



**Community Education
Association, Inc.
d/b/a Odyssey School**

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Newnan GA 30265**

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Odyssey School Policies

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Odyssey School Policies

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Hiring for all Instructional/Administrative Staff Policy

Board Policy #CEA-2003-001

Passed 03/21/2003

Items a through d are to be completed PRIOR to Board approval of contract.

- a. Urinalysis drug testing at a Board approved site with results sent directly to Board
- b. Curriculum Vitae or resume sent to the Board including, but not limited to, all previous professional employers names, addresses, and phone numbers; professional writings published; education; and three professional or personal references- not to include relatives.
- c. Criminal background check sent directly to the Board
- d. Fingerprint analysis sent6 directly tot the Board

Note: There was a temporary amendment on July 1, 2004 to override this policy during the implementation period concerning points a, c, and d. Should an employee have unacceptable results concerning these points, this would be grounds for immediate termination.

Salary Schedule Policy

Board Policy #CEA-2003-002

Passed 03/21/2003

Odyssey school will use the Georgia Annual Monthly Salary Schedule for the current fiscal year as a salary guide.

Employee Probation Period Policy

Board Policy #CEA-2003-004

Passed 03/21/2003

All new employees would be on probation for a period of 90 days.

Employee Drug Testing Policy

Board Policy #CEA-2004-001

Passed 07/01/2004

Any employee of the school will be subject to random drug testing. Unacceptable results could lead to termination.

Policy for Use of Odyssey School

Board Policy #CEA-2004-002

Passed 09/23/2004

1. Odyssey School has the right to set forth appropriate policies for the use of its facility by outside groups.
2. Groups that are supported by Odyssey School such as after-school programs, extra-curricular school clubs, and a Parent Teacher Organization shall not be deemed as being outside groups and not be charged a fee for the user of the facility other than a nominal cleaning fee if necessary.
3. Outside groups wishing to use Odyssey School for events must adhere to the principles of Odyssey School, be related to some positive aspect of education or student development, and may not discriminate against individuals or groups on such factors as race or national origin.
4. Outside groups wishing to use Odyssey School on a regular or ad hoc basis will need to complete the Request for Use of Odyssey School form, stating among other things the dates, times, and purpose for the request (meeting, class, etc.)
5. The Board of Directors has the right to set specific rental fees for the use of space, pay for Odyssey personnel present to watch the building, and equipment.
6. The School Director will make the initial determination of whether a group can use the Odyssey School facility.
7. If denied the use of the facility, the group has the right to appeal the School Director's decision to the Board at their next called meeting.
8. The School Director will have the right to waive or reduce any fees.
9. The School Director will have the right to disallow the use of space if it comes to his/her attention that the group has abused the privilege of using Odyssey School or are using it for a purpose other than what has been stated on their form.
10. The School Director will inform the Board as to the usage of the school by outside groups.
11. All fees for usage by groups shall be placed into the general, non-FTE account.

Holiday Program Policy

Board Policy #CEA-2005-001

Passed 03/03/2005

The policy of Odyssey School regarding religious presentations at school and during programs shall be in line with that set forth by court rulings, precedent, and common sense. With regard to holiday programs and school productions only, the Board shall form a sub-committee made up of the School Director and two Board members (at least one of whom shall be from the paid staff of Odyssey School) which shall approve the form and content of the holiday programs and productions prior to the beginning of the rehearsals. This sub-committee shall not have to seek confirmation of the full Board for any decisions made regarding these matters, although they will be answerable to the Board for all decisions. The sole purpose of this committee will be to review programs and productions and will not be to review the curricula nor handle questions regarding specific incidents that might be seen as imposing religious doctrine or infringing upon the religious beliefs of students, parents, faculty, or staff.

Teacher/TA Tutoring

Board Policy #CEA-2005-002

Passed 05/12/2005

Teachers and TA's may tutor Odyssey School students for a fee in regular academic subject areas provided the following conditions are met:

1. The tutoring is done on an individual or small group basis (no more than 3 students).
2. This service shall not be advertised.
3. The teacher does not have the student for any class during the regular instructional day (teaching assistants may assist students within their cluster provided they do not serve as their instructor on a daily basis).
4. The teacher/TA does not exert influence with other teachers or the instructional staff to unfairly assist the student (persuade a teacher to change the content of a test for example).
5. The teacher/TA tutors prior to, or after the conclusion of, regular working school hours: (8:30-4:15 M-Th; 8:30-3:00 F).
6. The teacher/TA does not use the school for a tutoring session outside of normal operational hours (7:00 am-6:00 pm) without paying the normal group use fee.
7. While tutoring students at the school, the teacher/TA shall remain an employee of Odyssey School and will be responsible for exerting the normal due diligence expected of any employee.
8. The teacher/TA will reimburse the school for any Odyssey school supplies used in the course of tutoring.
9. The school director has the responsibility for ensuring that these rules are followed.



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Reimbursement Policy

Board Policy #CEA-2006-001

Passed 03/02/2006

Odyssey School will reimburse mileage for teachers and staff attending school-approved conferences, meetings, workshops, etc. at a rate comparable to the state-approved reimbursement rate. Meals will be reimbursed up to \$25 per day. Receipts and/or a mileage log must be provided for reimbursement. If it is less expensive to rent a car for travel purposes, Odyssey will reimburse the cost of an appropriately sized rental car plus the cost of gas. Other costs, such as insurance and damage liability will be the sole responsibility of the staff member unless previously approved by the director. In the case of approved overnight travel, Odyssey School will pay the cost of a standard hotel room, including room tax and other standard charges; extra charges such as phone, Movies-on-Demand, etc. shall be the responsibility of the staff member.

School Records of Children with Non-Custodial Parents

Board Policy #CEA-2006-002

Passed 03/02/2006

Non-custodial persons must have the signed consent of the custodial parent and/or valid court documents on file with the school that specifically address the question of school records in order to receive copies of written school records and official correspondence.

Children of Faculty

Board Policy #CEA-2006-003

Passed 05/12/2006

Students of faculty shall not be placed in the same classroom as another adult family member. This provision shall not apply to any special classes such as PE, art, music, etc. Siblings may be placed in the same classroom after consultation with the parents.

Amended June 29, 2006 adding:

The students of faculty members shall not be placed in the same classroom as another adult family member for over half of the time of the normal school day. This provision shall not apply to any special classes such as PE, art, music, etc.

Tardy Policy

Board Policy #CEA-2006-004

Passed 08/03/2006

Students having at least 20 tardies in one academic year will be placed on probation for the remainder of the school year and will be suspended from school for two days beginning the day following. Should the student acquire 10 additional tardies throughout the remainder of the school year, they are subject to immediate dismissal from Odyssey School.

Sibling Lottery

Board Policy #CEA-2006-005

Passed 11/02/2006

Siblings in the same grade level are treated as one number in the lottery. If class capacity is exceeded by all of said siblings, the parent/guardian has the option to split the siblings, with as many as possible into the grade level and the remaining siblings(s) to the top of the waiting list for that level.

Fundraising Coordination Policy

Board Policy #CEA-2007-001

Passed 01/04/2007

All fundraising events for Odyssey School must be approved by the School Director.

Internet Safety Policy

Board Policy #CEA-2007-002

Passed 01/04/2007

Introduction

It is the policy of Odyssey School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Odyssey School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Odyssey School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.



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Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the School Director or designated representatives.



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Parental Observation and Classroom Assistance Policy

Board Policy #CEA-2007-003

Passed 02/01/2007

Parents shall provide the teacher of at least one day's notice if they wish to observe or assist in their child's classroom during instructional time. If a parent does not provide notice, the teacher has the right to refuse them entry into the classroom. Further, the teacher (or appropriate staff) will have the discretion to remove a parent from the classroom if the parent causes a disruption to the students or staff, ignores the teacher's instructions, countermands the teacher or if the teacher feels that the parent is hindering the learning process.

Parents not abiding by these requests face the possibility of removal from the premises by law enforcement and/or expulsion of their child(ren) from Odyssey School. Any decision to expel a student must be determined at a scheduled Board hearing; however, the School Director may elect to suspend the child pending the hearing.

Background Check Policy

Board Policy #CEA-2007-004

Passed 03/15/2007

The Odyssey School Board of Directors recognizes a need for a safe learning environment for all students. Any adult who will be volunteering for any school function, both inside and outside the school, must have a criminal background check.

Multiple Siblings in a Classroom

Board Policy #CEA-2007-005

Passed 11/15/2007

When parents enroll multiple children, who will be within the same cluster, they may make a written request to the director that their children be placed into the same classroom or into different classrooms. A request to place siblings within the same classroom will be honored provided there are no pertinent academic or behavioral issues. If the request is not honored, the parent has the right to appeal to a sub-committee appointed by the Board.

Any formal request must be made at least 14 days prior to the beginning of the school year. In the absence of a written request for placement, students will be placed utilizing the best judgment of school personnel and in consideration of space constraints. The School Director is under no obligation to honor requests made less than 14 days prior to the beginning of the school year, even if children enroll at Odyssey after the request window has passed.



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Ownership of Classroom and School Materials

Board Policy #CEA-2007-006

Passed 12/11/2007

Supplies purchased by Odyssey School for school use, items purchased by any Odyssey group (PTA for example) for school or classroom use, or items whose purchase price is reimbursed by Odyssey School or any Odyssey parent group (PTA for example) shall be the property of Odyssey School, not the individual teacher or staff member. This policy shall also cover materials and money specifically designed for use in the classroom.

It shall not cover materials paid for by the teacher for use in the classroom, items for which no reimbursement was received, or items given directly to the teacher or staff member for their personal use, or items purchased through the Governor's Gift Card program. Items purchased through the Governor's Gift Card will be handled in accordance to the rules established by the state governing the use of these cards.

Grade Integrity

Board Policy #CEA-2008-001

Passed 03/13/2008

No teacher shall be required, coerced, intimidated or disciplined in any manner by a parent, school administrator, superintendent or school board to change the grade of a student.

This is not meant to prevent a school administrator or superintendent from discussing the grade of a student with a classroom teacher.

After report cards or progress reports have been distributed, changes may only be made by the school administrator upon request of, and consultation with, the classroom teacher. Changes may only be made for the following reasons:

1. Mistake in grade computation.
2. Falsification of information.

Any grade change must be clearly indicated in the student's school records and must indicate the name of the person responsible for making such a grade change.

If the parent or guardian objects to the content of the report card or progress report grades or comments, they may be offered an opportunity to write a letter of disagreement which will be placed in the student's permanent record along with the report in question.

Persons Other Than Students Who Insult or Abuse School Staff

Board Policy #CEA-2008-002

Passed 04/17/2008

Any parent, guardian, or person other than a student enrolled in this school who has been advised that minor children are present, and upbraids, insults, verbally or physically abuses any teacher, school administrator, parent volunteer or staff member in the presence and hearing of a pupil while on the premises of this school will, by any of the above designated school personnel,

1st incidence: be asked to leave Odyssey School premises.

2nd incidence: be asked to leave Odyssey School premises and will be banned from school property.

3rd incidence: have their child/children suspended from Odyssey School pending a hearing, as per school handbook, at which expulsion proceedings will commence.

If this person refuses to leave the premises (including the parking lot), upon direction, local law enforcement will be called.

Policy Regarding Families Owing Fees to Odyssey

Board Policy #CEA-2008-003

Passed 04/17/2008

It is an expectation that any fees owed to Odyssey School must be paid by the last day of school or the child/or children from that family will be withdrawn pending Board approval.

Toilet Training Policy

Board Policy #CEA-2008-004

Passed 04/17/2008

It is the expectation that all students will begin their school years completely toilet trained. Children not toilet trained should not be enrolled at Odyssey. If an enrolled child experiences persistent (defined as an average of at least once every two weeks) soiling, their parents will be called for a conference to address the situation. Continued soiling may result in the child being asked not to return to school until toilet training is complete.

For liability and health reasons, teachers and teacher assistants are not responsible for changing diapers, Pull-ups, or training pants. Students who need assistance after soiling themselves should go to the nurse or, in absence of the nurse, the office. The child's parent will be contacted to arrange a change of clothes (if needed) and to change the child if necessary.

Parents of students with health issues that prevent complete toilet training should provide documentation of this situation to the administration and the school nurse upon enrollment. Special education students having this issue addressed in their IEP will be exempt from this rule.

Assessments

Board Policy #CEA-2008-005

Passed 05/01/2008

Prior to beginning classes at Odyssey School, each enrolling student will be required to complete the appropriate assessment tests, as determined by the school. These tests will be based primarily upon the student's age and grade level. Assessments will be done at no cost to the student. Assessments results will not be used as criteria for admission to the school.

Approval Process for Joint Ventures with Taxable Entities Policy

Board Policy #CEA-2009-001

Passed 08/06/2009

All proposed joint venture documents, including amendments and renewals, must be reviewed by legal counsel for Community Education Association, inc. d/b/a Odyssey School prior to and during negotiations, and approved by the Board treasurer to assure that the school's tax exempt status is protected and approved by the Board of Directors.

In the negotiation and review of proposed joint ventures and joint venture documents, the Association will evaluate such participation in such Joint Ventures under applicable federal tax law and take steps to safeguard the exempt status of the school with respect to such ventures and negotiate such adequate terms and safeguards to protect the school's tax exempt status.

Such safeguards may include

providing that the school have sufficient control over the joint venture to ensure that the joint venture at all times is operated and managed in a manner that furthers the exempt purposes of the school;

assuring that the joint venture does not cause the school to act other than exclusively in furtherance of its tax exempt purposes or adversely affect its tax exempt status;

assuring that the joint venture does not directly engage in any activities that would jeopardize the schools exemption;

and requiring that the sufficient operating controls be implemented at the joint venture to assure that all contracts and transactions involving the Association and the joint venture are at arms-length or more favorable to the Association.



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Availability of Policies and Financial Information Policy

Board Policy #CEA-2009-002

Passed 08/06/2009

Community Education Association, Inc. d/b/a Odyssey School will maintain written policies in a Policy Manual that is available for review during normal business hours. Policies passed by the Board will also be made available on the school's web site.

The school's yearly budget, most recent 990 tax return, and audit will be placed in a financial notebook that is available for review during normal business hours. Copies of previous financial records are available for inspection upon request from the school office during normal business hours.

Non-Discrimination Policy

Board Policy #CEA-2009-003

Passed 08/06/2009

The Odyssey School Board of Directors is committed to a policy of non-discrimination in relation to race, color, religion, nation origin, political affiliation, age, disability, or sex. This policy will prevail in all matters concerning employee (employees, retention and advancement), students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business.

In keeping with the Board's commitment and the requirement of applicable State and Federal law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; in educational materials; and in all business transactions conducted by the Board.

Document and Destruction Policy

Board Policy #CEA-2009-004

Passed 08/06/2009

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstruction any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Odyssey School in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Community Education Association, Inc. d/b/a Odyssey School's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

Community Education Association, Inc. d/b/a Odyssey School follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to the Georgia State Board of Education	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years

IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
 <u>Bank Records</u>	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
 <u>Payroll and Employment Tax Records</u>	
Payroll Registers	Permanent
State unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
 <u>Employee Records</u>	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Sheets	2 years
 Donor Records and Acknowledgement Letters	 7 years
Grant Applications and Contracts	5 years after completion
 <u>Legal, Insurance and Safety Records</u>	
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent



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Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after expiration

School Records

Student's Permanent Record	Permanent
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IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

Odyssey School records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Odyssey School operating in an emergency will be duplicated or backed up and maintained off site.

VI. Document Destruction

Odyssey School's school director is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Community Education Association, Inc. d/b/a Odyssey School and its employees and possible disciplinary action against responsible individuals. The school director and Board finance committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Grade Acceleration Policy

Board Policy #CEA-2009-005

Passed 08/06/2009

Odyssey School attempts to meet children at their level and move them forward. We recognize that, in exceptional cases, the most appropriate way to do so is through grade acceleration. In order to be considered for grade acceleration, students must meet the following criteria:

- Requests for consideration of grade acceleration may be made by the recommendation of the student's teacher and/or request by the student's parent.
- Students must have scored in the "Exceeds the Standard" range of the CRCT for the last school year in Reading and Math (for students in Kindergarten or 1st grade, students will need to have accomplished all mathematics and reading standards.
- Students for whom grade acceleration is a consideration will be given the Woodcock-Johnson test and must score at least two full grade levels above their current grade level.
- The child will also be evaluated according to the IOWA Acceleration Scale.
 - A minimum of 6 points in Section V: Assessment of Aptitude and Section VI: Assessment of Achievement on the IOWA Acceleration Scale.
 - A minimum of 60 total points on the IOWA Assessment Scale.
- All students must complete grades 3, 5 and 8 as these are designated as "gateway" years when students must pass the CRCT in certain academic areas in order to be promoted to the next grade.
- Decisions whether to advance a student will be made by a committee made up of the school director, teachers from the student's current grade level, the parent(s) of the student, and at least one teacher from the student's proposed new grade level. Other staff members may be asked to be a part of the committee at the discretion of the school director.
- Any decision made to advance a student must take into account not only academic criteria, but also the student's behavior and emotional maturity level.
- Decisions to advance a student must be unanimous.
- No student will be advanced more than one grade level.
- The final decision regarding grade acceleration cannot be appealed.

Whistleblower Policy

Board Policy #CEA-2009-006

Passed 08/06/2009

The Whistleblower Policy of Community Education Association, Inc. d/b/a Odyssey School encourages faculty, staff, and volunteers to come forward with credible information on illegal practices or serious violations of the adopted policies of the Odyssey School Board of Directors. It also specifies that the Board will provide a place for information to be reported and protect the confidentiality and identity of the reporter.

1. Odyssey School encourages complaints, reports, or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the Board itself, by the leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.
2. Odyssey School prohibits retaliation by or on behalf of the Board against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review of investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Odyssey School reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the Odyssey School Board Vice-President. The Board will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Board may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Discipline Policy

Board Policy #CEA-2003-005

Passed 08/06/2009

It is the belief of Odyssey school that every student has the right and ability to reach academic excellence. In order to achieve this objective, it is important that students, teachers and parents/guardians work together in order to provide an environment free from the distractions of inappropriate and disruptive behavior. A uniform code of conduct has been installed to enhance the learning experience of all children and the teaching opportunity of the staff at the Odyssey school.

Any willful acts of disruption in an Odyssey classroom or learning environment will not be accepted and will be handled immediately. Teachers are responsible for documenting inappropriate behavior and disciplinary action in the classroom. Each teacher has the right to deal with disruptions in the classroom as they occur until the behavior becomes disruptive to learning. The student will then be referred to the Director for further disciplinary action.

Infractions of school policy are to be handled at the discretion of the Teacher/TA or Odyssey staff involved. Any grievances with how Odyssey staff use this discretion will be handled by the Odyssey school Director. If a resolution cannot be obtained then a committee made up of the Director and 2 Odyssey Board members will be formed to take corrective action. In the case of a grievance against the Director, the Odyssey School board will hold an executive session to discuss the grievance.

There are 4 Classes of offenses to be used at the Odyssey school. Level 1 offenses will be punished by a demerit system. Odyssey staff is to use appropriate judgment when to issue demerits and are responsible for informing the Director when the demerit limit has been reached. Level 2 offenses will require a verbal and written warning precluding other disciplinary actions. Level 3 and 4 offenses will involve the Director and will involve contacting the parent and could lead up to in school or out of school suspension and could possibly lead to expulsion of the student.

And not to be forgotten are the students who set a positive example. Odyssey will always show appreciation to the students who set themselves apart in facilitating a learning experience free from distractions. It takes leadership from our student body to help minimize distractions and we will recognize those students throughout the year.

NOTE: If a returning student continues with a pattern of disciplinary problems the parents will be notified and suspension and/or expulsion could be warranted.

Level 1 (including but not limited to)

- 1) Dress code violations
- 2) In hall without a pass
- 3) Eating food outside of designated times and/or areas
- 4) Failure to deliver and/or return communication with parents
- 5) Assignments, books or students not prepared for class
- 6) Personal electronics use rule violations
- 7) Tardiness

Disciplinary Action for all Level 1 offenses will be based on a demerit system 1-10. When the student has reached 10 demerits after school detention will be issued. (These demerits will renew every trimester)

Level 2 (including but not limited to)

- 1) Vulgarity/Profanity
- 2) Disruptive behavior on school grounds
(classroom/hallways/bathrooms/playground/lunchroom, etc.)
- 3) Failure to attend detention session
- 4) Inappropriate physical contact

Disciplinary Action for all Level 2 offenses will be preceded by a 1 verbal and then 1 written warning. After that, the following actions will then take place:

- 1) 1st infraction: Parent contacted by Director.
- 2) 2nd infraction: Parent contacted by Director/Detention time after school.
- 3) 3rd infraction: Detention time after school/Conference with Parents, Teacher, Director and other school personnel involved and a letter from the Director warning of impending 1-day in-school suspension.
- 4) 4th infraction: Conference held with Director, 1-day in-school suspension.
- 5) 5th infraction: Letter from Director – 2 day out-of school suspension.
- 6) 6th infraction: May result in Student Expulsion.

Level 3 (including but not limited to)

- 1) Cheating
- 2) Insubordination towards school personnel
- 3) Stealing
- 4) Fighting**
- 5) Unsafe behavior
- 6) Damaging/Defacing property
- 7) Vandalism
- 8) Forgery of parent signature(s)
- 9) Violation of personal property

Disciplinary Actions: Immediate removal from the general population (in-school suspension or on-team suspension.)

First Offense: Conference with parents, Director and student

Second Offense: In-school suspension

Third Offense: Out-of-school suspension

Fourth Offense: Possible Expulsion

****Fighting will automatically result in either in school or out of school suspension to all students actively involved**

Level 4 (including but not limited to)

The following acts are considered high offenses and will warrant the issuing of *immediate suspension and possible Expulsion:*

- 1) Weapons/Firearms
- 2) Tobacco/Alcohol/Substance Abuse
- 3) Truancy
- 4) Harassment/Threatening behavior toward other students or school personnel.
- 5) Pornography

All level 2-4 infractions of school policy will be accumulated over the school year and will not “reset” until the following school year.

Bid Policy

Board Policy #CEA-2009-007
Passed 09/10/2009

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

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. 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.

Compensation of Key Employees

Board Policy #CEA-2009-008
Passed 09/10/2009

The Odyssey School Board of Directors will consult with the school's CPA to develop compensation guidelines for the school director and other key administrative employees. The CPA will compare salaries and compensation packages among other entities of our type and make an initial report to the human resources sub-committee of the Board. The sub-committee will work with the budget committee in drafting proposed compensation guidelines for the full Board's consideration.

Should the CPA be unable to conduct this comparison, the human resources sub-committee of the Board will be responsible for undertaking this process.

Conflict of Interest / Disclosure Policy

Board Policy #CEA-2009-010
Passed 10/01/2009

Board directors of Community Education Association, Inc. will annually complete a form to disclose real and potential conflicts of interest. The completed forms will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Directors. Any perceived conflicts of interest will be reported to the Executive Committee which will again attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Directors.



Odyssey School Policies

Computer and Technology Acceptable Usage Policy

Board Policy #CEA-2010-001

Passed 02/11/2010

Community Education Association, Inc. d/b/a Odyssey School (wherein referred to as Odyssey School) provides a variety of electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from or stored in these systems are the property of ODYSSEY SCHOOL and, as such, are intended to be used for job-related purposes only.

Employees are required to sign an acknowledgment form before receiving access to the various systems in use at ODYSSEY SCHOOL. The following summary guidelines regarding access to and disclosure of data on any ODYSSEY SCHOOL electronic communication system will help you better determine how to use these systems in light of your own and the school's privacy and security concerns. The following are only summary guidelines; employees should contact the Information Technology (IT) department for more detailed information.

Monitoring: ODYSSEY SCHOOL provides the network, personal computers, electronic mail and other communications devices for your use on school business. ODYSSEY SCHOOL may access and disclose all data or messages stored on its systems or sent over its electronic mail system. ODYSSEY SCHOOL reserves the right to monitor communication and data at any time, with or without notice, to ensure that school property is being used only for business purposes. The school also reserves the right to disclose the contents of messages for any purpose at its sole discretion.

Retrieval: Notwithstanding the school's right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so.

Passwords: Initial passwords are assigned by the IT department and should not be given to other staff or persons outside the organization. Employees should change the provided passwords as soon as possible using the instructions provided by the IT staff. ODYSSEY SCHOOL reserves the right to override any employee-selected passwords and/or codes. Employees are required to provide the school with any such codes or passwords to facilitate access as needed. Periodically, staff may be required to change their passwords. At no time should an ODYSSEY SCHOOL employee allow a temporary employee, contractor or other employee use of their login. In the case where an employee does provide another person access to their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation.

Message Content: The e-mail system is not to be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. The system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability. The organization's overall employee manual or code of conduct shall be considered the prevailing authority in the event of possible misconduct.

Employees should note that any data and information on the system will not be deemed personal or private. In addition, the e-mail system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Legal Proceedings: Information sent by employees via the electronic mail system may be used in legal proceedings. Electronic mail messages are considered written communications and are potentially the subject of subpoena in litigation. ODYSSEY SCHOOL may inspect the contents of electronic mail messages in the course of an investigation, will respond to the legal process and will fulfill any legal obligations to third parties.

Physical Security: Equipment which is to be removed from ODYSSEY SCHOOL property must be approved in advance with the IT department and an inventory of this equipment maintained by IT. All equipment removal from the premises by an individual must be documented including the make, the manufacturer and serial numbers on a school supplied form, and a copy of this form shall be filed in the employee's HR folder. If the employee leaves the organization, he or she must return the equipment to ODYSSEY SCHOOL prior to the last day of employment.

**If the equipment is not returned the retail value of the equipment will be deducted from the employee's last paycheck.*

Network Security: IT will monitor network security on a regular basis. Adequate information concerning network traffic and activity will be logged to ensure that breaches in network security can be detected. IT will also implement and maintain procedures to provide adequate protection from intrusion into ODYSSEY SCHOOL computer systems from external sources. No computer that is connected to the network can have stored, on its disk(s) or in its memory, information that would permit access to other parts of the network. Staff should not store personal, business, member or other credit card/account information, or passwords within word processing or other data documents.

Personal Computer Security: Only legally licensed software will be installed on ODYSSEY SCHOOL computers. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Software cannot be copied or installed without the permission or involvement of the IT department. IT will configure all workstations with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting their computer against virus attack by following IT



Odyssey School Policies

guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving ODYSSEY SCHOOL should be scanned for viruses. Staff should log off of the network when they will be away from their desk for an extended period.

Backup Procedures: All network resources are backed up and stored off-site. Data stored on the local PC drives is not backed up, and as a result, important data and applications should not be stored on the C: drives of these machines. Staff working on especially crucial information are encouraged to backup these projects to media which can be supplied by the school. Computer users will be responsible for ensuring that the data stored on their local machines is backed up.

Access to ODYSSEY SCHOOL Computers: ODYSSEY SCHOOL will provide computer accounts to all ODYSSEY SCHOOL staff. External people who are determined to be strategically important to ODYSSEY SCHOOL, such as temporary staff, volunteers, or contractors, will also be provided accounts as appropriate, on a case-by-case basis. The employee managing the temporary or contract staff assumes responsibility for the identification of access requirements and use of the account. Accounts will be revoked on request of the user or manager or when the employee terminates employment at ODYSSEY SCHOOL.

Internet Use: The Internet is to be used for business purposes only. Employees with Internet access are expressly prohibited from accessing, viewing, downloading, or printing pornographic or other sexually explicit materials. In addition, employees should be mindful that there is no assurance that e-mail texts and attachments sent within the school and on the Internet will not be seen, accessed or intercepted by unauthorized parties. Furthermore, posting to or accessing social networking sites such as Facebook, MySpace, LinkedIn, etc. is prohibited during work hours.

Software Usage: Employees are expected to use the standard software provided by IT, or identify applications they need in the course of their work. Staff members are not permitted to download applications, demos or upgrades without the involvement of IT. Employees will use the standard e-mail system provided by ODYSSEY SCHOOL for official e-mail communications, and should not install their own e-mail systems. Additionally, use of instant messaging programs, such as ICQ, AOL Instant Messenger, Microsoft Messenger, etc., is prohibited.

Email: School employees must use their assigned email for any communication regarding students or any other school related business. Employees are not allowed for any reason to communicate with an outside individual pertaining to a student's performance, behavior or any other student related issues using their personal email.

Failure to comply with all components of the Computer and Technology Acceptable Usage Policy may result in disciplinary action up to and including termination of employment. Any employee who does not understand any part of the policy is responsible for obtaining clarification from his or her manager.



Odyssey School Policies

Policy Acceptance and Acknowledgment

All employees must complete a form at the inception of employment acknowledging receipt and acceptance of this policy. A sample form is included with the policy as appendix a.



Odyssey School Policies

Appendix A:

Computer and Technology Acceptable Usage

Sample Policy Acknowledgment Form

By signing below, I am acknowledging that I understand the Acceptable Use Policy. If I need clarification, I know that I can contact the Andy Geeter via email at ageeter@odysseycharterschool.net.

Employee Signature

Date

Paid Time Off for Teacher Assistants Policy

Board Policy #CEA-2010-002

Passed 04/15/2010

Updated 02/17/2011

The previous Board-approved Paid Time Off Policy for Teacher Assistants is to be replaced with this revised policy. This revised policy will retroactively go into effect for the 2010-2011 school year and continue ongoing for future school years.

A. Covered Employees

This policy covers salaried Teacher Assistants and Specials Teachers.

B. Purpose

As a component of total compensation, this policy is to provide Teacher Assistants and Specials Teachers with a structured benefit plan for the receipt of pay during certain periods of personal time away from work.

Odyssey believes that employees should be afforded a reasonable time away from work to conduct personal affairs and to have a break from the demands of the work place. The Director is encouraged to support this purpose by anticipating paid time off in formulating organizational structures and work schedules.

C. Introduction

1. Several types of personal time away from work are covered by this single benefit plan, including vacation time, personal or family sickness, attendance at a funeral, and other personal affairs.
2. Employees and the Director are responsible for accurately recording the use of PTO.

D. Accruals

1. All of the PTO time is accrued on the first day of the school year.
- 2a. Full-time Teacher Assistants and Specials Teachers employed by Odyssey on the accrual date (first day of school year) will accrue 40 hours of PTO.
- 2b. Part-time Teacher Assistants and Specials Teachers employed by Odyssey on the accrual date (first day of school year) will accrue 20 hours of PTO.
3. Teacher Assistants or Specials Teachers hired after the start of the school year will accrue PTO hours on a prorated basis after a period of 90 calendar days.
4. If days are missed in excess of PTO accrual, then the missed days will be unpaid.

5. At the end of the year, any balances of PTO will be paid out at hourly rate and cannot be rolled into the new school year.
6. Paid time off will not be paid to any covered employee whose employment is terminated.

Beginning of School Year Attendance Policy

Board Policy #CEA-2010-003

Passed 11/11/2010

Students not attending Odyssey at least one day of the first three days of the new school year will be withdrawn from the school for non-attendance at noon of the third day. The only exception to this policy will be for student illness or another situation for which advanced approval has been given by the school director. In the case of non-student illness situations, the advanced approval can be for a period of no longer than five school days after which the student will be withdrawn for non-attendance.

Once a student has been withdrawn for non-attendance, they will be placed at the bottom of the waiting list for that grade.



Odyssey School Policies

Travel Reimbursement Policy

Board Policy #CEA-2011-001

Passed 02/17/2011

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

Reimbursement of \$.50 per mile of business-related travel, if driving a personal vehicle.

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. 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.

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.

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.

In order to be reimbursed for travel expenses, Odyssey personnel must present signed expense and mileage reports along with applicable receipts to the administrative assistant for processing.

Odyssey personnel may take petty cash advances up to \$50 to be used on travel-related expenses. In this case, the expense report to be turned in should reflect the amount of petty cash used and receipts for expenditures. Any change from petty cash should be returned to the administrative assistant.



Odyssey School Policies

Travel reimbursement is applicable to officially designated coaches and/or activity sponsors only for away matches/activities. Reimbursement is not applicable for mileage or other travel expenses to practices or home matches. 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.

Odyssey Faculty/Staff and Student Relations Policy

Board Policy #CEA-2011-002

Passed 08/18/2011

Odyssey Faculty and Staff are prohibited from texting students.

Fraternization between Odyssey faculty/staff and students via the Internet, personal e-mail accounts, and social networking web sites is prohibited.

Violation of this policy may constitute just cause for disciplinary action up to and including termination.

This policy is not applicable between an Odyssey faculty/staff member and an Odyssey student of which there is a family relation.



Odyssey School Policies

Appendix A: Forms Associated to Policies



**Community Education Association Inc.
d/b/a Odyssey School**

**Board Member Annual Disclosure Statement
Concerning Possible Conflict Of Interest**

The undersigned person acknowledges receipt of a copy of the Conflict of Interest / Disclosure Policy on ___/___/_____. By my signature affixed below I acknowledge my agreement with the spirit and intent of this board policy and I agree to report to the President of the Board of Directors any possible conflicts (other than those stated below) that may develop before completion of the next annual statement.

_____ I am not aware of any conflict of interest.

_____ I have a conflict of interest in the following area(s):

Signed _____

Type or Print name _____

Date _____