odyssey
ONLINE LEARNING

STUDENT & PARENT HANDBOOK 2022-2023

ODYSSEY ONLINE LEARNING

510 Lexington Avenue, Suite 102 | Chapin, SC 29036 | 803-735-9110 | http://www.odysseyonline.com/

© Odyssey Online Learning. All rights reserved.

Table of Contents

Mission Statement & School Calendar 2

Admissions Policy 2

Overview of Odyssey Online Learning

Definitions 5

Parent Guidelines 6

Attendance 7

Code of Conduct 11

Technology Use Policy 17

Student Information

Grading Policy 21

GPA Ranking Policy 21

Plagiarism 23

Graduation Requirements 25

Extracurricular and Interscholastic Activities 27

Field Trips 28

Student Services

Multi-Tiered Systems of Supports (MTSS) 28

Student Assistance Program 29

Child Find Notification 30

Student Records 32

Special Education Services 35

Family Educational Rights and Privacy Act (FERPA) Notice 36

Grievance Policy 37

Non-Discrimination Policy & Title IX Statement 37

Acceptable Use and Internet Safety Policy **39**

DRAFT

© 2022 Odyssey Online Learning. All rights reserved.

Mission Statement

The mission of Odyssey Online Learning is to provide a high-quality education for a wide variety of students by offering alternative solutions to traditional schooling while assisting students in achieving the knowledge and skills to reach their highest potential within a flexible and tailored educational program that fosters lifelong learning.

Academic Calendar

The schools' academic requirements are based on a minimum of 180 days. The academic calendar is built for students to attend school from Monday-Friday each week, but students have access to their course content 24 hours a day, seven days a week. Therefore, students may complete assignments on weekends, holidays, or in-service days if they choose to do so. **For the 2022-23 school year, the first day for students is August 15**. The official school calendar can be found here: https://www.odysseyonline.com/student-and-parent-resources

Enrollment Dates

Students may enroll after the year has begun if space is available; however, it is important that prospective students provide up-to-date academic information from the previous school at the time of enrollment to ensure that the student is placed in the proper courses.

Admissions Policy

Odyssey Online Learning is a public high school open to all students who are residents of the state of South Carolina who are eligible to enroll in the 9th - 12th grade. We operate on a timeline similar to traditional high schools. Enrollment for the Fall semester takes place in the Spring and Summer prior to the start of school. It is preferred that students enroll for the entire academic year (August - June), but Odyssey Online Learning accepts applications year-round if space is available.

Students will usually be able to begin classes upon enrollment. However, students may be asked to wait until the beginning of the next semester, on a case-by-case basis, depending on their academic needs and the point in the semester at which they apply. In cases where space is limited and the number of applicants exceeds the number of spaces, a lottery will be held for all students who submitted complete applications prior to the enrollment deadline. A waitlist will be created, and any applications received after the deadline will be placed on the waitlist in the order they were received.

© 2022 Odyssey Online Learning. All rights reserved.

Students must be enrolled in Odyssey Online Learning full-time. For underclassmen (grades 9-11), this requires a student to be enrolled in a minimum of four (4) courses per semester, while still maintaining progress towards on time graduation. Seniors can be enrolled in a minimum of three (3) courses per semester. Students cannot take classes at Odyssey Online Learning while they are also completing credits through home school, another public school, or a private school.

Admission Requirements

Students must be legal residents of South Carolina and must be 20 years old or younger on or before September 1. The student must provide the school with the name of his or her home school district and must meet all eligibility requirements in order to enroll. If the student is under the supervision of a legal guardian, then proof of that guardianship must be provided at the time of enrollment.

An Enrollment Specialist will verify that the applicant meets admission requirements and that the application is complete and accompanied by all required supporting information. If all prerequisites are met, the school will create a student record containing the applicant's information. The school will not process any application until it receives all required information. The start date for any student who applies after the first fifteen days of a semester will be evaluated on a case by case basis.

Once the school has all documentation, students will receive an orientation checklist titled ***Welcome to the Family*** as part of the orientation process. Students are required to complete the checklist before coursework can be completed.

To be considered for enrollment, prospective students of OOL must provide the following documentation:

- Parent's or guardian's driver's license
- Copy of student's birth certificate
- Copy of current progress reports, unofficial transcripts and/or most recent report card
- Proof of residence (i.e. utility bill, lease agreement)
- Copy of current immunization records
- Copy of special education records, literacy plan, 504 plan, or IEP, if applicable
- Proof of legal guardianship and/or special custodial instructions, if applicable

For a student to be admitted to the school, parents must submit satisfactory evidence that required immunizations have been or are in the process of being completed, or must file a certificate of exemption. As a

© 2022 Odyssey Online Learning. All rights reserved.

charter school, we follow the same mandates as other public schools as set by the Department of Health. Specific immunization requirements can be obtained by contacting the school.

Immunization Exemptions

Parents with strong moral or ethical beliefs against immunizations must complete a religious exemption form. Students with medical exemptions must return a form signed by a physician. A copy of immunizations or statement of exemption must be received before student enrollment is complete.

Lottery Process

If the number of applicants exceeds the capacity of the school, a lottery process will be used to determine enrollment. The lottery will be supervised by the Executive Director and will be held no later than two weeks following the conclusion of the Open Enrollment period.

The name and grade of each student who has submitted a complete application:

1. Will be placed on an index card (Lottery Card).
2. The information on the Lottery Card will be verified against the application.
3. The individual Lottery Card will be placed in an unmarked envelope.
4. All envelopes will be placed in a large, clear container and shuffled.
5. An individual with no professional or business relationship to Odyssey Online Learning will randomly select an envelope from the box.
6. The name of the student will be announced and assigned a lottery number. This number will be recorded on a ledger.
7. This process will continue until all envelopes have been drawn, opened, and recorded.
8. The names drawn in lottery number order equaling the enrollment openings for that grade will be placed on the class roster for that grade.
9. The remaining names will be placed on a Waiting List in their lottery order number.

Odyssey Online Learning will grant enrollment to siblings of a pupil already enrolled, students of a charter school's founder and children of employees in a work-site charter school (so long as the total number of students allowed under this exemption constitutes a small percentage of the school's enrollment).

© 2022 Odyssey Online Learning. All rights reserved.

Grade Classification

The school will place students in the appropriate grade level supported by the following criteria:

9th grade = fewer than 5 credits

10th grade = 5-10 credits (1 *MUST* be English and 1 *MUST* be Math to be promoted to a Sophomore)

11th grade = 11-16 credits (2 *MUST* be English and 2 *MUST* be Math to be promoted to a Junior)

12th grade = 17-24 credits (3 *MUST* be English and 3 *MUST* be Math to be promoted to a Senior)

New students entering from public schools and private schools accredited by the South Carolina Department of Education will be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring. The school administration, through academic achievement tests and other necessary evaluation measures, will determine the appropriate grade level/credit status of students transferring from home schools or private schools that have not been accredited by the South Carolina Department of Education. Such students must demonstrate proficiency in the content standards at their appropriate placement.

Overview of Odyssey Online Learning

Definitions

***Parent**:* For this handbook, the term "Parent" means a custodial parent, legal guardian, or other person having legal custody of a child, or, in the case of adult students (those 18 or older) and emancipated students (those over 16 who have been emancipated by court action), the student himself or herself.

***Student Engagement Specialist**:* The Student Engagement Specialist serves as the primary point of contact for the student and family and is responsible for the student's global educational well-being. The Student Engagement Specialist typically remains with a student for their duration in the instructional program and has the primary responsibility of guiding the student towards academic success, social development, and overall preparation for their post-secondary choice. They serve as a coach, mentor, and motivator at the same time ensuring that each student under their care receives a customized learning experience by utilizing all available instructional resources to ensure success.

Teacher: The subject-specific Teacher is responsible for managing the online teaching environment for the course they are teaching. This includes group lessons, office hours, and tutoring as necessary. Teachers are available each school day to assist students in the virtual classroom. Teachers work closely with the student's Student Engagement Specialist to ensure that students can reach their goals. Teachers will also communicate with the

© 2022 Odyssey Online Learning. All rights reserved.

student and parents, as needed, to discuss the student's academic progress. Teachers also prepare test preparation sessions and may lead field trips.

Parent Guidelines

Parents of online students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Supervise the child's education at home and provide a physical environment conducive to their child's educational needs
- Routinely monitor the student's progress using the Parent Portal and PowerSchool to ensure successful completion of the curriculum by the required deadlines
- Assist the student in complying with all rules, policies, and procedures of the school including the school's Plagiarism Policy and Honor Code.
- Assist the student in the submission of all forms, applications, and documentation to the school in a timely manner
- Ensure that the student is using the correct procedure for logging in to record daily attendance and verify attendance with the school when requested.
- Maintain regular contact with the school by telephone and/or email
- Monitor the student's computer use to assure that students are complying with the Technology Use Policy.
- Notify the school immediately of any change in a student's contact information or academic status
- Provide the student with transportation as needed to participate in standardized testing and required activities.

Parents may request a conference at any time to address academic issues by contacting their child's Student Engagement Specialist. The Student Engagement Specialist will then schedule a time and place for the conference and notify all parties who need to attend.

Instructional Time (25% Rule)

By law, Odyssey Online Learning is required to provide twenty-five percent (25%) of a student's core academic instruction in a method other than an online or computer instruction program (S.C. Code Ann.§59-40-65(C)).

To satisfy this requirement, each student is expected to spend an ***average of 5 hours per week*** in a real-time interaction with a teacher. This includes speaking with your teacher or School Counselor on the phone, attending live lessons, attending office hours and attending tutoring. Teachers hold office hours daily and will also meet

© 2022 Odyssey Online Learning. All rights reserved.

with students individually if more individualized assistance is needed. All requirements for live sessions are listed in each course syllabus.

Attendance

ATTENDANCE REQUIREMENTS

Attendance matters at Odyssey Online Learning. By establishing a daily routine for signing on and completing course assignments in a timely manner, students will be able to successfully complete course requirements and graduate on time. Remember, communicating with counselors and teachers is the best way to stay on pace and ensure a successful on-line educational experience at Odyssey Online Learning.

Odyssey Online Learning students are required to attend a minimum of 180 days of school as stated in the S.C. Code of Regulations (SBE) 43-274. One of the most important responsibilities of students and parents is to ensure that this attendance requirement is met. Attendance is collected weekly via the OOL Learning Management System. **Students must log in a minimum of 5 days in a 7-day period and actively complete assignments to be counted present and to avoid being removed from the school's membership.** If students are unable to log in for a minimum of 5 days per week, they are **required** to contact their Student Engagement Specialist.

Failure to log in will result in a documented absence. For example, if you log in 4 times in a 7-day period, you will have one documented absence. If you do not log in at all for a 7-day period, you will receive 5 documented absences. Odyssey Online Learning follows the required attendance policy from the state of South Carolina.

Students are required to be in weekly communication with their Student Engagement Specialist by phone or Zoom.

Student Engagement Specialists will frequently contact students and parents to inform them of any updates on student progress. Communication and parent involvement play a key role in student success!

If it is determined that a student does not show continuing progress and/or does not maintain weekly contact with the school, the student may be placed on an academic recovery plan. Failure to successfully complete the academic recovery plan may result in the student being withdrawn from the school.

DRAFT

© 2022 Odyssey Online Learning. All rights reserved.

Valid Excuses

The following are valid excuses for absences.

A. **Participation in a school-approved activity.** To be excused, the absence must be authorized in advance by the Executive Director. The purpose of this form is to request an excused absence so that a student can participate in a school-approved activity and it does not result in an unexcused absence. This request is sent to the Executive Director, Ashley Owings, who will contact the student and/or parent via email to approve or deny the request within 48 hours of receiving the request. CLICK HERE to Submit Your Request

B. **Absence due to illness, health condition, family emergency.** In case of illness or emergency, the parent is expected to call the school's Attendance Clerk on or before the morning of the absence with an explanation of the absence. Written excuses to verify the absence must be sent to the Attendance Clerk no later than 7 days after the absence occurred. Excuses submitted after that time may not be accepted. Please submit excuses to our Attendance Clerk, Catherine Childers. Catherine Childers can be reached at catherine.childers@odysseyonline.com or (803) 609-2604.

C. **Temporary absences for agreed activities upon parental request and verification.** Upon parental request, the Executive Director may temporarily excuse a student for agreed reasons. The request should be submitted in the link provided below at least 3 days in advance of the activity. An absence may not be approved if it is likely to cause a serious adverse effect on the student's educational progress. Parental verification that a student was excused from attending school in observance of a religious holiday should be submitted in writing as soon as possible after the absence. This request is sent to the Executive Director, who will contact the student and/or parent via email to approve or deny the request within 48 hours of receiving the request. CLICK HERE to Submit Your Request

D. **Absence resulting from disciplinary actions or suspensions.** Absences due to the temporary exclusion, short-term suspension, or long-term suspension are deemed "excused" for the attendance purposes.

Assignments and/or activities not completed because of an excused absence may be made up in the manner provided by the Teacher. At a minimum, for all excused absences except long-term suspensions, the student will

© 2022 Odyssey Online Learning. All rights reserved.

be provided the opportunity upon his or her return to make up assignments and tests missed by reason of absence if:

- Such assignments or tests have a substantial effect upon the student's quarter grade.
- Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

Medical Homebound Instruction

South Carolina's mandates regarding medical homebound instruction appear in State Board of Education Regulation 43-241. Put in the simplest terms, R 43-241 defines "homebound instruction" as teaching that is offered to the student who has an acute or chronic medical condition that prevents him or her from attending classes at school, takes place "in a room especially set aside for the period of instruction" and is conducted by an individual who holds a South Carolina teacher's certificate.

Specifically, Regulation 43-241 says that students who cannot attend public school because of illness, accident or pregnancy, even with the aid of transportation, are eligible for medical homebound instruction. A physician must certify that the student is unable to attend school but may profit from instruction given in the home. Any student participating in a program of medical homebound instruction must be approved by the district superintendent or his or her designee on standardized forms provided by the State Department of Education. All approved forms must be maintained by the district for documentation.

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason.

For additional information, please refer to Odyssey Online's website using the link below.

https://www.odysseyonline.com/medical-homebound-instruction

Unexcused Absences

Any absence where a legitimate excuse, as defined above, is not adequately documented is deemed unexcused.

A student's academic grade or credit in a particular subject or course may be adversely affected by reason of absence to the extent and upon the basis that:

© 2022 Odyssey Online Learning. All rights reserved.

- The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course, and
- The student's attendance and/or participation has been identified by the teacher pursuant to policy of the school as a basis for grading, in whole or in part, in the particular subject or course.

STUDENT ENGAGEMENT POLICY

Odyssey Online Learning will apply the following Student Engagement Procedures, each semester, to encourage student attendance:

- The Freshman Academy Program supports all first year ninth graders. Attendance at monthly meetings, regular communication with their Student Engagement Specialist and compliance with the Odyssey Online Student Handbook are required. Failure to meet these requirements may affect your student's enrollment status at Odyssey Online Learning.
- Three (3) consecutive/ five (5) total unexcused absences- A student is considered truant if he/she accumulates three (3) consecutive or five (5) total unexcused absences. In these cases, a phone call, email and letter will be sent to parents/guardians requesting a Student Engagement Conference. A written student engagement plan will be completed by the school designee and parent.
- Seven (7) unexcused absences- A student is considered a habitual truant if he/she accumulates seven (7) unexcused absences and the Odyssey Online Student Engagement Plan has been completed. A referral to Family Court may be made at this time.
- Additional unexcused absences- A student is considered a chronic truant if he/she accumulates any additional unexcused absences. At this point, Truancy status is coded as a discipline incident in the student's discipline record.
- **A court referral may be made for chronic truants under the age of 17.**

4 Key Components for Successful Attendance are:

- Complete work in each class daily (Monday through Friday) at https://edm.geniussis.com
- Use Saturdays, Sundays, and holidays as make-up days;
- Notify Student Engagement Specialists immediately when it is not possible to sign on; and
- Return telephone calls and/or respond to emails from ALL Odyssey Online Staff within 24 hours.
- Odyssey Online Learning - Team Directory Click HERE for our Team Directory.

© 2022 Odyssey Online Learning. All rights reserved.

Course Deadlines

The school calendar lists the deadlines for each quarter during the 2022-2023 school year. It is imperative that students meet these deadlines as unfinished work will be given a zero after the deadline.

Date	Traditional Schedule
October 18, 2022 1st Quarter Deadline	50% Done with Semester 1
January 10, 2022 2nd Quarter Deadline	Semester 1 Complete
March 16, 2023 3rd Quarter Deadline	50% Done with Semester 2
May 19, 2023 Senior Deadline for ALL Coursework	**Seniors:** Semester 2 Complete All work for all open courses due.
May 26, 2023 4th Quarter Deadline	Semester 2 Complete All work for all open courses due.

Re-enrollment Policy for Students Withdrawn for Non-Attendance

A student who was withdrawn from Odyssey Online Learning for non-attendance may request to be re-enrolled. Granting re-enrollment will be determined based on space available, and the student's compliance with general enrollment procedures. Before final approval to re-enroll, the student (and parent, if a minor) will meet with the Student Engagement Team in the Odyssey Online Learning office to develop an attendance improvement plan. Should the student re-enroll, the student must work with his/her Student Engagement Specialist to adhere to all requirements in the attendance plan.

The Student Engagement Specialist will monitor the student's attendance and provide updates to the School Attendance Clerk. Non-compliance with the attendance plan may result in withdrawal from Odyssey Online Learning. Odyssey Online Learning is under no obligation to re-enroll a student who has been previously expelled for truancy.

Code of Conduct

Odyssey Online Learning exists to educate its students. The school will not tolerate any actions from students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the health,

© 2022 Odyssey Online Learning. All rights reserved.

safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the following factors:

- The student's age;
- The nature and seriousness of the infraction and the circumstances which led to the infraction;
- The student's previous disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate; and other relevant factors.

The following infractions in the Code of Conduct may subject the student to discipline up to and including suspension or expulsion, if the infraction occurs during the presentation of any learning opportunity or at any school event, activity, or function:

- Assault – A physical attack which attempts to cause or causes personal injury to another student, staff member or other person.
- Bomb Threat - Making a false report regarding the possession or location of explosive materials. This applies to threats made verbally, physically, in writing, or by any other method including 911 calls and electronic mail.
- Cheating – Illicitly sharing or learning of specific questions on an assignment. Illicitly sharing or obtaining information during an assignment. Plagiarism, i.e., submitting another's work or ideas as one's own. This includes copying from another student's work, from books, or from any electronic source including the Internet. Please refer to the Plagiarism Policy and Honor Code.
- Disorderly Conduct - Includes but is not limited to, running, pushing, shoving, or engaging in horseplay. Excessive verbal or physical interaction that results in disruption is also considered disorderly conduct. In the online environment, disorderly conduct can occur when students disrupt the online learning environment for other students.
- Displaying inappropriate symbols of gangs - Clothing, jewelry, or other objects that may reasonably be perceived by a staff member or administrator as evidence of membership in or affiliation with any gang. This must not be protected as religious expression or free speech. The term "gang" refers to a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of the school's code of conduct.

© 2022 Odyssey Online Learning. All rights reserved.

- Endangerment of self or others - Engaging in or causing behavior which can be demonstrated to negatively affect the educational process or which presents a danger to the safety or welfare of the school community. If the activity in question occurs off school grounds a direct link between the act and the school community must be demonstrated.
- Extortion - Obtaining or attempting to obtain money, property or services by threats or forcing someone to do something against his/her will by force or threat of force.
- False alarms - Activating an emergency alarm or response when no emergency exists.
- Felony Act - Any act that constitutes a felony under applicable law.
- Fighting - Physical contact or other acts of violence where all parties have physically contributed to conflict.
- Gambling - The playing of games for money or possessions.
- Identity Theft and Impersonation - Determining the login credentials of another student and logging in as that student.
- Incitement - Encouraging or coercing another to engage in activity which is prohibited under this code. The consequence may not exceed the penalty for the activity.
- Possessing, posting or distributing prohibited material - Prohibited material is material that is obscene, libelous, defamatory, or that contains a threat of violence, injury or harm. This includes written and electronic communications.
- Possession of drug paraphernalia - Student possession of drug paraphernalia such as rolling papers, bongs, roach clips, or other prohibited items.
- Possession or use of controlled substances without authorization, or of illegal drugs or alcohol - Use or possession of a prescription drug belonging to another, alcohol or illegal substances including but not limited to, marijuana, cocaine, or heroin.
- Possession of a weapon - Weapons are defined as items that can cause serious injury or death when used as a weapon. This list includes but is not limited to knives, bb guns, pepper spray, or other items of no reasonable use to the student at school. Odyssey Online Learning prohibits the possession of any weapon(s) on school property or at school-sponsored events. Violators face a full range of disciplinary action including suspension or expulsion from school. They also may be prosecuted to the fullest extent of the law. The federal Gun Free Schools Act of 1994 states that any student who is determined to have brought a firearm to school, as defined by 18 USCA sec. 921, will be expelled from the regular school program for at least one year. This will be modified on a case-by-case basis by the Gun-Free School Act of 1994. Such modifications may include placement in alternative educational programs. In addition, any

© 2022 Odyssey Online Learning. All rights reserved.

student bringing a firearm to school will be referred to the local law enforcement and/or juvenile justice system as appropriate.

- Possession of a firearm - Firearms include any item which is capable of firing a projectile and using an explosive as a propellant including rifles and pistols.
- Possession of a dangerous object - Dangerous objects include but are not limited to, knives, razor blades, explosives, mace, tear gas, or other dangerous object of no reasonable use to the student at school.
- Possession and Use of Tobacco - Odyssey Online Learning prohibits the possession and/or use of drugs, alcohol, illicit substances or tobacco products on school property or at school-sponsored events. Violators face a full range of disciplinary action including suspension or expulsion from school. They may also be prosecuted to the full extent of the law.
- Sale or distribution of controlled substances or illegal drugs or alcohol - Sale or distribution of a prescription drug belonging to another, alcohol, or illegal substances including but not limited to, marijuana, cocaine, or heroin.
- Sexual Harassment - Sexual harassment is defined as inappropriate or unwelcome sexual advances, requests for sexual favors, or other inappropriate or unwelcome verbal, written or physical contact of a sexual nature.
- Sexual Misconduct - Inappropriate physical contact of a sexual nature such as touching, patting, pinching, etc.
- Tampering with school records - Altering or destroying any record or document of the school by any method.
- Theft – Taking of school or personal property, receiving stolen items or being in possession of stolen items or knowingly being in unauthorized possession of property belonging to another. This includes unauthorized copying of computer software.
- Under the influence of illegal substances - Being under the influence of alcohol or a controlled substance not prescribed by a physician for such students.
- Using profane or obscene language or gestures - Applies to oral, written or electronic communications. Should not be construed to prohibit protected speech.
- Vandalism – Malicious destruction of or damage to school or personal property.
- Verbal Harassment - Using slurs based upon race, ethnicity, national origin, religion, gender, sexual orientation, or disability.
- Violation of Technology Use Policy of Odyssey Online Learning or Edmentum.

© 2022 Odyssey Online Learning. All rights reserved.

Harassment

Odyssey Online Learning requires all employees, students, and other individuals in the school environment to conduct themselves in an appropriate manner with respect to all employees, students, and other members of the school community. Harassment in any form or for any reason based on religion, ethnicity, race, gender or sexual orientation is strictly prohibited.

Harassment includes remarks, gestures or physical contact, writing placed on school property or the display or circulation of written materials or pictures derogatory to either gender or to an individual's sexual orientation. What constitutes sexual harassment is based upon reasonable perceptions of the complainant rather than the intent of the alleged harasser. Students who believe they are victims of harassment should report such occurrences to an Odyssey Online Learning school official. All students, parents and guardians will be expected to conduct all written and verbal communication in a respectful and professional manner with all Odyssey Online staff and students.

Bullying

Bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include but is not limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in Odyssey Online Learning and is prohibited.

Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing on any school property at any time or in connection with any activity supported or sponsored by Odyssey Online Learning, whether on or off school property is strictly prohibited.

Hazing means any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization or club, or athletic team sponsored by Odyssey Online Learning and whose membership is totally or predominately other students from Odyssey Online Learning.

© 2022 Odyssey Online Learning. All rights reserved.

Consequences for Engaging in Harassment, Intimidation, Hazing or Bullying

If the investigation determines that harassment, intimidation, hazing or bullying has occurred, the administration will take reasonable and effective corrective action. Examples of corrective action include, but are not limited to: disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student, special training or other interventions, apologies, dissemination of statements that the school does not tolerate harassment, intimidation, or bullying, independent reassessment of student work, and/or tutoring.

Students engaged in any of these behaviors that are in any way connected to any activity sponsored or supported by Odyssey Online Learning will be subject to one or more of the following disciplinary actions after initial contact of the parent or guardian by phone (when possible) or by written notice as the next option:

- Conference with parent or guardian
- Removal from participation in extracurricular activities
- Short-term suspension of Live Peer Interactions (less than the remainder of the school year)
- Short-term suspension of Academic Access (up to 10 days)
- Long-term suspension of Live Peer Interactions (the remainder of the school year)
- Referral to an appropriate law enforcement agency
- Permanent expulsion from Odyssey Online Learning

Consequences for Retaliation or False Accusations

The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The school also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the Executive Director or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including expulsion for students and termination for employees.

Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with their School Counselor. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's Executive Director or other designated contact person as soon as practical.

© 2022 Odyssey Online Learning. All rights reserved.

Although reports by students or staff may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The school will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

Technology Use Policy

OOL does not typically provide computers or equipment to students (OOL does have a limited number of laptops that may be disbursed if need requirements are met). Students are required to obtain access to technology that meets the specifications of the software required to perform all school activities. Technology Requirements will be distributed prior to enrollment. Insufficient technology will not be accepted as a reason for incomplete assignments or school absences. The school does not provide reimbursement for charges incurred by the student's local Internet Service Provider. OOL does not supply technology support for student-owned computers. Any issues with student-owned technology must be addressed by the student and family. The school does support problems with school software and web-based platforms. Students should contact their teacher, school counselor or Student Engagement Specialist for assistance when needed.

Odyssey Online Learning students are responsible for appropriate behavior on the school's technology systems, just as they are in a brick-and-mortar classroom or at a school event. Communications on the Internet are often public in nature. The use of technology is a privilege, not a right. The school may deny the use of school technology equipment to any student who abuses that privilege.

Students are personally responsible for their actions in accessing and utilizing the school's technology resources. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

Students should not use profane, abusive, or impolite language when communicating online. They should not access any materials that are in violation of school rules and policies. If students encounter such material by accident, they should report it to their parents immediately who should then contact OOL with this information.

OOL expects students to observe the following rules of online behavior:

- Students will only access the Internet for educational purposes

© 2022 Odyssey Online Learning. All rights reserved.

- Students will restrict their access to material deemed appropriate by staff and parents
- Students will use appropriate conduct toward others
- Students will observe and respect license and copyright agreements
- Students will keep passwords and personal information confidential. (Student names, telephone numbers, and addresses should not be revealed over the Internet.)

The following types of access are inappropriate uses of school equipment or technology infrastructure

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal acts
- Attempts to access any resources that are restricted, confidential or privileged
- Granting Internet or Network access to unauthorized persons intentionally or unintentionally, or failing to notify a teacher or administrator if you suspect someone of using your password
- Agreeing to meet someone met online without parental approval and under the supervision of a teacher or authorized adult
- Attempts to disrupt access
- Causing damage to or changing function, operation or design of the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language
- Harassing or bullying another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Disregarding the rights of copyright owners on the Internet
- Posting Web pages without the consent of a teacher or authorized adult
- Buying or selling any products or services

Parents must monitor their children's compliance with these standards. Students who violate these standards may face disciplinary measures and/or legal action.

Acceptable Use

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

- Respect and protect the privacy of others.

© 2022 Odyssey Online Learning. All rights reserved.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher or School Counselor.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Students may, if in accord with the policy above:

- Design and post web pages and other material from school resources.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher or counselor.
- Use the resources for any educational purpose.

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

DRAFT

© 2022 Odyssey Online Learning. All rights reserved.

Supervision and Monitoring

School and network administrators and their authorized employees may monitor the use of information technology resources to ensure that uses are secure and in conformity with School policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Internet Policy

Students must have access to reliable internet sources in order for them to complete required school assignments.

Student Information

Regular Contact

In addition to maintaining a regular schedule of completing schoolwork, it is important for students to maintain regularly scheduled communication between the school staff, the student, and the parent. The instructional staff will make regularly scheduled contact to students and parents via telephone and/or email. **Both parents and students must make every effort to maintain consistent contact with the school.**

Daily Computer Activity

Students are required to check school announcements and email daily. Students must respond to messages from OOL staff within one school day. Students and parents must log into the school's site daily for announcements and attendance.

Grading Policy

Students and parents will have access to the student's grades by accessing the student or parent dashboard. As such, parents have daily reports of their child's progress. All assessments that are short answers should be graded within 2 school days of the completion of the assessment. Assignments that are essay or graded in the form of a rubric should be graded within 3 school days of completion. Research papers should be graded within 5 school days of completion. Assessments that are in the form of multiple choice, true/false, matching, or other

© 2022 Odyssey Online Learning. All rights reserved.

types of objective questions will be automatically scored by the computer program, which allows the student to have instant feedback on the assessment.

Grading Scale

OOL follows the SC Uniform Grading Policy which is required of all SC public schools. The school's grading scale and grade point average calculations are outlined in the table below. Class rank will be decided by order of weighted GPA.

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

$$GPA=\frac{\text{Sum(quality points} \times \text{units)}}{\text{Sum(units attempted)}}$$

GPA Ranking Policy

GPA & Class Rank

As required by state law, the South Carolina Uniform Grading Scale is used when awarding student grades for all classes.

Letter Grade	South Carolina Uniform Grading Scale
A	90-100
B	89-80
C	79-70
D	69-60
F	59 or below

Student rankings will be based on each student's cumulative GPA (GPR) calculated using the overall numeric grade and the level of the course (CP, Honors, AP, etc.) in which the grade was earned and compared to all students in the same 9GR cohort.

$$GPA=\frac{\text{(sum) quality points x units}}{\text{(sum) units attempted}}$$

Please click ***here*** for specific quality points awarded for each numerical grade.

© 2022 Odyssey Online Learning. All rights reserved.

To be a full-time student, high school students in grades 9-12 must carry a minimum of two classes each quarter. Students can take no more than four classes during each quarter. Additional courses will need the approval of Executive Director, Ashley Owings. The school expects parents to monitor their child's progress toward meeting graduation requirements. Parents must help the school to ensure that all graduation requirements are met by the student's senior year. The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria is based primarily on cumulative GPA, but the number of Advanced Placement classes and number of earned A+ grades are also considered at the end of the midpoint of the 4th quarter of the senior year. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. To be eligible for the ranking of Odyssey Online Learning's Valedictorian and/or Salutatorian, a student must attend classes at Odyssey Online Learning for at least three consecutive semesters.

To graduate from OOL, students must complete at least twenty-four credits including the following subject areas and credit requirements:

- English / Language Arts (4)
- Mathematics (4)
- Science (3)
- U.S. History and Constitution (1)
- Economics (1/2)
- U.S. Government (1/2)
- Other Social Studies (1)
- Physical Education (1)
- Computer Science (1)
- World Language or Career and Technology Educations (1)

- Electives (7)

TOTAL CREDITS REQUIRED TO GRADUATE = 24

Students must complete a minimum of one of the following core areas per year: English/Language Arts, Mathematics, and Science. Additionally, students will be expected to be enrolled in a minimum of one exploratory course related to Science, Technology, Engineering and Mathematics (STEM) to ensure that students are obtaining an appreciation and understanding of skills necessary for successful transition into related fields of study. All graduates from Odyssey Online Learning must have earned at least 1/2 elective credit in a course related to Science, Technology, Engineering and Mathematics (STEM).

© 2022 Odyssey Online Learning. All rights reserved.

Students must complete all required coursework in order to participate in commencement/graduation ceremonies. They must also satisfy all other school requirements and comply with all school policies. They must return all school property no less than 48 hours before commencement. Seniors must complete all work by ***May 19, 2023*** to be eligible to participate in the graduation ceremony.

Seniors who fail to meet all the above requirements cannot participate in the commencement ceremony. They can arrange to receive their diploma by mail or pick it up in the school office when they have complied with all requirements.

The school will notify all potential graduates as to the time and place of the commencement ceremony.

Grade Improvements

Multiple attempts on assessments or opportunities for grade improvements are determined by the Teacher.

Plagiarism Policy

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. Examples of plagiarizing in an online course include, but are not limited to:

- Using copyrighted material without appropriate citation.
- Turning in the work of any other individual and representing it as your own.
- Using direct quotations without identifying the passage by quotation marks or appropriate indentation and proper citation.
- Paraphrasing or summarizing from any source (in whole or in part) without proper citation.
- Failing to acknowledge sources read or researched to obtain information that is not common knowledge among students in the course.

© 2022 Odyssey Online Learning. All rights reserved.

Plagiarism can be a subtle issue. Students are encouraged to discuss any questions about what constitutes plagiarism with the teacher of the course.

Honor Code

Students enrolled in Odyssey Online Learning are expected to conduct themselves with the highest levels of honesty and character. Any actions from students that in any way interfere with delivery of instruction or threaten the integrity of the school will not be tolerated. Examples of actions that are not acceptable include, but are not limited to:

- Consulting any other individual in the completion of an assignment except as approved by your Teacher.
- Using any unauthorized aids to complete assignments. This includes the use of a search engine to look up answers to questions as well as copying the answers given on previous assessment attempts.
- Submitting the same work for more than one course or assignment without prior written approval from the instructor(s).
- Turning in the work of any other individual and representing it as your own.
- Rescheduling a deadline using a false excuse.
- Copying software or media files (such as music, movies, etc.) without permission.
- Destroying, tampering, or altering another student's work to impede academic progress.
- Signing in to a live session for another student who is not present
- Leaving a session without logging off or without indicating that you have "stepped away".

Consequences for Honor Code or Plagiarism Policy Violations

Whenever a violation of the Honor Code or Plagiarism Policy is found, the following steps will be taken. At the discretion of the Teacher or Student Engagement Specialist, offenses may be escalated to guardians or administration earlier than noted here. Administration reserves the right to assign consequences in whatever order they deem necessary for the individual infraction.

1) For the first offense, the student will be notified of the infraction. The student will be given a zero for the portion affected by the infraction and given the opportunity to redo the assignment or complete and alternate assignment for full credit (at the Teacher's discretion).
2) For the second offense, the student and the parent/guardian will be notified of the infraction. The student will receive a zero for the portion of the assignment affected by the infraction and will not be given the opportunity to redo the assignment.

© 2022 Odyssey Online Learning. All rights reserved.

3) For the third and subsequent offenses, administration will be notified and will determine the consequence. This can include a zero for the assignment, a zero for the course or other consequences deemed appropriate by the Executive Director.

Schedule Changes and Dropping Courses

Schedule change requests to be moved to a different course may occur within the first three days of the semester. Changes will be made for the following reasons only: the wrong level of a course, the student did not pass the prerequisite for a course, student does not have enough classes, or student is missing a required class from the schedule. Available space in the desired class must be present at the time of the request.

Students may drop a course during the first 5 school days of enrollment in the course without penalty and the course will not be placed on the transcript. If a student wishes to drop a course after 5 school days, a WF will be assigned and the F (as a 50%) will be calculated in the student's overall grade point average. This is in accordance with the SC Uniform Grading Scale. Requests for course and schedule changes should be made through the student's School Counselor.

In order to be a full-time student, high school students in grades 9-12 must carry a minimum of two classes each quarter. Students can take no more than seven classes during each quarter. The school expects parents to monitor their child's progress toward meeting graduation requirements. Parents must help the school to ensure that all graduation requirements are met by the student's senior year.
In order to graduate from OOL, students must complete at least twenty-four credits including the following subject areas and credit requirements:

- English / Language Arts (4)
- Mathematics (4)
- Science (3)
- U.S. History and Constitution (1)
- Economics (1/2)
- U.S. Government(1/2)
- Other Social Studies (1)
- Physical Education (1)
- Computer Science (1)
- World Language or Career and Technology Educations (1)
- Electives (7)

TOTAL CREDITS REQUIRED TO GRADUATE = 24

Students must complete a minimum of one of the following core areas per year: English/Language Arts, Mathematics, and Science. Additionally, students will be expected to be enrolled in a minimum of one exploratory course related to Science, Technology, Engineering and Mathematics (STEM) to ensure that students

© 2022 Odyssey Online Learning. All rights reserved.

are obtaining an appreciation and understanding of skills necessary for successful transition into related fields of study. All graduates from Odyssey Online Learning must have earned at least 1/2 elective credit in a course related to Science, Technology, Engineering and Mathematics (STEM).

Students must complete all required coursework in order to participate in commencement/graduation ceremonies. They must also satisfy all other school requirements and comply with all school policies. They must return all school property no less than 48 hours before commencement. **Seniors must complete all work by May 19, 2023 to be eligible to participate in the graduation ceremony.**

Seniors who fail to meet all the above requirements cannot participate in the commencement ceremony. They can arrange to receive their diploma by mail or pick it up in the school office when they have complied with all requirements.

The school will notify all potential graduates as to the time and place of the commencement ceremony.

Student Progress

Students, parents, and staff of OOL must work together towards academic progress. Students are expected to complete all assignments promptly according to curriculum instructions and in a manner consistent with all school policies. Students will find a pacing guide in each course. Students are expected to adhere to the pacing guide for each course in order to complete the material by the deadline.

Teachers are available each school day via email, phone, and text. Each teacher sets aside time to meet with students individually as well. Students can also choose to meet with their School Counselor in person at the school office in Chapin, SC. These meetings must be arranged in advance to ensure that the School Counselor is available for that meeting. Student Engagement Specialists will contact students weekly via email or phone. Teachers will contact students monthly at a minimum and more often if the student is not performing well. Contact information for Odyssey Online Learning's team is located in the Team Directory section of Odyssey Online's website, which can be found by clicking here.

Academic Recovery

If it is determined that a student does not show continuing progress and/or does not maintain weekly contact with the school, the student may be placed on an academic recovery plan. Failure to successfully complete the academic recovery plan may result in the student being withdrawn from the school.

© 2022 Odyssey Online Learning. All rights reserved.

Standardized State Testing

All public school students are required by the Department of Education to participate in all assessments mandated by the state. This may include, but is not limited to, EOC exams in Algebra 1, Intermediate Algebra, English 2, Biology and US History as well as the ACT, SAT and Career Readiness tests for students in their 3rd year of high school. Odyssey Online Learning expects all students to participate in person to take these assessments as required. OOL will make reasonable efforts to minimize the impact that travel time and cost may have on a student and their family. Typically, testing locations are Columbia, Myrtle Beach, Greenville, and Charleston. These testing locations may be changed at the school's discretion based on student needs/enrollment. **Failure to attend a required testing session may result in withdrawal from Odyssey Online Learning.**

Benchmark and Growth Testing

For the 22-23 school year, students will complete various benchmark assessments to measure student growth in the areas of language, reading, and math. All students enrolled at OOL are required to take the test each time it is offered. These tests will allow us to identify areas of strength and weakness as well as to monitor student growth. The teachers in these courses will use that data to measure growth specific to the standards in that class.

Extracurricular and Interscholastic Activities

The State of South Carolina has established statutes that pertain to online school students participating in extracurricular and/or interscholastic activities. Students at Odyssey Online Learning are eligible to compete for and participate in (if selected) any extracurricular activities that aren't offered at OOL through the local public school they would otherwise attend. Those activities may include, but not limited to, athletics, student clubs or academic competitions.

It is the responsibility of the student and parent to contact the district of residence to determine the requirements for extracurricular activity participation.

The Charter School Bill can be found at: http://www.scstatehouse.gov/sess119_2011-2012/bills/3241.htm

Field Trips

The school may offer field trips throughout the school year. These trips are extracurricular activities and are not mandatory. Students are encouraged to attend whenever possible. Students who plan to attend a specific event must make a prior reservation, unless otherwise specified.

© 2022 Odyssey Online Learning. All rights reserved.

Students must meet the following criteria before they are permitted to attend a field trip:

- The student must comply with all school policies.
- The student must not be under any conduct restrictions.

Students are expected to dress appropriately. It is unsuitable for students to wear immodest, suggestive, unclean, vulgar, obscene, or distracting attire.

Students should remember that when they are on a field trip or in any other public place in a school-related capacity, they are representatives of the school community. They must conduct themselves in an appropriate manner at all times, as their conduct is a direct reflection on themselves, their families, and their school. Students must comply with all school policies and must follow the direction of the school staff who are supervising the event.

Visiting the Office

The school welcomes students and parents to visit the school office in Chapin, SC on Mondays and Tuesdays between 8:00 AM and 4:00 PM. If visitors want to see a specific staff member, they should make an appointment to assure that the person they want to see will be available in the building when they arrive. OOL is permitted to regulate visitors and conduct for the maintenance of public order and the safety of the school community.

Student Services

Multi-Tiered System of Supports (MTSS)

Students who are not meeting proficiency levels will be monitored and assisted through the Multi-Tiered System of Support (MTSS) process. MTSS is a multi-tiered intervention strategy process to enable early identification and intervention for students at academic or behavioral risk. MTSS allows educators to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in preventing failure and provides data that may guide eligibility decisions for learning disabilities. There are three tiers to the MTSS plan:

- **Tier 1- Universal Level:** All students receive research-based, high quality general education that incorporates ongoing universal screening, progress monitoring, and prescriptive assessment to design instruction. Expectations are taught, reinforced, and monitored in all settings by all adults. Performance data informs the design of preventative and proactive interventions . These may include group tutoring,

© 2022 Odyssey Online Learning. All rights reserved.

private tutoring, re-teaching activities, on-demand videos, podcasts, prescriptive software programs, developing schedules, using time management strategies and other tasks and tools.

- **Tier 2-Targeted Level**: Interventions are provided to students identified as at-risk of academic and/or social challenges and/or students identified as underachieving who require specific support to make sufficient progress in general education. Action Plan for Intervention that prescribes a complete program to ensure student success may include possible assessments or referral to the Student Assistance Program.
- **Tier 3- Intensive Level**: Interventions are provided to students with intensive/chronic academic and/or behavior needs based on ongoing progress monitoring and/or diagnostic assessment. Possible referral to special education.

A key piece of the MTSS process is the training of all staff to encourage the students to follow the interventions that the MTSS team has in place. This training will foster the ability of educators to:

- Communicate the interventions that are in place with staff, parents, and students.
- Assist the students in completing the interventions by keeping an accurate log in the Odyssey Online Learning LMS.
- Refer the students that continue to struggle with the interventions they are assigned.

Through this process we can ensure that we are addressing the needs of students who are not meeting the proficiency standards.

Student Assistance Program (SAP)

The primary goal of the Student Assistance Team is to help students overcome barriers in order that they may achieve, remain in school, and advance.

The Student Assistance Program uses a systemic process using techniques to mobilize school resources to remove barriers to learning. The core is a professionally trained team, including school staff and liaisons from community agencies. The Student Assistance Team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the Student Assistance Team will assist the parent and student in identifying services and resources within the community. The Student Assistance Team team members do not diagnose, treat or refer to treatment, but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

© 2022 Odyssey Online Learning. All rights reserved.

- **Referral -** Anyone can refer a student to the Student Assistance Program when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the Student Assistance Program to ask for help.
- **Team Planning –** The Student Assistance Program Team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities.
- **Support and Follow-Up** – The Student Assistance Program Team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent's right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents' role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems.

For those students receiving treatment through a community agency, the Student Assistance Program, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment.

Child Find

Upon request, the Charter Institute at Erskine is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Evaluation Planning team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in schools within the school district. A school staff member who reasonably believes a child may be a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child is enrolled. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school or district in which the child is enrolled. Referrals must be in writing and include the reason why the person believes the child is a child with a

© 2022 Odyssey Online Learning. All rights reserved.

disability. A referral may be made by contacting the school at 803-735-9110, or in writing to Odyssey Online Learning, Attn: Special Education Coordinator, 510 Lexington Avenue, Suite 102, Chapin, SC 29036.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Parents and/or students are provided with the following rights through the implementing regulations of Section 504 as set out in 34 CFR Part 104:

You have the right to:

- Receive all information in your native language and primary mode of communication.
- Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition.
- Receive notice with respect to identification, assessment, or provision of instructional services for your child under a 504 Accommodation Plan.
- Have your child receive a free, appropriate, public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided nondisabled students.
- Have evaluation and educational decisions and decisions regarding services be based upon a variety of information sources, and by persons who know your child, the evaluation data, and service options.
- Have an assessment and/or periodic reassessment before any significant change in programs or services.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, assessment, educational program and services.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.

© 2022 Odyssey Online Learning. All rights reserved.

- Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request it will notify you within a reasonable time, and advise you of the right to a hearing.
- Have reasonable accommodations made to provide equal access for you or your child to effectively participate in meetings, activities or events sponsored by the school/district or provided in district facilities.
- File a local grievance, with the district's Section 504 Compliance Officer.
- Request an impartial due process hearing related to decisions or actions regarding your child's identification, assessment, educational program or services. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must also be made to the district's Section 504 Compliance Officer.
- File a complaint with the Office for Civil Rights.

If you have questions, need additional assistance, or want more information regarding Section 504, please contact your school's Section 504 Coordinator/School Counselor or contact the Charter Institute at Erskine's Section 504 Compliance Officer.

Student Records

The Family Education Rights and Privacy Act of 1974 requires the school to list all records kept concerning students in which a student may be personally identified. In order to comply with this regulation, a requirement of federal law, no such records will be kept except as authorized in this regulation. School personnel who find that the maintenance of additional records is essential to the performance of school functions should request amendment of this regulation to incorporate such records. The title of the persons(s) ultimately responsible for the maintenance of certain records is set forth throughout this regulation.

Statement of Policy

A cumulative record will be maintained for each student from his entrance into school through the twelfth grade. This record will contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file will be confidential and access thereto strictly limited as set forth in this policy.

Security of Records

A system for supervision, security, and protection of the records both during hours when the school office is open and closed is in place at the school. This system will designate a staff person to be responsible for student

© 2022 Odyssey Online Learning. All rights reserved.

record maintenance and access in accord with these policies. All school personnel will receive periodic training with regard to the implementation of these policies with particular emphasis upon rights of privacy for students and parents. All cumulative records for students who have graduated or left school will be maintained in the school for a period of time that follows the state law.

Parent and Student Access to Records

Either parent or the legal guardian of a student under 18 will be allowed to inspect and review the student's cumulative record. When a student reaches 18 the parent or guardian's right to review and inspect the student's record is terminated, and the student or former student will then be allowed to inspect and review his own record. In the case of a divorce or separation, both parents retain their right of access to student records unless the custodian has been served with a court order extinguishing such rights. A copy of any such court order will be maintained with the student's records. School officials will reply to reasonable requests for explanations of material contained in student records and will provide copies of such records. Requests to review student records should be made to the office of the Executive Director.

Requests for Amendment of Records

Parents of students under 18 or students over 18 may request amendments to portions of student records that they believe to be inaccurate, misleading, or maintained in violation of the privacy or other rights of the student. All such requests will be considered by the Executive Director who will determine the validity of the challenged data and grant or deny the request. If the request is denied, the person making it will be informed and notified of his or her right to appeal the decision. If such an appeal is made, the Executive Director will hold a due process hearing. The parent or student making the appeal will be given reasonable advance notice of the time and place of such hearing. At the hearing the person making the appeal may be represented by counsel and be given a full and fair opportunity to present pertinent evidence. If the person making the appeal elects to be represented by counsel, sufficient advance notice must be given to allow the school to be similarly represented. Within 15 days of such hearing, the hearing officer will make a written decision, based solely on evidence presented at the hearing, which includes a summary of such evidence and the reasons for the decision. If the decision is unfavorable to the person making the appeal, such person will be informed of his right to insert into the education records in question a statement commenting upon the contested data and/or setting forth grounds for disagreeing with the decision to retain it. Such statements will become part of the record in question so long as the disputed data is maintained and will be disclosed to any party to whom the disputed data is disclosed.

Disclosure of Personally Identifiable Information from Student Education Records

Except as provided below, written consent of a parent or guardian of a student under 18 or of a student or

© 2022 Odyssey Online Learning. All rights reserved.

former student over 18 is required before personally identifiable data from a student's record may be disclosed to any person. Such written consent must include a specification of the records to be disclosed, the purpose(s) of the disclosure, and the party or parties to whom disclosure may be made. Upon request, the person requesting such disclosure will be given a copy of the material to be disclosed. Whenever personally identifiable data from a student record is disclosed, the party to whom it is disclosed must be notified that the information is confidential and will not be re-disclosed to third parties without consent of the parent or guardian of a student under 18 or the student or former student if over 18.

Personally identifiable information concerning students may be disclosed without consent as set forth below:

1. To professional staff of the school that has a need for such information arising out of their duties. Whenever the educational need of the staff member requesting access to a student record is not clear to the records custodian, the custodian should consult with the principal before granting access to a student's records.
2. When required by court order or lawfully issued subpoena. However, before releasing student records under court order or subpoena, reasonable efforts must be made to notify the parent or student, as appropriate, that the information is to be released.
3. To officials of another school or school system in which the student seeks or intends to enroll upon receipt of a written request for the transfer of student education records from such officials. Upon request the parent or student as appropriate will be given a copy of all records transferred.
4. To Federal and State officials as provided in the Family Educational Rights Act of 1972 and regulations promulgated thereunder. Any such disclosures must be cleared with the Executive Director.
5. To appropriate parties in the case of an emergency when disclosure is required to protect the health and safety of the student or other persons. In determining whether to disclose data under such circumstances, the following factors must be taken into account:
    a. The seriousness of the threat to the health and safety of the student or others;
    b. The need for the information to meet the emergency;
    c. The capacity of the persons to whom the information is to be released to deal with the emergency;
    d. The extent to which time is of the essence in dealing with the emergency.
6. Directory information consisting only of a student's name, school, grade level, dates of attendance, degree and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. For any high school senior, directory information will include, in addition to the foregoing, the student's address. This information will be released only after the school’s Executive Director has given public notice of these categories of information that will be made public and

© 2022 Odyssey Online Learning. All rights reserved.

has given parents or guardians (or students over eighteen years of age) a reasonable period after the notice to direct the school not to release the designated information on their child or ward (or, for adult students, on themselves) without prior written consent.

Special Education Services

Odyssey Online Learning is responsible for providing free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA) for all students with disabilities, who maintain legal residence in South Carolina enrolled with Odyssey Online Learning. Odyssey Online Learning is committed to providing an appropriate education for all students, regardless of disability. In addition to the assigned curriculum, attendance in live special education class sessions is required. Completion of assessments, including but not limited curriculum-based measures and transition assessments is also required. Failure to meet these requirements may affect your student's enrollment status at Odyssey Online Learning.

Transcripts

Official transcripts are available to agencies and institutions that submit a formal request and will reflect the student's current academic status. Agencies and institutions can request an official transcript from the school's Registrar via the link here: Transcript Request Form

An unofficial transcript indicates the courses, grades, and credits for the student's work completed and/or in progress. Parents and students can request an unofficial transcript at any time to ensure that all student course work has been accurately recorded. Parents and students can also request an unofficial transcript from the registrar via the link here: Transcript Request Form.

Change of Address

Parents are required to inform the school of any changes in address, telephone numbers, email addresses, or other contact information. Please inform the Registrar immediately of any such changes. A new proof of residence must be submitted as proof of address change. The School Registrar, Ms. Paula Smith, may be reached at paula.smith@odysseyonline.com or (803) 605-0197.

Annual Notice of Rights under the Family Educational Rights and Privacy Act (FERPA)

Odyssey Online Learning protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by IDEA) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEA and its implementing regulations. Education records are records that are directly related to the student, including

© 2022 Odyssey Online Learning. All rights reserved.

computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency", for purposes of this notice, means Odyssey Online Learning. For all students, the educational agency maintains education records which include but are not limited to: Personally identifiable information is confidential information that includes but is not limited to the students' name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable. Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are: Parents have the right to inspect and review a child's education record. Odyssey Online Learning will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other designated school official. Parents have the right to a response from the school to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While Odyssey Online Learning cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child. If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request an amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Odyssey Online Learning will decide whether to amend the record and will notify the parents in writing of its decision. If Odyssey Online Learning refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. Odyssey Online Learning will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed.

© 2022 Odyssey Online Learning. All rights reserved.

However, a permanent record of a student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without the limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable. The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. Parents have the right to consent or refuse to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parental consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Upon written request, Odyssey Online Learning discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Odyssey Online Learning to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C.20202-4605.

Grievance Policy

Primary resolution of disciplinary and other matters is handled by Odyssey Online Learning administration and the parent. However, if issues remain unresolved or require further action, parents may complain in writing to the Executive Director who will investigate and make a determination. That determination may be appealed in

© 2022 Odyssey Online Learning. All rights reserved.

writing to the school board whose determination will be final. Issues relating to the conduct of the Executive Director may be brought directly to the board.

Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation will include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) will be informed that appropriate actions were taken and will be advised how to report any subsequent problems.

Non-Discrimination Policy & Title IX Statement

Non-Discrimination Policy: Odyssey Online Learning is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, or immigrant status in its' programs and activities or employment practices as required by Title VI, Title IX, and Section 504. It provides equal access to the Scouts BSA and other designated youth groups. The following people have been designated to handle the non-discrimination policies:

For inquiries regarding Title IX, please contact Director of Operations & HR, Andrea Amburn, at Odyssey Online Learning, 510 Lexington Avenue, Suite 102, Chapin, SC 29036 or andrea.amburn@odysseyonline.com or (803) 735-9110.

For inquiries regarding Section 504, please contact Director of Enrollment & Compliance, Kelly Studebaker, at Odyssey Online Learning, 510 Lexington Avenue, Suite 102, Chapin, SC 29036, by email at kelly.studebaker@odysseyonline.com, or by phone at (803) 904-3577.

For inquiries regarding Title IV, please contact School Counselor, Ron Jolly, at Odyssey Online Learning, 510 Lexington Avenue, Suite 102, Chapin, SC 29036, by email at ron.jolly@odysseyonline.com, or by phone at (803) 735-9110.

For inquiries regarding Title IX, please contact the Director of Operations & HR, Andrea Amburn, at Odyssey Online Learning, 510 Lexington Avenue, Suite 102, Chapin, SC 29036, by email at andrea.amburn@odysseyonline.com, or by phone at (803) 735-9110.

© 2022 Odyssey Online Learning. All rights reserved.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

Odyssey Online Learning ("OOL") Board of Trustees ("Board") may provide computer network, equipment, tools, and Technology Resources to enhance educational opportunities for OOL students, employees, and the OOL community. This policy details acceptable use of Technology Resources provided by OOL. Odyssey Online Learning provides these services and equipment as a privilege, not a right, to the User (as defined below).

It is every Technology Resource User's duty to use Technology Resources responsibly, professionally, ethically and lawfully. This policy applies to aspects of both adult and minor acceptable use of Technology Resources. This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA); 47 U.S.C. §§ 254(h) & (l); the Neighborhood Children's Internet Protection Act (NCIPA); and the 2008 Broadband Improvement Act, P.L. 110-385, including any applicable implementing regulations.

This policy addresses the following:

a. Access by minors to inappropriate matter on the Internet and World Wide Web;

b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

e. Measures designed to restrict minors' access to materials harmful to minors.

In using or accessing OOL's Technology Resources, Users must comply with the following provisions:

Definitions

For the purposes of this policy, related procedures and forms, the following terms are defined as follows:

1. Child Pornography. Under federal law, any visual depiction, including any photograph, film, video, picture, or computer image or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

b. such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. 18 U.S.C. § 2256(8)

© 2022 Odyssey Online Learning. All rights reserved.

2. Child Pornography. Under the law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

3. Minor. Under CIPA, an individual who has not yet attained the age of seventeen is a minor. For other purposes, minor shall mean any person under the age of eighteen (18).

4. Obscene. Under federal and South Carolina law, any material if:

a. the average person, applying contemporary adult community standards, would find that the material, taken as a whole, appeals to the prurient interest;

b. the subject matter depicts or describes sexual conduct in a patently offensive way; and

c. the subject matter, taken as a whole, lacks serious literary, artistic, political or scientific value.

5. Password. A unique word, phrase, or combination of alphanumeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific User.

6. Sexual Act and Sexual Contact. Has the meanings given such terms under 18 U.S.C. §§ 2246(2).

7. Technology Protection Measure. A specific technology that blocks or filters Internet access to content that is Obscene, Child Pornography or harmful to Minors and the material is covered by a certification regarding CIPA.

8. Technology Resources. Technologies, devices, and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, devices and services, multimedia resources, hardware and software, including Moodle software.

9. User. Any person who has signed this policy and is permitted by OOL to utilize any portion of OOL's Technology Resources including, but not limited to, students, parents, employees, Board members, contractors, consultants, vendors and agents of OOL.

10. User Identification (ID). Any identifier that would allow a User access to OOL's Technology Resources or to any program including, but not limited to, email and Internet access.

11. Vandalism. Any malicious attempt to harm or destroy Technology Resources, data of another user, the Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Authorized Users

© 2022 Odyssey Online Learning. All rights reserved.

Any authorized User may use OOL's Technology Resources. If a potential User has a history of discipline problems involving Technology Resources, the Executive Director or their designee may decide not to give the potential User access to certain OOL Technology Resources.

User Privacy

Computer accounts and Technology Resources are given to Users to assist them in the performance of OOL related functions. A User does not have a legal expectation of privacy in the User's electronic communications or other activities involving OOL's Technology Resources including email and anything they create, store, send, share, access, view or receive on or through the Internet.

By using OOL's network and Technology Resources, all Users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by OOL. A User ID with email access will only be provided to authorized users on condition that the User consents to interception or access to all communications accessed, sent, received or stored using OOL technology and signs this policy.

Electronic communications, downloaded material, and all data stored on OOL's Technology Resources, including files deleted from a User's account, may be intercepted, accessed, or searched by OOL administrators or designees at any time in the regular course of business to protect Users and OOL's equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the Executive Director or their designee to assign trained personnel to maintain OOL's technology in a manner that will protect OOL from liability and will protect confidential student and employee information retained on or accessible through OOL's Technology Resources.

Administrators may suspend access to and/or availability of OOL's Technology Resources to diagnose and investigate network problems, potential violations of the law, or OOL policies and procedures. All OOL Technology Resources are OOL property.

OOL may maintain or improve Technology Resources at any time. OOL or authorized OOL agents may remove, change or exchange hardware, equipment or other technology between buildings, classrooms, or Users at any time without prior notice.

Content Filtering and Monitoring

OOL employs a Technology Protection Measures as required by law. OOL will monitor the online activities of Minors on the OOL network and/or all Technology Resources and equipment with Internet access. At a minimum technology protection is meant to block visual depictions that are obscene, illegal, pornographic, child pornography and/or harmful to Minors, as well as Internet/World Wide Web computer access to such

© 2022 Odyssey Online Learning. All rights reserved.

material. Users finding a website deemed inappropriate must report the website to the Executive Director. After review of the website, OOL will take appropriate steps to block inappropriate site from Users.

For purposes of bona fide research or other lawful purposes, the Executive Director may make certain blocked sites available for those purposes only after approval of the request.

In making decisions to disable OOL's Technology Protection Measures, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit OOL. A student or parent/guardian claiming they have been denied access to Internet material not within the purview of this policy shall be afforded expedited review and resolution of the claim upon written notice to the Executive Director.

Technology Protection Measures are not foolproof, and Odyssey Online Learning does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure installed by OOL is prohibited.

OOL shall not be held responsible when a student or other User knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Viruses

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to OOL's Technology Resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet, Technology Resources, or networks that do not belong to OOL must be scanned for viruses and other destructive programs before being transferred to OOL's Technology Resources. Any User receiving an email from a questionable source must contact the Executive Director before opening the email or any attachment included in the email.

To ensure security and avoid the spread of viruses, Users accessing the Internet through Technology Resources attached to OOL's network must do so through an approved Internet firewall or Technology Protection Measure.

Encryption Software

Users shall not install or use encryption software on any OOL Technology Resource without first obtaining written permission from the Executive Director. Users shall not use passwords or encryption keys that are unknown to the Executive Director.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

© 2022 Odyssey Online Learning. All rights reserved.

Web Content Developed By Students

As part of class/course assignments, students may be developing and/or publishing content to the Internet via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in video conferences.

The following guidelines must be adhered to when students develop and publish information to the Internet:

1. Personal information such as phone numbers, addresses, email addresses or other specific personal information shall not be published or shared to a public page or video conference.

2. All web content must comply with this policy.

3. All web content and video conferencing must be used under the direction and supervision of the teacher/administrator for educational purposes only.

4. All web content is subject to copyright law and fair use guidelines.

5. All web content shall only be posted to OOL approved web pages, blogs, wikis, podcasts, webcasts, vodcasts and videoconferences.

Prohibitions

Students, staff, and all Users are expected to act in a responsible, ethical and legal manner in accordance with OOL policies and federal and state laws. Specifically, the following is a non-exhaustive list of uses of OOL's Technology Resources that are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking;

2. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized;

3. Non-work or non-school related work;

4. Product advertisement or political lobbying;

5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication;

6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;

7. To access or transmit material that is harmful to Minors and/or Users, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property;

© 2022 Odyssey Online Learning. All rights reserved.

8. Use of inappropriate language or profanity;

9. To transmit material likely to be offensive or objectionable to recipients;

10. To intentionally obtain or modify files, data and passwords belonging to other Users, or integral to system and network operations;

11. Impersonation of another User, anonymity and/or use of pseudonyms;

12. Loading or use of unauthorized games, programs, files, or other electronic media;

13. To disrupt the work of other Users;

14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software;

15. Relocation of OOL hardware without prior administrative consent;

16. Quoting personal communications in a public forum without the original author's prior consent;

17. To access or use any form of electronic mail on OOL Technology Resources unless authorized by the Executive Director or their designee;

18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts or professionals for educational purposes;

19. Using a disk, removable storage device or CD/DVD brought into OOL from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with OOL established procedures;

20. To discriminate against, advocate violence against, harass, intimidate, bully or cyberbully others;

21. To send unsolicited (“spamming”) or forwarded emails and chain letters to persons;

22. Using “spoofing” or other means to disguise User identities in sending email or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, email systems, chat groups, chat rooms, or through other Technology Resources;

23. To send, transmit or otherwise disseminate proprietary data, trade secrets, or other confidential information of OOL;

24. Posting or allowing the posting of personal information about themselves or other people on the Technology Resources unless authorized by the Executive Director. Personal information includes address, telephone number (including home, work and cell phone numbers), school address, work address, pictures or video bites, clips, etc.;

© 2022 Odyssey Online Learning. All rights reserved.

DRAFT

25. To refer to or attempt to refer to OOL or its employees, agents, Board, parents or students in any electronic communication, posting, blog, website, email or social networking site, without written authorization of the Executive Director;

26. To access or transmit gambling, pools for money, or any other betting or games of chance;

27. To solicit information with the intent of using such information to cause personal harm or bodily injury to another or others;

28. Posting, sharing or attempting to post information that could endanger an individual, cause personal damage or a danger of service disruption; and

29. Indirectly or directly making connections that create “backdoors” to OOL, other organizations, community groups, etc. that allow unauthorized access to the Technology Resources or OOL.

Security

OOL intends to strictly protect its Technology Resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm Technology Resources. Therefore, Users are required to comply fully with this Policy and immediately report any violations or suspicious activities to the Executive Director.

System security is protected in part by the use of passwords. All passwords must be at least eight (8) characters and include alphanumeric and special characters. Users will be required to change their passwords every THIRTY (30) days. OOL will maintain a password history that prevents the use of a repetitive password. After three (3) unsuccessful access attempts, an attempted User will be locked out and must contact the Executive Director or their designee to regain access. After SIXTY (60) minutes of inactivity, the User will be automatically logged off the system.

Failure to adequately protect or update passwords could result in unauthorized access to personal or OOL files. Users shall be responsible for safeguarding their passwords for access to OOL’s Technology Resources and for all transactions made using their passwords. To protect the integrity of OOL Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other Users shall not reveal their passwords to another unauthorized individual.

2. Passwords shall not be printed or stored online.

3. Students and other Users are required to log off from the network when they complete working at a particular station.

4. Users are not to use a computer that has been logged in under another student's, teacher's or User’s name.

© 2022 Odyssey Online Learning. All rights reserved.

5. Any User identified by the Executive Director or their designee as having a history of discipline problems Involving Technology Resources may be denied access to any or all of OOL's Technology Resources.

6. Students and other Users shall not alter a communication originally received from another person or computer with the intent to deceive.

7. Users shall not misrepresent the identity of a sender or source of communication.

8. Users shall not disable or circumvent any OOL security; software or hardware.

9. Users shall not interfere with or disrupt OOL's systems, network accounts, services, or equipment.

10. Files, system security software/hardware or any OOL system shall not be altered or attempt to be altered without the written authorization of the Executive Director or their designee.

11. Unauthorized hardware and electronic devices shall not be connected to the OOL system.

12. Users shall comply with requests from the Executive Director or their designee to discontinue activities that threaten the operation or integrity of the OOL system.

Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on Technology Resources. OOL retains access to all material stored on the Technology Resources regardless of whether that material has been encoded with a particular User's password, subject to limitations as set forth in OOL's policy governing Remote Access and Monitoring of OOL's Technology Resources, as well as applicable law.

Users shall not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users shall not use the Technology Resources to "snoop" or pry into the affairs of other Users by unnecessarily reviewing the files and emails of another.

A User's ability to connect to another computer's system through the network or by any other electronic means shall not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems and the Executive Director.

Safety

To the greatest extent possible, Users of the network will be protected from harassment or unwanted or unsolicited communication. Any network User who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member or an administrator.

Communications through OOL Technology Resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, OOL Users shall not reveal personal addresses or telephone numbers to other Users on OOL networks or on the Internet.

© 2022 Odyssey Online Learning. All rights reserved.

The Executive Director or their designee shall be responsible for implementing protection measures to determine whether OOL's computers, laptops, iPads, Kindles and other Technology Resources and technology related devices such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc. are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include, but not be limited to:

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by Minors, or determined inappropriate for use by Minors by the Board.

2. Maintaining a listing of all employees and Users with access to the room which contains OOL's server.

3. Generate and maintain monitoring reports (including firewall logs) of User activity and remote access on OOL's system by all Users, including but not limited to students, employees, contractors, consultants, and/or vendors. The report should include the date, time and reason for access, whether it was remote access, changes made and who made the changes.

4. Maintaining documentation that students no longer enrolled at OOL, terminated employees, and contractors/vendors with expired contracts or who are terminated are properly removed from OOL's system in a timely manner.

5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.

6. Developing compensating controls to mitigate information technology (IT) weakness and alert OOL to unauthorized changes to student data, i.e. reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

Vendors

If OOL shares internally sensitive or legally/contractually restricted OOL data with parties outside the OOL community, OOL shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect OOL's proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants, and contractors. OOL's legal counsel must review all Non-Disclosure Agreements before signing.

All vendors, consultants, and/or contractors shall only be granted access to OOL's Technology Resources to make changes or updates with prior written authorization from Executive Director or their designee. Once the vendor, consultant and/or contractor, completes its work, access to OOL's Technology Resources will be removed.

Vendors, consultants and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access OOL's system. Vendors, consultants and/or contractors may be terminated for violating this Policy and/or violating any state or federal laws.

© 2022 Odyssey Online Learning. All rights reserved.

All vendors, consultants and/or contractors and their employees, who have direct contact with students, must comply with the mandatory background check requirements for federal and state criminal history and child abuse. As required by applicable law, an official child abuse clearance statement for each of the vendors', consultants', and/or contractors' employees shall be submitted to OOL prior to beginning employment with OOL. Failure to comply with the background check requirements shall lead to immediate termination.

Closed Forum

OOL's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. All expressive activities involving OOL Technology Resources that students, parents/guardians and members of the public might reasonably perceive to bear the approval of OOL and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of OOL for legitimate educational reasons. All other expressive activities involving OOL's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

OOL personnel shall establish a retention schedule for the regular archiving or deletion of data stored on OOL Technology Resources that complies with OOL's Record Retention and Destruction Policy as well as all federal and state laws and regulations. It is the User's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the Executive Director for clarification.

In the case of pending or threatened litigation, OOL's attorney will issue a litigation hold directive to the Executive Director or their designee. A hold directive will direct all OOL administration and staff not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, issue and/or for a specific time period. Failure to follow such a directive could result in negative legal consequences for the User and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by OOL's legal counsel.

Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by OOL until the hold is released. No employee, who has been so notified of a litigation hold, may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Drafting Emails

Like any other document, an email message and other computer information is discoverable during litigation. An email may be used in litigation to indicate what a User knew or felt. It is important to keep this

© 2022 Odyssey Online Learning. All rights reserved.

in mind when creating emails and other documents. Even after you delete an email message or close a computer session, it may still be recoverable and may remain on the system.

Since email communications are discoverable during litigation, they will have to be turned over to the opposing party unless determined to be privileged by OOL's legal counsel.

Privileged Attorney-Client Communications

Confidential email sent to or retained from counsel or an attorney representing OOL shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

Damages

All damages incurred by OOL due to a User's intentional or negligent misuse of OOL's Technology Resources, including loss of property and staff time, may be charged to the User. OOL administrators have the authority to sign any criminal complaint regarding damage to OOL technology.

No Warranty/No Endorsement

OOL makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by OOL, with the exception of resources approved and adopted by the Board. Nor does OOL guarantee the accuracy of information received using OOL's Technology Resources.

OOL is not and shall not be responsible for the loss of data, delays, non-deliveries, missed deliveries or service interruptions. OOL is not and shall not be responsible for any information that may be damaged or unavailable when using OOL Technology Resources or for any information that is retrieved via the Internet. OOL is not and shall not be responsible for any damages incurred as the result of using OOL's Technology Resources, including but not limited to, the loss of personal property used to access Technology Resources. Further, OOL is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

Unauthorized Disclosure of Information of Minors

It is a violation of state laws, including, but not limited to, The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the User does not have a legitimate educational interest in or to disclose information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded.

© 2022 Odyssey Online Learning. All rights reserved.

Questions regarding the disclosure of student information must be directed to the Executive Director prior to disclosure and must conform to OOL's student records and confidentiality policies.

Unauthorized disclosure, use and dissemination of personal information regarding Minors is prohibited.

Compliance with Applicable Laws and Licenses

In their use of Technology Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless it is confirmed in advance from appropriate sources that OOL has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by OOL, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the Executive Director or their designee.

Violations of Acceptable Technology Usage Policies and Procedures

Use of Technology Resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs OOL's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all Users granted access to OOL's Technology Resources. Any violation of OOL policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of User privileges. User privileges may be suspended pending investigation into the use of OOL's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating this Policy. Any attempted violation of OOL's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Consequences for Inappropriate Use

OOL Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of OOL Technology Resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services. Any illegal usage of OOL Technology Resources will be immediately reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any OOL Technology Resource. Suspension of access, loss of access and other disciplinary actions may be consequences for

© 2022 Odyssey Online Learning. All rights reserved.

inappropriate use. Vandalism may result in cancellation of access privileges, discipline and possible criminal action.

Cessation of Access

Upon termination or ending of enrollment, employment or the termination of any contract with or from OOL, no further access to or use of Technology Resources is permitted without the express authorization from the Executive Director.

Education of Technology Resource Users

OOL shall implement a program which educates students and staff about acceptable use and internet safety associated with OOL's Technology Resources. All students must complete a designated Technology Resources and Internet training prior to unsupervised use of OOL's Technology Resources as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school-issued Technology Resources to students.

Odyssey Online Learning reserves the right to amend the contents and reissue this handbook at any time. Final authority on all matters rests with the school administration and school board when applicable. It is the responsibility of the student and parents/guardian to review this student handbook periodically.

DRAFT

© 2022 Odyssey Online Learning. All rights reserved.