the travel.
- 3) Workshop or conference registration (if P.O. is not accepted)
- 4) Others as deemed necessary by the Superintendent and/or CFO.

Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the School's credit card will be the property of and solely for the benefit of the School.

Individuals making purchases as outlined above are required to submit detailed receipts when returning the School credit card use.

SECTION 4 School credit cards are PROHIBITED from being used for the following (list not all inclusive):

- Any personal purchases – if a personal item is inadvertently purchased on a School-issued credit card in violation of this policy, repayment by the employee must be made immediately.
- Cash advances/disbursements from financial institutions.
- GIFT CARDS from any establishment for any reason.
- Salary and monetary awards.
- Consultant and maintenance agreements (one-time emergency repairs are permissible).
- Purchases from sources that the cardholder has a financial interest.
- Gifts.
- Entertainment and alcoholic beverages at any type of establishment.
- Room movies and room service.
- Vehicle expenses for personal vehicle (examples: carwash, auto parts and repairs).

The CFO and/or designee shall monitor monthly the use of each credit card by auditing credit card expenditures and report any serious problems and/or discrepancies directly to the Superintendent. The Board will not authorize any credit card expense that is not first approved by the Superintendent or designee and is not matched to receipts.

SECTION 5 Misuse and/or Unauthorized Use

An employee who violates a provision of this policy may have his/her credit card use privileges revoked and may be subject to disciplinary action as determined by the Superintendent. If the Superintendent violates a provision of this policy, he/she may be subject to disciplinary action as determined by the Board.

SECTION 6 Credit Card Use Agreement

Prior to authorizing the use of School credit cards, the Business Office shall require the user to sign a credit card use agreement authorizing the School to deduct or withhold the amount of any and all charges to the credit card from the user's pay unless:

- a. The charge is for a school-related purpose authorized under this policy; and
- b. The person has submitted signed receipts and such other documentation as the CFO and/or designee may require prior to the credit card statement being received by the Business Office for payment. The credit card use agreement must be signed and completed prior to any use of the School credit card and shall be kept on file by the School. Any use of the School's credit card prior to or without completing the credit card use agreement shall be considered unauthorized and may subject the user to discipline, including dismissal, and criminal charges.

SECTION 7 Credit Cardholder Responsibilities

Cardholders are responsible for:

- IMMEDIATELY reporting a lost or stolen card to the Business Office.
- The security of the card. Under no circumstances is the cardholder to allow another person to use the School credit card.
- Making purchases for the School/school/department of authorized and allowed goods.
- Making purchases in compliance with information set forth in this policy.
- Ensuring original merchant documentation is complete and available for each transaction.
- Turning in your card to the administration upon retirement, leave of absence, or termination.

- Only School expenses can be charged on the School credit card.

SECTION 8 Procedures for Using Credit Cards

- 1) Do purchase order –
- 2) Request use of card from CFO and/or designee.
- 3) Read and sign credit card use form.
- 4) Make purchase.
- 5) Return the credit card and original itemized receipts stapled to a copy of the P.O. to the Business Office within five days of the transaction. Reason for the expense and the names of all parties present must be turned in on/with the receipt (examples: meal expenses, group registration, etc.).

Approved: February 23, 2023 Reapproved: Revised:

Odyssey Charter School
Affidavit for Executive Session

On a motion by _____, seconded by _____, the board voted to go into Executive Session for the purposes checked below.

The undersigned chair or presiding officer, under oath, certifies that at a meeting of the Governing Board held on _____, the Board closed its meeting as permitted by the Open Meetings Act of Georgia. The only matters considered or discussed during the closed portion or executive session of its meeting is as checked below:

- _____ To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (OCGA 20-2-757)
- _____ To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC 1232g.)
- _____ To authorize negotiations to purchase, dispose of, or lease property; (OCGA 50-14-1(b)(1)(B))
- _____ To authorize the ordering of an appraisal related to the acquisition or disposal of real estate; (OCGA 50-14-1(b)(1)(C))
- _____ To enter into a contract or option to purchase, dispose of or lease property, subject to approval in a subsequent public vote; (OCGA 50-14-1(b)(1)(D, E))
- _____ To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee (but not when receiving evidence or hearing argument on charges filed to determine disciplinary action); (OCGA 50-14-1(b)(2))
- _____ To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (OCGA 50-14-2)
- _____ To discuss tax matters which are confidential by state law; (OCGA 50-14-2)
- _____ To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50. (OCGA 50-18-7)

The undersigned chair or presiding officer further certifies under oath that any votes taken regarding the above matters were taken during the open meeting and were not conducted within the closed session.

This _____ day of _____, _____

Sworn to and subscribed before me
On the above date:

Commission Expires _____

President or Presiding Officer

Board Officer

Revision Notes

<u>Date</u>	<u>Change</u>
2/25/20	Appendix J 1.0 to 6.1 Addition of Infectious Disease Policy as recommended by SCSC in October 2019 Audit
	Appendix HH 3.1 Addition of Vaporizers and Electronic Cigarettes 4.1.2 Include Vaporizers and electronic cigarettes
	Appendix II 3.0 Addition recommended by SCSC in October 2019 audit. 3.1 Addition recommended by SCSC in October 2019 audit.
3/19/2021	Appendix WW -Public Comment Policy Recommended by SCSC 2020 Reviewed by legal.
3/19/2021	Appendix OO- Bullying Policy Recommended change by SCSC 2020 Reviewed by legal.
3/19/2021	Appendix FF - Telecommunications & Technology Change reviewed and recommended by Legal.
10/22/2021	Appendix LL – Scholar “Shall be assigned to an Alternative School” Finding SCSC FY21 5(b).
10/22/2021	Appendix WW – Terminate Speakers statement when exceeding allotted time. Finding SCSC FY21 3(d)
3/18/2022	Appendix LL- “Scholar <u>shall</u> be assigned to an alternative school” Finding SCSC FY22 5(b).
9/2022	Appendix YY – Protect Students First
9/2022	Appendix ZZ – Conflict of Interest (From previous policy manual 2018)
2/23/2023	Appendix B – Addition of Carroll, Douglas, Fulton, Fayette, Heard, and Troup County School Districts (Approved expansion by SCSC 1/31.2023)

2/23/2023	<p>Appendix ZZ – Addition of Must:</p> <p>Be a United States Citizen</p> <p>Be a resident of Georgia</p> <p>Not be an employee of the State Charter School</p> <p>(Finding of SCSC monitoring 2022/2023. Corrective action)</p>
4/21/2023	<p>Appendix AAA – Added by Finding SCSC 2023 monitoring.</p> <p>Reviewed by Legal – February 2023</p>
7/20/23	<p>Appendix H – Added HB 147 Intruder alerts / New Safety Plan / on opt-out of drills by staff or students.</p> <p>Recommended by Legal 2023 annual review</p>
7/20/23	<p>Appendix FF – Added Senate Bill 93 Prohibited Social Media Platforms on State owned equipment</p> <p>Recommended by Legal 2023 annual review</p>
7/20/23	<p>Appendix K – Added Senate Bill 45 Seizure and Epilepsy Action Plan</p> <p>Added school obligations listed in Bill</p> <p>Recommended by Legal 2023 annual review</p>
9/2022	<p>Appendix XX – Parent Bill of Rights</p> <p>House Bill 1178</p>
7/20/2023	<p>Appendix XX – Updated section 1.2 1.3 & 2.1</p> <p>(Finding of SCSC monitoring 2022/2023. Corrective action)</p>
2/15/24	<p>Appendix XX - Update section 1.2 / Addition section 1.4</p> <p>(Finding of SCSC monitoring 2023/2024. Corrective action)</p>
1/16/25	<p>Appendix XX – Updated by Legal (Finding of SCSC Monitoring 2024)</p>
2/15/24	<p>Appendix ZZ – Additional Verbiage O.C.G.A 20-2-2084(e)</p> <p>(Finding of SCSC monitoring 2023/2024. Corrective action)</p>

2/15/24

Appendix TT – Kids in Crisis added section 2.0 Suicide Prevention
(Finding of SCSC monitoring 2023/2024. Corrective action)

Additional Items

9/2022

Affidavit