STUDENT & PARENT

HANDBOOK

2018-19

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Mission Statement

Odyssey Online Learning (OOL) is committed to cultivating college and career-bound students through meeting their individual needs, giving them personal attention and flexibility, providing goal-oriented and collaborative learning opportunities, and fostering positive communication between students, families, and communities. OOL is a virtual public charter high school serving grades 9-12 that uniquely addresses student needs on an individual basis.

Academic Calendar

The school 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 2018-19 school year, the first day for students is August 20**. The official school calendar can be found here: http://www.odysseyonline.com/calendar

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.

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.

Students must be enrolled in Odyssey Online Learning full-time. This requires a student to be enrolled in a minimum of two (2) courses per semester, while still maintaining progress towards on time graduation. 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.

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.

Once the school has all documentation, students will be enrolled in the online "course" titled Odyssey Online Students as part of the orientation process. Students will have 24 hours to complete the training in this orientation class before they will be officially enrolled in Odyssey Online Learning. **Incoming students are also required to attend an in-person Orientation session held throughout the state.**

Required Documentation

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
- Copy of current immunization records (Form: DHEC 2740)
- 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

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).

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.

Academic Advisor: The Academic Advisor (or "Advisor") serves as the primary point of contact for the student and family and is responsible for the student's global educational well-being. The Advisor 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 Advisor to ensure that students can reach their goals. Teachers will also communicate with the 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 Advisor. The Advisor 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 advisor on the phone, attending live lessons, attending office hours and attending tutoring.. Teachers hold office hours daily and will also meet with students individually if more individualized assistance is needed.. All requirements for live sessions are listed in each course syllabus.

Attendance

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 advisors 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 taken daily via the OOL Learning Management System. **Students must log in and complete work to be counted present and to avoid being dropped from the school's membership**. This is the minimum requirement. If students are unable to sign in every day during the regular school week (Monday through Friday), weekends and holidays may be used as make-up days. Parents will be required to verify student attendance.

Students are required to communicate with advisors weekly by phone or email. One purpose of this contact is to notify students and parents of attendance issues. Parents and students are expected to return the phone calls and emails of staff members within 1 school day.

Excused Absences

The following are valid excuses for absences.

A. **Participation in a school-approved activity.** To be excused, the absence must be authorized by an Advisor or Administrator, and teachers must be notified prior to the absence unless it is clearly impossible to provide such notice.

B. **Absence due to illness, health condition, family emergency.** In case of illness or emergency, the parent is expected to call the student's Advisor 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 advisor no later than 7 days after the absence occurred. Excuses submitted after that time may not be accepted.

C. **Temporary absences for agreed activities upon parental request and verification.** Upon parental request, the Advisor and/or his/her designee may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the requested absence. 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.

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 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.

Students who are 18 years of age or older may petition the Executive Director to report themselves as absent. The final decision will be made at the Executive Director's discretion.

Extended Illness

If a student is confined at home or to a hospital for an extended period, the school will arrange for the accomplishment of assignments whenever practical.

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:

- 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.

After three (3) consecutive, unexcused absences within any month, the Advisor will notify the parent/guardian by phone and/or email. Causes of the student's absences will be discussed and next steps will be documented on the Personal Learning Plan (PLP) to eliminate or reduce the student's absences.

If a student has five (5) unexcused absences in a month in which he/she has failed to attend the majority of courses in an average school day, the Advisor will establish an agreement with the student and parents which sets requirements for school attendance.

If a student has seven (7) unexcused absences, in which he/she has failed to attend the majority of courses in an average school day, and intervention actions outlined above fail to correct the attendance problem, the Advisor will send the following information on the student to the School Counselor.

Once a student is determined to be truant, school officials will meet with the parent(s) or guardian(s) to identify the reasons for the student's continued absence and develop a written "intervention plan" to address the student's continued absence.

If a student has ten (10) or more consecutive, unexcused absences, he/she is truant and withdrawn from active enrollment at Odyssey Online Learning as of the 11th day. ***It is imperative that any student who is absent for more than three consecutive days provide any documented excuses to his or her advisor within 3 days of the absences in order to avoid being considered truant and withdrawn.***

The four critical points about attendance are:

- Complete work in each class daily (Monday through Friday) at https://peak.getfueled.com/
- Use Saturdays, Sundays, and holidays as make-up days;
- Notify advisors immediately when it is not possible to sign on; and
- Return telephone calls and/or respond to e-mails from advisors.

Course Deadlines

The school calendar lists the deadlines for each quarter during the 2018-19 school year. It is imperative that students meet these deadlines as unfinished work will be given a zero after the deadline.

Date	Traditional Schedule	Block Schedule
October 24 1st Quarter Deadline	50% Done with Semester 1	Semester 1 Complete
January 18 2nd Quarter Deadline	Semester 1 Complete	Semester 2 Complete
March 29 3rd Quarter Deadline	50% Done with Semester 2	Semester 1 Complete
June 10 4th Quarter Deadline	Semester 2 Complete All work for all open courses due	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 compliance with general enrollment procedures. Before final approval to re-enroll, the student (and parent, if a minor) will meet with an Intervention 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 advisor to adhere to all requirements in the attendance plan.

Advisors will monitor the student's attendance and provide updates to the Lead School Counselor. Non-compliance with the attendance plan may result in expulsion 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, 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 and maturity level;
- 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;
- The student's attitude; 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.
- Endangerment of self or others - Engaging in or causing behavior which can be demonstrated to affect negatively the educative 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 or other proscribed equipment - 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 item 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 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 substance - Being under the influence of alcohol or a controlled substance not prescribed by a physician for such student.
- 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 (found on page 15).

Harassment

Odyssey Online Learning requires all employees, students, and other individuals in the school environment to conduct themselves in an appropriate manner with respect of 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.

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 be 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.

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 arein 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 extra-curricular 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 the Advisor or his or her designee. 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.

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 provide computers or equipment to students. 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 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 or advisor 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
- 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
- Posting chain letters
- 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 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.
- 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 Advisor.

- 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 Advisor.

- 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.

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

As a prerequisite to attending Odyssey Online Learning, students must have reliable Internet connectivity to access Odyssey Online Learning's comprehensive curriculum, staff, and services.

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 answer 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 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 is outlined in the table below. Class rank will be decided by order of weighted GPA.

A = 90% - 100%

B = 80% - 89%

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

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

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.

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 Instructor and/or Academic Advisor.
- 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 Instructor or Advisor, 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.
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 51%) 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 Advisor.

Graduation Requirements

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

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 courses 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).

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 28, 2019 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, text and their virtual classroom. Each local teacher holds one office hour daily and sets aside time to meet with students individually as well. Students can also choose to meet with their advisors in person at the school office in Columbia, SC. These meeting must be arranged in advance to ensure that the advisor is available for that meeting. Advisors 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.

Academic Probation

If it is determined that a student does not show continuing progress and/or does not maintain regular contact with the school, a letter may be sent encouraging the student to improve performance/maintain contact. This letter will request that parents contact the school and may outline certain conditions intended to ensure that the student show academic progress.

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 1, Biology and US History as well as the ACT, SAT and WIN tests for students in their 3rd year of high school. Odyssey Online Learning expects all students to participate in 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. **Failure to attend a required testing session may result in withdrawal from Odyssey Online Learning.**

Benchmark and Growth Testing

Throughout the year, students will take the NWEA MAP Growth test at regular intervals. 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. Some courses will also be given pre-test and post-test assessments. 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.   In summary, students enrolled in a charter school are eligible for scholarships, grants, awards, competitions and recognition to the same extend that other students in public schools are eligible. These students are also eligible to compete for and participate in (if selected) any extracurricular activities that aren't offered at OOL through the public school you would otherwise attend. 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.

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 Columbia on Tuesdays and Thursdaysbetween 8 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.

Books and Related Materials

All books and course materials are the property of the school. The school will mail school-supplied materials to students specific to the courses in which they are enrolled. Students/parents are responsible for the replacement costs of any lost or damaged books or materials. Students/parents should return all books and materials immediately when the year's coursework is completed. If the student withdraws or transfers from a course, the parent must contact the school for specific instructions on returning course materials.

Student Services

Response to Intervention (RTI)

Students who are not meeting proficiency levels will be monitored and assisted through the Response to Intervention (RTI) process. RTI is a multi-tiered intervention strategy process to enable early identification and intervention for students at academic or behavioral risk.   RTI 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 RTI 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, 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 supports 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 RTI process is the training of all staff to encourage the students to follow the interventions that the RTI 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 Program 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 Program 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 Program will assist the parent and student in identifying services and resources within the community. The Student Assistance Program 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:

- **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 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, 200 Arbor Lake Drive, Suite 301, Columbia, SC 29223.

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.
- 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 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 school office is open and closed is in place at the school. This system will designate a staff person to be responsible for student 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 so informed and notified of his or her right to appeal the decision. If such 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 statement 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

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 there under. 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, in such manner as the Executive Director will direct, has given public notice of these categories of

information that will be made public and 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.

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 Data Owner.

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 request an unofficial transcript from the registrar by emailing registrar@odysseyonline.com.

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 Advisor immediately of any such changes. A new proof of residence must be submitted as proof of address change.

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 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 and 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 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. 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 parent 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 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 Title IX Statement

Odyssey Online Learning SC is an equal opportunity educational institution and will not discriminate on the basis of race, color, or national origin, sex, or handicap in its activities, program, or employment practices as required by Title VI, Title IX, and Section 504.

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.