

OGLETHORPE CHARTER SCHOOL, INC.

Mission Statement. Partnering with parents and community to inspire students to **achieve** personal and educational excellence.

Educational Philosophy: Children supported by family and community can learn to their maximum potential when offered a rigorous, content-rich, hands-on curriculum through stimulating teaching in a safe and nurturing environment.

Common Sense Cause: It is the purpose of these policies and procedures to support and promote the Charter, the mission statement, and the best interests of the students, the staff, and the educational program of Oglethorpe Charter School. If circumstances arise in which enforcement of a policy or procedure may result in violation of the Charter or the mission statement or in harm to the educational program or to any student or staff of Oglethorpe Charter School, the administrator may suspend the policy or procedure for a period of no longer than ten (10) business days during which time an emergency meeting of the Governing Board shall be held to determine the action to be taken or any change of policy necessitated by the circumstances.

**SECTION 100
PERSONNEL**

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| POLICY TITLE: | DATE ADOPTED | NUMBER |
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| Personnel | 4/02 | 100 |
| | SUPERCEDES DATE | STATUS |

O.C.G.A. Section 20-2-2063 A petition which is submitted by a charter petitioner to a local board or the state board under Code Section 20- 2-2064 shall: ...(8) Provide for personnel matters involving the faculty, instructional staff, and other employees of the charter school including, but not limited to, employment status, certification, and evaluation....

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| POLICY TITLE: Employment Status | DATE ADOPTED 4/02 | NUMBER 101 |
| | SUPERCEDES DATE | STATUS |

Terms of Employment

APPLICABLE CHARTER PROVISIONS: PART I (8) page 13-16: The faculty

All faculty, staff, or persons who perform services for the School shall serve at Oglethorpe Charter School at the will of Oglethorpe Charter School's Governing Board and shall be employed in accordance with such terms and conditions as are contained in this Personnel Policy, and Oglethorpe Charter School's charter. Continued employment at Oglethorpe Charter School is subject to the continued need for services and satisfactory performance and conduct, all as determined by the Governing Board of Oglethorpe Charter School.

Faculty, staff, and persons who perform services** for Oglethorpe Charter School shall be subject to the following Savannah/Chatham County School Board Personnel Policies [attached hereto as Exhibit "A"] modified as follows*:

- 0707 Health Examinations
- 0708 Security Information
- 0715 & 0715-P Financial Obligations*
- 0716 Deductions from Pay* 0731 & 0731-P Retirement*
- 0741 Jury Duty and Subpoena as a Witness*
- 0742 Accumulation of Sick Leave*
- 0743 Temporary Disability Leave*
- 0744 Extended Leave of Absence*
- 0745 thru 0745-P-5 Short-term Leave of Absence*
- 0746 Family and Medical Leave*
- 0753 & 0753-P Accident Insurance*
- 0754 Vacation Schedule for Twelve-Month Employees*
- 0766 Drug-Free Workplace*

* Employees at Oglethorpe Charter School must give notice to or obtain permission from the Principal of Oglethorpe Charter School rather than the Human Resources Department, its director, or the superintendent.

** Individuals or entities who provide services to Oglethorpe Charter School as independent contractors, consultants, or non-contract employees, including but not limited to substitute teachers, are not employees entitled to the benefits of above-stated personnel policies.

Through contracts with employees and this personnel policy, the School shall establish any terms of employment including, but not limited to, pay, duration of employment, termination of employment, training, and disciplinary action that are not established under this Personnel Policy.

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| POLICY TITLE: Terminations | DATE ADOPTED 4/02 | NUMBER 102 |
| | SUPERCEDES DATE | STATUS |

All faculty and staff of Oglethorpe Charter School are employed on the basis of employment at will. Continued employment is subject to the continued need for services and satisfactory performance and conduct, all as determined by the Governing Board of Oglethorpe Charter School. It is understood that employment may be terminated at any time by either party with the notice period stated in the employment contract. Non-contract employees shall not be entitled to notice.

Immediate discharge is generally observed for offenses that violate trust or simply cannot be tolerated, i.e., offenses of which the following are examples:

- * Use of drugs or alcohol on campus
- * Conviction of a felony
- * Theft of any property
- * Willful destruction of school property
- * Reporting to work under the influence of any alcohol or illegal narcotic
- * Possession of firearms or other illegal weapons on school premises
- * Deliberately making or using false records, material requisitions, passes

Faculty and staff whose behavior and conduct are deemed to be detrimental to the School's character, curriculum and standards will not be retained at Oglethorpe Charter School. Every employee serving at the School shall enter into contract with Oglethorpe Charter School. The School will provide that the employee has waived any present due process rights in connection with termination other than those rights provided by his or her contract with Oglethorpe Charter School or provided in this personnel policy.

Upon an employee's termination, resignation, or non-renewal from Oglethorpe Charter School, Oglethorpe Charter School will immediately notify the Savannah/Chatham County School Board of the employee's change in employment and the conditions resulting in termination, non-renewal, or resignation. By accepting employment at Oglethorpe Charter School and through execution of the employment contract, all employees grant their express consent to Oglethorpe Charter School to notify the Savannah/Chatham County School Board of the employee's change in employment and the conditions resulting in termination, non-renewal, or resignation.

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| POLICY TITLE: Benefits and Protections | DATE ADOPTED 4/02 | NUMBER 103 |
| | SUPERCEDES DATE | STATUS |

The employees who serve at Oglethorpe Charter School shall be eligible to participate in such programs and benefits as are made available to persons employed by the Savannah/Chatham County School Board in like positions in the Savannah/Chatham County School System, including, but not limited to, health insurance, disability or accident insurance, sick leave, vacation benefits, and retirement programs. Unless otherwise notified in writing by Oglethorpe Charter School, all benefit programs will be handled and administered by the Savannah/Chatham County School Board's Human Resources Department. Employees will be provided all information, policies, procedures, or manuals pertaining to those benefits. As employees of the Savannah/Chatham County School Board, employees at Oglethorpe Charter School will be entitled to (i) sovereign immunity protection, (ii) coverage under any inter-local risk management or self-insurance fund and (iii) other statutory and constitutional protections specifically reserved and stated in the Charter that are available or provided to any other employees of Savannah/Chatham County School Board.

All employees at the School will be entitled to be members of the Georgia Teachers' Retirement Program and subject to its requirements.

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| POLICY TITLE: Teaching Certificate | DATE ADOPTED 9/07 | NUMBER 104 |
| | SUPERCEDES DATE | STATUS |

Teachers are required to maintain a clear and renewable teaching certificate.

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| POLICY TITLE: | DATE ADOPTED | NUMBER |
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| Supervision and Evaluation | 4/02 | 105 |
| | SUPERCEDES DATE | STATUS |

(a) The parents, guardians, faculty, staff, students, and Governing Board members will have an opportunity to annually evaluate the Oglethorpe Charter School program via the GADOE school climate survey.

(b) The Governing Board will annually evaluate the Principal. The Leader Keys evaluation instrument is used in the evaluation of the Principal.

(c) Faculty and staff members will be annually evaluated by the administrators. The administrator will present the evaluations to the personnel committee.

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| POLICY TITLE: Teacher Qualifications | DATE ADOPTED | NUMBER |
| | 9/07 | 106 |
| | SUPERCEDES DATE | STATUS |

The teachers will be hired based upon their demonstrated skill and ability in teaching adolescents and their academic credentials that will include certification from the State of Georgia or other state that will be consistent with the areas of specialty to be taught. All newly hired teachers will meet the HQ (highly qualified) status as it relates to their assigned teaching responsibility.

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| POLICY TITLE: Employee Expectations | DATE ADOPTED 4/02 | NUMBER 107 |
| | SUPERCEDES DATE | STATUS |

All employees at Oglethorpe Charter School are expected to conduct themselves as professionals. All employees are expected to demand of themselves the highest level of performance in whatever endeavor undertaken at Oglethorpe Charter School. All employees are expected to accept and embrace personal responsibility for the school community of Oglethorpe Charter School, for the physical plant of Oglethorpe Charter School, for the students entrusted to Oglethorpe Charter School, and for the high standards of character and behavior expressed in the Oglethorpe Charter School Mission Statement and taught in the Character Curriculum. All employees are expected to be positive role models for students and colleagues. All employees are expected to be punctual including being punctual in attendance at after-school or extracurricular activities or events and in completing paperwork required to keep Oglethorpe Charter School running smoothly. All employees are expected to enforce school rules and policies, attend functions during and after school hours, and assume responsibility outside the classroom or beyond their stated job description as required by the administrator. All employees are expected to dress appropriately and in compliance with any specific dress requirements stated in an employee's contract. All employees are expected to know and support the Mission Statement and Educational Philosophy stated above. All employees are expected to comply with the Charter.

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| POLICY TITLE: Equal Opportunity Employer | DATE ADOPTED 4/02 | NUMBER 108 |
| | SUPERCEDES DATE | STATUS |

It is Oglethorpe Charter School's policy to afford equal opportunity to all qualified faculty and staff and applicants for employment without regard to race, color, sex, religion, age, or national origin, other than to the extent that sex or age is legally a necessary, bonafide occupational qualification.

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| POLICY TITLE: Sexual Harassment | DATE ADOPTED 4/02 | NUMBER 109 |
| | SUPERCEDES DATE | STATUS |

All employees and students at Oglethorpe Charter School will work and study in an environment free from sexual harassment. Any employee or student guilty of engaging in sexual harassment will be subject to appropriate disciplinary action, up to and including termination or expulsion.

Any employee being sexually harassed by another person or persons [including visitors, parents, vendors, volunteers, etc.] should immediately notify the administrator or a Governing Board member. Any complaint of sexual harassment by or against an employee will be submitted to the Personnel Committee for investigation and resolution under the Grievance Policy in Paragraph L.

Any employee who observes or is notified of a student being sexually harassed by another person or persons [including peers, staff members, visitors. etc.] should immediately notify the school counselor, the administrator or a Governing Board member. Students are to be encouraged to notify the school counselor [or any faculty member] if the student is being sexually harassed or has observed another student being sexually harassed. Once a complaint involving a student has been received, the school counselor or administrator will immediately investigate and take reasonable measures to prevent reoccurrence, such measures to include, but not be limited to, notification of parents, disciplinary action, separation, and education.

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| POLICY TITLE: Smoking and Tobacco Products | DATE ADOPTED 4/02 | NUMBER 110 |
| | SUPERCEDES DATE | STATUS |

Employees at Oglethorpe Charter School may not smoke or use smokeless tobacco products on the premises of Oglethorpe Charter School or on Savannah/Chatham County School Board property.

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| POLICY TITLE: Grievance Procedure | DATE ADOPTED 4/02 | NUMBER 111 |
| | SUPERCEDES DATE | STATUS |

In the event an employee at Oglethorpe Charter School has a dispute involving another employee, existing terms of employment, or existing personnel policies, and after a good faith effort with the administrator to thoroughly resolve the dispute, all employees may submit their complaint to the Personnel Committee, which will be established and authorized by the Governing Board of Oglethorpe Charter School. The good faith effort will include problem identification, possible solutions, selection of resolution, time line for implementation, and follow-up. A written summary of the good faith effort must be provided to the chair of the personnel committee by the employee to initiate the grievance process. Failure to provide a written summary or to follow the procedures or time line established herein constitutes a waiver of the employee's grievance.

In the event the administrator serves as the chairperson of the personnel committee, a vice chairperson will be appointed, and all employees will submit any complaint to the vice chairperson of the committee. In the event the administrator serves as the chairperson of the personnel committee, the administrator will become an ex-officio member of the personnel committee during any grievance process initiated by an employee.

The grievance procedure shall not diminish, limit, or delay the Governing Board's authority to suspend or terminate employment of any employee with or without cause under paragraph B. A vote to terminate or suspend the employment of an employee by the Governing Board under paragraph B will terminate and annul this grievance procedure. The personnel committee's authority will be limited to enforcing existing terms of employment and policies and resolving personnel disputes. If a grievance exceeds the authority of the personnel committee, the grievance will be referred to the Governing Board.

1. The employee may submit his/her written summary to the chair or vice chair of the Personnel Committee within five (5) days of the failed good faith effort to resolve the dispute.

2. Within ten (10) days of receiving the written complaint, the Personnel Committee will schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than 20 days after receipt of the written complaint and after notification to the employee. Personnel Committee members who are interested parties [members having a possible conflict of interest] shall excuse themselves from the grievance proceedings. Three members of the Personnel Committee must be present to hear a complaint. In the event less than three members of the committee are eligible to hear the complaint [e.g., the Administrator becomes ex-officio or a member excuses himself], the position[s] will be filled by the president and/or the president-elect of the Governing Board.

3. A decision as established by a majority vote of the eligible members of the Personnel Committee hearing the grievance shall be rendered within five (5) working days of the completion of the hearing. In the event that additional information,

follow the grievance process described above. After receiving a written appeal request, the president of the Governing Board will schedule a meeting to consider such an appeal as soon as practical. Board members who are interested parties [members having a possible conflict of interest] will excuse themselves from reviews of Personnel Committee decisions to the extent permitted under law. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee.

5. In cases involving complaints of sexual harassment, the Personnel Committee may recommend to the Governing Board the suspension or termination of an employee's employment.

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| POLICY TITLE: Teacher Salary Scale | DATE ADOPTED 3/05 | NUMBER 112 |
| | SUPERCEDES DATE | STATUS |

The Oglethorpe Charter School Governing Board approved to accept the Savannah Chatham County Board of Education teacher salary scale to include T-6 and T-7 degree/certification levels. Oglethorpe Charter School will follow the SCCPSS salary scale for all certified and classified personnel.

SECTION 200
STUDENT

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| POLICY TITLE: Admissions | DATE ADOPTED 4/02 | NUMBER 201 |
| | SUPERCEDES DATE | STATUS |

O.C.G.A Section 20-2-2066(a).

(1) A charter school shall enroll any student who resides in the school district in which the charter school is located and who submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all such applicants shall have an equal chance of being admitted through a random selection process; provided, however, that a charter school shall give enrollment preference to such students who reside in the attendance zone in which the charter school is located and may give enrollment preference to a sibling or a child of a Governing Board member or child of a teacher or staff member.

(2) A student who resides outside the school district in which the charter school is located may not enroll in that school except pursuant to a contractual agreement between the local boards of the school system in which the student resides and the school system in which the charter school is located. Unless otherwise provided in such contractual agreement, a charter school may give enrollment preference to and enroll a sibling of a nonresident student currently enrolled in the charter school.

APPLICABLE CHARTER PROVISIONS: PART I, Section (r) (i) Pages 3-4. Oglethorpe Charter School will accept students into its program as provided in O.C.G.A. Section 20-2-2066. For purposes of determining admissions, a student, once admitted to the School, will not have to reapply for subsequent years and will be deemed to be admitted. Any vacancies will be filled according to O.C.G.A. Section 20-2-2006. The School will designate the Principal as the person to coordinate with the Board administrative offices on matters of placement. [Note: This is a limited portion of the above-referenced section].

APPLICABLE CHARTER PROVISIONS: PART I, Section (I)(i) Page 3. Each child signing up for the School will be required to complete the Safe Schools Registration Questionnaire. Any student signing up for the School who has been adjudicated guilty of a designated felony act or charged with or found guilty of crimes or offenses similar to those stated in O.C.G.A. Section 15-13-37 shall be deferred to the District Placement Team for appropriated placement in accordance with Savannah/Chatham County School Board Policy 1009-P-3 [Placement of Identified Students who have been convicted of a designated felony act].

- A. The Governing Board expects the Principal to hold at least three well-publicized open houses for prospective parents and students that explain the enrollment process, the family contract, and academic program.

- B. The number of positions available will be determined by the Principal and the Governing Board with considerations given to the class size, number of faculty, size of building, and other program concerns.
- C. Students whose families have not met conditions of the family contract will be alerted by April 1. They will then be given an opportunity to meet the terms of the contract by May 1. Students who are no longer enrolled may attend the school in their district or may pursue enrollment in one of the district's magnet programs.
- D. Students who reside in Chatham County (or who will reside in Chatham County by the start of school), who have properly completed applications by the established deadlines, and who possess a written receipt from Oglethorpe Charter School demonstrating timely receipt of the application are considered to be applicants.
- E. Admissions preference is given to siblings of students currently enrolled in grades 6-8, or child of Governing Board member or child of a faculty/staff member. "Currently enrolled" will be interpreted to mean that a sibling is currently attending classes at Oglethorpe Charter School at the time of the lottery.
- F. Admission preference is given to children of current staff members or Governing Board members in keeping with O.C.G.A. Section 20-2-293 and the practice and policies of the Savannah/Chatham County School Board.
- G. Enrollment is allowed after the first two weeks of school. In addition to maintaining the waiting list established during the regular application period, the School will maintain a "post-lottery pool" of applicants who seek admission outside of the regular application period. After the waiting list has been exhausted, a mini-lottery may be held from the "post-lottery pool" to fill any vacancies. Each year, the regular application process and lottery will supercede and replace both the waiting list and "post-lottery pool" for the next academic year.

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| POLICY TITLE: Student Suspension and Expulsion | DATE ADOPTED 4/02 | NUMBER 203 |
| | SUPERCEDES DATE | STATUS |

O.C.G.A Section 20-2-2066(c). A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which such student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school with the local school system in which the student resides, if, under the disciplinary policy of the local school system, such student would not have been subject to the suspension or expulsion. In such instances, the local board shall not be required to independently verify the nature or occurrence of the applicable conduct or any evidence relating thereto.

APPLICABLE CHARTER PROVISIONS: PART I; Section (I) (i) Page 3. In the event a student attending Oglethorpe Charter School is guilty of a designated felony act or charged with or found guilty of crimes or offenses similar to those stated in O.C.G.A. Section 15-13-37, the student will be subject to the consequences in the Conduct Code or Oglethorpe Charter School attached hereto and will be referred to the District Placement Team.

APPLICABLE CHARTER PROVISIONS: PART I, Section (I)(V) Page 6. The Conduct Code shall govern every student attending the School, and the consequences stated in the Conduct Code will be enforced by the teachers, Principal, Assistant Principal, and Governing Board. The teachers, Principal, Assistant Principal, and Governing Board shall have the authority to enforce the Conduct Code. The Governing Board shall have the authority to suspend or expel a student from Oglethorpe Charter School if the student's behavior violates the Conduct and Discipline Code and/or the parent, guardian, or mentor fails to take responsibility for the conduct of the student or fails to cooperate with the School in efforts to correct the student's behavior. Parents, guardians, and mentors of the student will be provided five (5) days written notice [mailed to the address provided by the parents, guardian, or mentor] of the date upon which the Governing Board will vote upon a recommendation to expel the student and will be provided an opportunity to speak to the Governing Board prior to the Board's vote. [See the Oglethorpe Charter School Family Contract, which contains this language as well.]

The Governing Board authorizes the Principal to suspend students in accordance with the Conduct Code for a period of no more than ten (10) days without Board approval under the following conditions:

- (1) The Governing Board is informed of the suspension at the next regular board meeting; and

(2) A reasonable effort is made to provide the student with classroom and homework assignments during the period of suspension to minimize the impact of the suspension upon the student's academics.

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| POLICY TITLE: Athletic Academic Eligibility | DATE ADOPTED 4/02 | NUMBER 204 |
| | SUPERCEDES DATE | STATUS |

First Marking Period:

In order for a student to participate in athletics during the first semester, he/she must have been promoted to the next grade level at the end of the previous school year or, if the student qualified for summer school in one subject, the student has been promoted by passing that one subject during summer school.

Second Marking Period:

In order for a student to participate in athletics during the mid-semester, he/she must have been promoted to the next grade level at the end of the previous school year or have a 73 average or better in all classes from the marking period.

Any student who does not have a 73 average or above in all classes from the first marking period will be put on student athlete probation. He/she will have to attend all non-game day tutorials offered and maintain a weekly progress report in all below 73 average classes. If the student does not have a 73 average or better at mid-progress report, he/she will be declared ineligible and removed from the team.

Third Marking Period:

In order for a student to participate in athletics during the second semester, he/she must have a 73 average or better in all classes taken during the first semester.

Fourth Marking Period:

In order for a student to participate in athletics during the second semester, he/she must have a 73 average or better in all classes taken during the first semester and third marking period.

Any student who does not have a 73 average or better in all classes from the third marking period will be put on student athlete probation. He/she will have to attend all non-game day tutorials offered and maintain a weekly progress report in all below 73 average classes. If the student does not have a 73 average or better at mid-progress report, he/she will be declared ineligible and removed from the team.

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| POLICY TITLE: | DATE ADOPTED 4/02 | NUMBER 205 |
| Athletic Conduct Eligibility | SUPERCEDES DATE | STATUS |

Oglethorpe Charter School believes that student athletes should be responsible leaders in the school. We will always stress academics first, and we will work with the teacher, student, and parent to assure the best way for the student athlete to participate.

In order for a student to participate in athletics, he/she must follow the Code of Conduct. This includes all policies related to restrictions due to administrative-assigned detentions.

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| POLICY TITLE: | DATE ADOPTED 4/02 | NUMBER 206 |
| Athletic Age Eligibility | SUPERCEDES DATE | STATUS |

A student is not eligible to participate in athletics at Oglethorpe Charter School if he/she is 16 years of age on or before May 1 of the current school year.

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| POLICY TITLE: Physical Examination | DATE ADOPTED 4/02 | NUMBER 207 |
| | SUPERCEDES DATE | STATUS |

All students who participate in athletics shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall indicate approval for participation and be signed by a medical doctor or by attending the annual physical screenings sponsored by the C.C. B.O.E. District Athletics Department. The physical examination is valid for one calendar year.

Students must also have the signed waiver/liability/authorization/family history forms complete prior to participation.

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| POLICY TITLE: Tardiness/Absenteeism | DATE ADOPTED 4/02 | NUMBER 208 |
| | SUPERCEDES DATE | STATUS |

Students will be in their assigned classrooms promptly at the beginning of each school day and/or at the beginning of each class period.

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| POLICY TITLE: | DATE ADOPTED 7/03 | NUMBER 209 |
| Book bags | SUPERCEDES DATE 4/02 | STATUS |

For safety reasons, students will use a clear or mesh book bag.

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| POLICY TITLE: Grade Changes | DATE ADOPTED 1/03 | NUMBER 210 |
| | SUPERCEDES DATE | STATUS |

In accordance with Oglethorpe Charter School Charter and the Principal’s job description, the Principal “will evaluate and supervise the teaching...to maximize each employee’s contribution to the education of the students of Oglethorpe Charter School and to insure staff dedication to the student’s education, the Charter, and the mission and objectives of Oglethorpe Charter School.” The Principal “will be empowered to make daily instructional, curricular, management, and budgetary decisions (1) which are necessary to provide a safe, nurturing atmosphere in which to guide a diverse student body in the development of character and academic potential through a rigorous, content-rich, hands-on curricular, and on-going character enrichment and (2) which are consistent with, in furtherance of, and designed to achieve the objectives and requirements of the Charter between Oglethorpe Charter School and Savannah/Chatham County School Board.” The following procedures and guidelines will be followed:

1. The information specialist will issue quarterly grade verification sheets to the teachers. The teacher will verify student grades and make changes, if necessary. Grade verification sheets will be signed by the teacher and returned to the information specialist. The Principal will review quarterly, semester, and final grades.
2. A grade change form will be completed.
3. Documentation of all changes will be kept on file.

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| POLICY TITLE: Challenged Materials | DATE ADOPTED 3/03 | NUMBER 211 |
| | SUPERCEDES DATE | STATUS |

The following procedures have been devised for individuals or groups to challenge the use of materials within the school or classroom.

1. The individual or group who wishes to challenge a material must first discuss the usage of the material with the individual teacher or media clerk who ordered or uses the materials. Effort must be made by both parties to form a resolution to the challenged material at this level. The teacher or media clerk involved with the challenged materials will document efforts to form a resolution. If no resolution can be formed, then the individual or group challenging the material will be issued a “Citizen’s Request for Reconsideration of a Work” form (see attached). The matter will then be referred to the Principal.

2. The Principal will review the “Citizen’s Request for Reconsideration of a Work” and make a decision about the usage of the materials. If the individual or group challenging the material disagrees with the Principal’s decision or if the teacher or media clerk who ordered or uses the materials disagrees with the Principal’s decision, then they have the right to request review of the challenged materials by a specially appointed “Challenged Materials Task Force.” This commission will be appointed by the president of the Oglethorpe Charter School Governing Board and will consist of a least one parent and one teacher representative not directly involved in the discussion involving the challenged materials.

3. The Challenged Materials Task Force will review the challenged material and render a recommendation to the Governing Board regarding the challenged material within two weeks. The decision of the Challenged Materials Task Force can only be appealed directly to the Governing Board. The decision of the Governing Board will be the final decision regarding the challenged material.

Individuals or groups may challenge only one book or teaching material per “Citizen’s Request for Reconsideration of a Work.” Each book or teaching material must be evaluated individually.

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| POLICY TITLE: | DATE ADOPTED | NUMBER |
| Student ID Badges | 7/03 | 212 |
| | SUPERCEDES DATE | STATUS |

POLICY STATEMENT:

Oglethorpe Charter School students will wear a picture identification badge. The replacement fee for lost ID badges is \$5.00.

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| POLICY TITLE: Student Promotion/Retention | DATE ADOPTED 7/03 | NUMBER 214 |
| | SUPERCEDES DATE | STATUS |

Policy Statement

The Principal of the school has the responsibility for the promotion, retention, and/or placement of all students except students in special education whose placement must be determined in accordance with the student's Individual Education Plan (IEP).

Procedure

The teacher is responsible for early identification of learning problems. The teacher should notify the Principal, counselor, parent, and student through written notification, of any academic problems. The Student Support Team shall serve an active role in making recommendations for alternative strategies. The Student Support Team generally consists of the counselor, parent, teachers, and an administrator.

The counselor using the critical decision form will notify parents of students in danger of failing for the year after first semester grades are issued. After third quarter grades are issued, parents will be notified with retention possibility and summer school information.

Students must have a final passing grade in all subjects to be promoted to the next grade. Students failing one subject may attend summer school and upon successful completion of the course be promoted to the next grade. Students failing more than one subject will not be promoted even if they attend summer school.

Students may be retained only once at Oglethorpe Charter School; students may attend Oglethorpe Charter School no more than four years.

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| POLICY TITLE: | DATE ADOPTED 7/03 | NUMBER 215 |
| Expulsion | SUPERCEDES DATE | STATUS |

POLICY STATEMENT:

The Principal and Assistant Principal have the responsibility of enforcing the code of conduct. If the administration has reasonable cause to believe that the conduct of a student is so disruptive and/or destructive that the student should be removed from the school, a request for expulsion will be made to the Governing Board. Such offenses include but are not limited to:

- Chronic disruption of the educational process
- Serious threats on the physical safety of others
- Criminal acts

Behavior while at school, on the school bus, or attending any school- sponsored activity is covered by this policy.

Criminal Acts: Teachers and school employees who have reasonable cause to believe that a student has committed any of the following acts shall immediately report the act and the name of the student to the Principal or Assistant Principal. The Principal or Assistant Principal shall immediately report the act to the parent or guardian and to campus police, who shall report the act to the appropriate police agency, and the district attorney.

- Aggravated assault with a firearm
- Aggravated battery
- Sexual offenses
- Carrying weapons at school functions or on school property or within school safety zones
- Illegal possession of a pistol or revolver by a person under 18
- Possession of marijuana , controlled substances, alcohol
- Trafficking in drugs
- Battery against school personnel

School Calendar Year Expulsion: The exclusion of a student from the regular classroom setting for the remainder of the school calendar year.

Permanent Expulsion: The exclusion of a student from the regular classroom setting beyond the school calendar year.

Expulsion Procedure:

1. Parent/guardian of student will be notified immediately by the administration. At such time, the following will be discussed:
 - Reasons for recommendation for expulsion
 - The hearing procedure and timeline
 - The option for withdrawal, if applicable (May be offered to non-criminal violations)
2. The student will be immediately suspended for up to 10 school days during which time an expulsion hearing will be scheduled. It is the responsibility of the parent to contact the school for arrangement of student work during the suspension.
3. The Principal will notify Oglethorpe's Governing Board President or his/her designee that a request is being made for a student expulsion hearing.
4. Within three school days of the incident, the parent/guardian will receive written notification stating the reasons for the expulsion request, along with the hearing time, date and location. Parent/guardian wishing to waive the right to a hearing must notify the President of the Governing Board within three school days of the hearing date.
5. Within three school days of the hearing date, the administration will provide the Governing Board all documentation related to the incident(s) and a formal expulsion request. At this same time, the parent/guardian may provide any written information.
6. The Governing Board will convene with a quorum to hear the expulsion request. At this time, both administration and parent/guardian may present witnesses and evidence.
7. A written decision will be sent registered mail within two days of the formal hearing to the parent/guardian with copies forwarded to the school administration.

O.C.G.A. 20-2-2066(c): A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides, if, under the disciplinary policy of the local system, such student would not have been subject to suspension or expulsion. In such instances, the local school board shall not be required to independently verify the nature or occurrence of the applicable conduct or any evidence relating thereto.

NOTE: "Any student signing up for the Charter School who has been adjudicated guilty of a designated felony act or charged with or found guilty of crimes or offenses similar to those stated shall be referred to the District Placement Team for appropriate placement in accordance with Savannah Chatham County School Board Policy 1009-P-3. In the event that a student attending Oglethorpe Charter School is guilty of a designated felony act or charged with or found guilty of crimes or offenses similar to those stated in O.C.G.A. Section 15-13-37, the student will be subject to the consequences in the Conduct Code of Oglethorpe Charter School attached hereto and will be referred to the District Placement Team."

| | | |
|-------------------------|-----------------------------|-------------------|
| POLICY TITLE: | DATE ADOPTED 9/07 | NUMBER 216 |
| Outstanding Obligations | SUPERCEDES DATE | STATUS |

POLICY STATEMENT:

When textbooks, library materials, athletic materials, instruments and equipment are issued to students, the return of these items to the school for further use shall be the sole responsibility of the students and their parents/guardians. When materials or equipment are not returned to the school in useable condition, it shall be the responsibility of the students and their parents/guardians to reimburse Oglethorpe Charter School for the cost of replacement or repairs. When checks are returned to the school for insufficient funds or a closed account, it will be the parent/guardian's responsibility to immediately reimburse the school. A certified check or money order may be required and all bank charges associated with the transaction will be reimbursed to the school by the parent/guardian.

Replacement cost shall be the current price of the material/equipment.

A notice shall be sent to students and their parents/guardians when students owe for lost or damaged books, uniforms, equipment, and/or returned checks.

Students will not be issued another textbook of the same subject area until the school has been compensated. Additional library media resources shall not be checked out to the student until the school has been compensated. The student may continue to use the learning resources within the confines of the library media center.

Student report cards and student records will not be released until their financial obligations have been cleared.

Refunds: A student shall be refunded the full amount paid for reimbursement upon return of the items.

Waiver: After the administration or designee has completed a thorough investigation, fines, fees, and charges may be waived if circumstances do not support negligence on the part of the student.

OUTSTANDING OBLIGATION

SCHOOL DATE

Dear _____:

According to our records, the state and county owned materials listed below have been (lost, damaged) by your child, _____, Homeroom _____.

In compliance with the state and county policy, another textbook of the same subject area will not be issued; additional library material or equipment shall not be checked out; no report card or transcript will be released; nor will eighth graders be permitted to participate in graduation exercises until all textbooks, library media materials, and/or equipment are cleared.

The assessed charges should be paid immediately. Thank you for your cooperation.

Sincerely,

School Principal

| Subject | Item | Cost | Teacher |
|---------|-------|-------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ |

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|---|------------------------------|-------------------|
| POLICY TITLE: Searching of Students/Property | DATE ADOPTED 11/03 | NUMBER 217 |
| | SUPERCEDES DATE | STATUS |

POLICY STATEMENT

Oglethorpe Charter School has custody of students in attendance during the school day, during school hours and during school events. Students and property located on Board property are subject to search as provided in this policy.

School lockers, desks, cabinets and other school property will be jointly accessible to students and school authorities and shall be subject to inspection and search by school authorities at all times without further notice to students, parents, or any other party placing items therein. Sweeps of school facilities may be conducted using sniffing dogs and metal detectors.

Site administrators or professional personnel designated by the site administrator may conduct searches of school property, such as lockers, desks, and other property assigned to students if they have reasonable grounds to believe that students have in their possession any items or materials that are forbidden by Board policy and/or procedure, school rules and regulations, or state or federal laws. Site administrators or their designee may conduct searches for any items or materials which may pose a danger to students or school personnel or items which may be used to cause disruption of the educational process. Should a site administrator find it necessary to conduct a search of any individual student, the search must be made in accordance with established procedures.

The Board reserves the right to use walk-through and hand-held metal detectors or sniff dogs at any school campus or function, including activities that occur outside of normal school hours or off of school campuses when, in the opinion of the administration, the use of such devices is appropriate to maintain safety and security.

School employees and visitors are subject to proper search by campus police or law enforcement agencies upon request of the site administrator or the site administrator's designee.

All automobiles parked on the school premises or in the school parking lot are subject to search when the site administrator or their designee have reason to believe weapons, drugs or items prohibited by Board policy, federal, state or local laws are contained therein.

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|---|------------------------------|---------------------|
| POLICY TITLE: Searching of Students/Property | DATE ADOPTED 12/03 | NUMBER 217-P |
| | SUPERCEDES DATE 11/03 | STATUS |

PROCEDURE STATEMENT

Should the Oglethorpe Charter School principal or site administrator find it necessary to search an OCS student(s) person, personal belongings, automobile or school property assigned to a student, the search shall be conducted in accordance with the following guidelines:

1. At or near the beginning of each school year, students will be advised that school property, such as lockers, desks, and other school property assigned to the individual student by the school are jointly accessible to students and school authorities and are subject to search and inspection by the principal, site administrator or their designee.
2. The principal, site administrator without the aid of law enforcement should conduct student searches. Under no circumstances may any school official act as an "agent" for law enforcement officials. However, in matters where safety is a concern, campus police may be requested to conduct the search. The SRO (Site Resource Officer) assigned to the school may be present during the search. Under no circumstances will a student be strip searched, unless exigent circumstances dictate and only if authorized by the principal and school board attorney.
3. Student searches may be conducted by the principal, site administrator or their designee based upon reasonable suspicion that students have in their possession items or materials that are in violation of State or Federal laws, Board Policy and Procedure, or School Rules and Regulations.
4. Searches shall be conducted with due regard to the dignity of the individual. A person of the same gender should conduct searches in private on an individual basis. A student must never be searched without an assistant or one other designated certificated person being present in the same room.
5. In cases where the presence of illegal drugs or weapons (gun, explosives) are suspected, the principal or site administrator with approval of their supervisor may request the use of K-9 support in coordination with the Chief of Campus Police.
6. As part of the Board's Zero Tolerance Philosophy, Campus Police with the support of the Chatham County Sheriff's Department K-9 Unit or other qualified agencies will conduct random unannounced sweeps for illegal drugs and weapons.

| | | |
|------------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Summer School | DATE ADOPTED 5/04 | NUMBER 218 |
| | SUPERCEDES DATE | STATUS |

It is at the discretion of Oglethorpe Charter School as to if and when a summer school session is offered.

Students are allowed to make up no more than one subject in summer school. Students failing more than one subject must repeat the grade in order to return to Oglethorpe.

In the event that no summer school is offered, any failing student is responsible for finding a facility in which the work can be successfully completed. In consultation with the administration and counselor, parents must seek prior approval on the course work taken. All costs associated with summer school are the responsibility of the parent.

Options for failing students but not limited to the following:

- Student may attend the BOE sponsored summer school at the assigned district school for a maximum of one class or another approved program. If the student passes the class he/she will be promoted to the next grade level, if not he/she will be retained and may return to Oglethorpe Charter School.
- If a student fails more than one class he/she must repeat the grade in order to return to Oglethorpe Charter School.
- If a student fails more than one class he/she may attend the BOE summer school and upon successful completion be promoted and transfer to another school.
- A student who fails for the second time may not continue enrollment at Oglethorpe Charter School.

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| POLICY TITLE: Summer School - Procedure | DATE ADOPTED 5/04 | NUMBER 219 |
| | SUPERCEDES DATE | STATUS |

Parents will be notified of student failure status after the fourth mid-term grades are posted. Parents must respond with a course of action within a two-week period of being notified. The administration will then approve or deny course of action. Upon verification of successful completion of course work, the student will be promoted. It is the responsibility of the parent to provide verification.

Oglethorpe Charter School is responsible for counseling students and for recommending subjects, which should be taken in the summer program. The responsibility of determining if the student is to be promoted will rest with Oglethorpe Charter School.

Oglethorpe Charter School gives the following options to a failing student:

- Student may attend the BOE sponsored summer school at the assigned district school for a maximum of one class or another approved program. If the student passes the class he/she will be promoted to the next grade level, if not he/she will be retained and may return to Oglethorpe Charter School.
- If a student fails more than one class he/she must repeat the grade in order to return to Oglethorpe Charter School.
- If a student fails more than one class he/she may attend the BOE summer school and upon successful completion be promoted and transfer to another school.
- A student who fails for the second time may not continue enrollment at Oglethorpe Charter School.

**SECTION 300
GOVERNANCE**

| | | |
|---------------------------------|----------------------|---------------|
| POLICY TITLE: Governance | DATE ADOPTED 4/02 | NUMBER 300 |
| | SUPERCEDES DATE | STATUS |

Georgia Open Meetings Act

O.C.G.A. Section 50-14-4: (a) When any meeting of an agency is closed to the public pursuant to any provision of this chapter, the specific reasons for such closure shall be entered upon the official minutes; the meeting shall not be closed to the public except by a majority vote of a quorum present for the meeting; the minutes shall reflect the names of the members present and the names of those voting for closure; and that part of the minutes shall be made available to the public as any other minutes. Where a meeting of an agency is devoted in part to matters within the exceptions provided by law, any portion of the meeting not subject to any such exception, privilege, or confidentiality shall be open to the public, and the minutes of such portions not subject to any such exception shall be taken, recorded, and open to public inspection as provided in subsection (e) of Code Section 50-14-1. (b) When any meeting of an agency is closed to the public pursuant to subsection (a) of this Code section, the chairperson or other person presiding over such meeting shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

The full text of the Georgia Open Meetings Act is attached hereto as Appendix B. Oglethorpe Charter School Governing Board and committee meetings will be open to the public unless it is determined that a committee's defined purpose excludes it from coverage under the GOMA or if discussion of a particular issue is permitted to be closed under the GOMA. The GOMA will be applied on a case-by-case basis in the event that unique or unforeseen issues arise in the future.

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| POLICY TITLE: | DATE ADOPTED 4/02 | NUMBER 301 |
| Governing Board Requests | SUPERCEDES DATE | STATUS |

Any Governing Board member seeking information or documents from a staff or faculty member should make his or her request through the Principal unless otherwise specified by the Principal.

SECTION 400
FINANCIAL

| | | |
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| POLICY TITLE: Chart of Accounts | DATE ADOPTED 4/02 | NUMBER 401 |
| | SUPERCEDES DATE | STATUS |

The chart of accounts consists of the following general account types: Assets, liabilities, equity, income and expenses. Income and expenses will be accounted for by object code. Sub-accounts will be used for various departments/subjects. (See chart of accounts in Appendix A).

Should the need arise and the Principal deems necessary, the current accounting system, "Quickbooks," has the capability of using "classes" to track certain groups of revenues/expenses. This feature is similar to job costing, cost centers, or departments. A class will be used where revenues and/or expenditures need to be separately maintained, such as grants and restricted funds. A class will also be used where an additional "fund" needs to be added, such as special revenue fund.

A governmental model (fund accounting) will be used for reporting purposes.

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| POLICY TITLE: Budget | DATE ADOPTED 4/02 | NUMBER 402 |
| | SUPERCEDES DATE | STATUS |

By April 15 of each year, faculty members and department chairs will submit to the Principal a budget proposal for the following fiscal year. The Principal will review the proposals and make necessary adjustments for inclusion in the total school budget. The account specialist will prepare and submit the school budget to the Principal, who will submit the proposed budget to the vice president of finance for review. The final proposed budget will be formally submitted to the governing board by July 1 for final adoption.

*Level of legal budgetary control (the level at which expenditures may not exceed appropriations) is at the fund level.

Levels of Budget Adjustment Approvals:

The Principal can make line-item budget transfers (except salaries and benefits) without any governing board restrictions as long as the fund is not over-expended. Salary and benefit budget transfers are approved by the board. Increases in total budgeted expenditures of a fund are approved by the governing board.

The Approved Budget is entered into the Accounting System:

Budget adjustments are written up on a budget adjustment input form and submitted to the administrator, finance committee, and/or board (as appropriate) for approval. The approved budget adjustment is returned to the account specialist for data entry. Budget adjustments should be maintained in a file.

*Needs to be determined by board.

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| POLICY TITLE: General Journal Entries | DATE ADOPTED 4/02 | NUMBER 403 |
| | SUPERCEDES DATE | STATUS |

General journal entries may be necessary to make adjustments to the general ledger. The following transactions may create the need for a general journal entry:

* Miscoding of regular transactions. A journal entry should be used to correct coding. The original entry should not be edited.

* Bank transaction other than checks and receipts (i.e., service charges), if not done through standard reconciliation process.

* SCBOE funding and payroll transactions: Payments received from the SCBOE should be coded to SCBOE Reimbursements for SCBOE Paid Expenses.

* Payroll transactions -Currently Oglethorpe Charter School staff (including substitute teachers) are paid directly by Savannah-Chatham Board of Education (SCBOE) through the SCBOE payroll system. A payroll report received from the SCBOE should be used to record each payroll by using a journal entry as follows:

| | |
|---|--------|
| Salaries and benefits | Debit |
| Other expenses, i.e., telephone, water/refuse, etc. | Debit |
| SCBOE Paid Expenses | Credit |

* To record salaries and benefits paid by SCBOE and recognize that portion of per pupil funding as revenues. Once a need for a journal entry is identified, the entry is written up on the journal entry input form. Documentation to complete the explanation should be attached to the input form or supporting information should be written on the form stating the reason for the entry. The input form is then submitted to the Principal for approval. The journal entry is returned to the account specialist for data entry. Journal entries should be filed with supporting documentation.

| | | |
|------------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Cash Receipts | DATE ADOPTED 4/02 | NUMBER 404 |
| | SUPERCEDES DATE | STATUS |

1. All checks and cash are initially received by faculty, staff, or student activity advisors – all independent of the account specialist. The faculty, staff, or student activity advisor completes a Teacher/Sponsor Deposit Slip indicating the total dollar amount of checks and cash that have been received and are in need of deposit. This is an internal form that must be submitted with a deposit to the account specialist. The faculty member, staff member, or student activity advisor retains a copy of the deposit slip for records purposes.

2. The deposit is submitted to the account specialist with supporting Teacher/Sponsor Deposit Slip. Copies of the checks are made and retained with the deposit information. The account specialist fills out the bank deposit slip and takes the deposit to the bank.

- a. The account specialist codes each deposit and enters it into the accounting system.
- b. The office assistant reconciles the bank records to the deposits during the bank reconciliation process. If differences or problems arise, the Principal should be notified.

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| POLICY TITLE: Returned Checks | DATE ADOPTED 4/02 | NUMBER 405 |
| | SUPERCEDES DATE | STATUS |

Returned checks are received by the account specialist, who records them with a journal entry as follows:

Debit: Returned Check Receivable
Credit: Cash (Bank)

The account specialist will investigate the returned check within one (1) week. After contacting the payer, NSF checks may be re-deposited on time, which is coded to returned check receivable.

If checks are returned for NSF the second time, the party should be contacted immediately to replace the NSF check with cash, money order, or certified check, which are also recorded to returned check receivable.

A return check fee may be charged to the customer at the discretion of the Principal.

Report cards may be withheld until a returned check has been replaced and the matter resolved.

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|-------------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Voiding Checks | DATE ADOPTED 4/02 | NUMBER 406 |
| | SUPERCEDES DATE | STATUS |

The Principal should approve voiding checks. If the actual check is available, it should be properly canceled and filed. "Stop Payment" should be requested of the bank at the Principal's discretion. The check should be voided in the accounting system by journal entry (JE) only. (Note: Actually voiding a check in "QuickBooks" voids it on the original date of the check. This could cause reporting problems if voided in a prior reporting period. However, voided check and JE will need to be "cleared" in the bank reconciliation process, making it appear that the check has cleared in the system.)

| | | |
|---------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Petty Cash | DATE ADOPTED 4/02 | NUMBER 407 |
| | SUPERCEDES DATE | STATUS |

A \$200 petty cash fund is maintained for small payments (less than \$50). However, the regular purchasing and check writing procedures should be used when possible.

Petty cash will be kept separately from any other cash on hand in a drawer or cash box, and remain under lock and key.

The Principal is responsible for the petty cash fund.

Persons requesting a disbursement from petty cash are required to submit applicable supporting detail (receipts) to the Principal, or if necessary, the account specialist, for reimbursement. The reimbursement must be recorded on the Petty Cash Record Summary form and kept with the receipts in the petty cash box until reconciled.

When the petty cash balance gets low, it should be replenished by writing a check payable to "petty cash." The amount of the check should equal the total of the vouchers as indicated on the petty cash reconciliation form. The check should be coded to the various accounts on the form. The various receipts should be filed with the petty cash record as supporting documentation for the disbursement.

| | | |
|--|-----------------------------|-------------------|
| POLICY TITLE: Bank Reconciliation | DATE ADOPTED 4/02 | NUMBER 408 |
| | SUPERCEDES DATE | STATUS |

The office assistant prepares bank reconciliations.

The secretary will submit the unopened bank statement to the office assistant.
(Bank statements should be received unopened by person preparing reconciliation.)

Bank statements should be reconciled to the accounting system within three business days of receipt.

The final reconciliation should be printed and maintained in a file with the corresponding bank statement.

| | | |
|--------------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Purchase Orders | DATE ADOPTED 4/02 | NUMBER 409 |
| | SUPERCEDES DATE | STATUS |

The school will use a purchase order system for ordering all materials and supplies. This allows for an efficient means of operating within the budgetary guidelines for the school. The following steps should be used when ordering materials and supplies.

1. Forms are also stored on-line in allstaff.
2. Complete the purchase request form including all ordering information such as telephone and fax numbers of the company, etc. Include department item is being purchased for.
3. Return the original form to the department head for approval.
4. The department head will review, sign if approved, and submit to the account specialist.
5. The account specialist will "stamp" the purchase order as follows so that the Principal will be aware of the availability of budgeted funds:

| | |
|--------------------|----------|
| Account Budget | \$ _____ |
| Spent year-to-date | - _____ |
| Other open Pos | - _____ |
| Amt. Available | \$ _____ |

6. The purchase order is then submitted to the Principal. Any purchase order/expenditure greater that \$5,000 must be approved by the Governing Board and may require competitive bidding in accordance with the School Charter. **No orders are to be placed without prior approval of the Principal, and governing Board when necessary.**

7. The approved purchase order is returned to the account specialist for entry into the accounting system. The account specialist then places the purchase order with the vendor.

8. The order will be delivered to the office. The account specialist will open the merchandise to verify that the order is correct and that the pricing agrees with the purchase order. The merchandise received is reconciled to the packing slip and purchase order.

9. After verified, the merchandise will be delivered to the appropriate person, and the invoice is entered into the accounting system for payment.

| | | |
|---|-----------------------------|-------------------|
| POLICY TITLE: Special Check Requests | DATE ADOPTED 4/02 | NUMBER 410 |
| | SUPERCEDES DATE | STATUS |

Check requests are only to be used when a purchase order is not appropriate, such as in the case of travel advances, reimbursements, and certain services. The approval levels for purchase orders apply to special check requests.

Complete the check request form and attach adequate supporting documentation. If checks are to be made to more than one person, a separate form is required.

The appropriate department head will review, sign if approved, and submit to the Principal for approval.

After Principal approval, the check request forms will be submitted to the account specialist for payment.

Checks are written biweekly, or as needed.

| | | |
|----------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Credit Card | DATE ADOPTED 4/02 | NUMBER 411 |
| | SUPERCEDES DATE | STATUS |

The school credit card should only be used by the administrator; generally for travel-related expenses, or for materials not available via purchase order. Supporting documentation (invoice, receipt, etc.) should be submitted to the account specialist to support each credit card charge. The supporting invoices and receipts should be reconciled to the charge card bill prior to payment.

| | | |
|-------------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Reimbursements | DATE ADOPTED 4/02 | NUMBER 412 |
| | SUPERCEDES DATE | STATUS |

Reimbursement requests are limited to \$200. Special check request procedures are used for reimbursements, with the exception of some small reimbursements less than \$50 paid from petty cash.

Prior approval should be obtained for all purchases.
Reimbursement for unapproved purchases is at the discretion of the Principal.

| | | |
|------------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Check Writing | DATE ADOPTED 4/02 | NUMBER 413 |
| | SUPERCEDES DATE | STATUS |

Checks are written (bills paid) every two (2) weeks, or as needed. As invoices are received in the business office, they should be matched to the appropriate purchase orders and packing/receiving slips to ensure that the merchandise has been received or services have been rendered and the expenditure is approved. Special check requests should have appropriate approval and documentation.

Payments should be made based on invoices, not vendor statements. Actual invoices should be reconciled to vendor statements (if received).

All payments should be made by the account specialist using pre-numbered dual signature checks. Pre-signed blank checks are not allowed.

Supporting documentation should be submitted for review when checks are signed.

Persons who sign checks will not have access to cash receipts, will not be able to enter accounting entries, and will not reconcile bank statements.

Check Signers: Principal
 VP Finance (Treasurer)
 Board President

(In the event that Governing Board's vice president of finance [treasurer] becomes unavailable, the president or president elect of the Governing Board may sign checks).

| | | |
|------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Payroll | DATE ADOPTED 4/02 | NUMBER 414 |
| | SUPERCEDES DATE | STATUS |

Employees (currently including substitutes) are paid through the Savannah-Chatham County Board of Education (SCBOE). Oglethorpe Charter School is responsible for the cost of salaries and related fringe benefits. Instead of reimbursing the SCBOE for the related expenditures, the amount of the salaries and related fringe benefits paid by the SCBOE reduces the amount due the School for the fiscal year per-pupil funding. Detailed expense reports should be received from the SCBOE for each payroll. A journal entry should be prepared and entered into the accounting system for each payroll, as indicated in the general accounting/journal entry procedures.

| | | |
|-----------------------------------|-----------------------------|-------------------|
| POLICY TITLE: Fixed Assets | DATE ADOPTED 4/02 | NUMBER 415 |
| | SUPERCEDES DATE | STATUS |

Fixed assets generally include items of a nonexpendable nature presumed to have a useful life in excess of one year, which represent a monetary investment large enough to warrant maintaining records on the items (e.g., furniture, computers, copiers, vehicles, land, buildings).

The account specialist will maintain a fixed asset inventory listing for all assets with individual cost greater than \$5,000. This listing should include pertinent information, such as date purchased, purchase order number, check number, description, serial number where applicable, and location of asset. The account specialist should maintain adequate documentation of additions and deletions in order to reconcile fixed assets each fiscal year (opening balance + additions - deletions = ending asset inventory). Fixed assets will be reconciled to additions at least annually. Asset deletion forms will be prepared for any asset scrapped, sold, or otherwise deleted from inventory. Deletion forms will be approved by the Principal. A physical inventory of assets will be performed annually. Any discrepancies will be reported to the Principal for follow up.

| | | |
|--|-------------------------|---------------|
| POLICY TITLE: Monthly Closing Process/Reporting | DATE ADOPTED 4/02 | NUMBER 416 |
| | SUPERCEDES DATE | STATUS |

Each month the following will be done:

1. All receipts/deposits reconciled and posted.
2. All receivables and payables reconciled and posted.
3. All journal entries recorded.
4. Bank reconciliation should be prepared (and approved) as soon as possible after bank statement is received (within 3 business days).
5. Record bank adjustments.
6. Print preliminary reports including Balance Sheet, Profit & Loss, and Income Statements (by department budget to actual).
7. Submit to Principal for review.

| | | |
|----------------------------|-------------------------|---------------|
| POLICY TITLE: | DATE ADOPTED 4/02 | NUMBER 417 |
| File Maintenance/Retention | SUPERCEDES DATE | STATUS |

Supporting documentation for all accounting transactions should be systematically filed. Files will be maintained for a minimum of seven (7) years.

| | | |
|---------------------------------------|-------------------------|---------------|
| POLICY TITLE: | DATE ADOPTED 4/02 | NUMBER 418 |
| Computerized Accounting System Backup | SUPERCEDES DATE | STATUS |

Computer backups for the accounting system and related files will be performed weekly using backup floppy discs or CDs.

| | | |
|--|-----------------------------|-------------------|
| POLICY TITLE: Chart of Accounts | DATE ADOPTED 9/07 | NUMBER 419 |
| | SUPERCEDES DATE | STATUS |

| | |
|-------|------------------------------------|
| 1000s | Assets |
| 1008 | Money Market Account |
| 1010 | Checking |
| 1100 | Accounts Receivable |
| 1101 | Accounts Receivable – JE’s |
| 1120 | Inventory Asset |
| 1130 | Returned Check Receivable |
| 1900 | Petty Cash |
| 1999 | Undeposited Funds |
| 1320 | Travel Advance |
| 1700 | Fixed Assets |
| 1710 | Accum. Depreciation |
| 1750 | Suspense Account |
| 1800 | Other Assets |
| 2000s | Liabilities |
| 2000 | Accounts Payable |
| 2001 | Accounts Payable – JE Accruals |
| 2005 | Accrued Salaries & Benefits |
| 2100 | Payroll Liabilities |
| 2110 | Federal Withholdings Payable |
| 2120 | Social Security & Medicare Payable |
| 2130 | State Withholdings Payable |
| 2140 | State Unemployment Payable |
| 2200 | Other Current Liabilities |
| 2210 | Est. Payroll Taxes Payable - 1999 |
| 2220 | Est. Payroll Taxes Payable - 2000 |
| 2300 | Deferred Revenue |
| 2600 | Long Term Liabilities |
| 3000s | Opening Balance Equity |
| 3200 | Fund Balance -Designated |
| 3210 | Audit Adjustments |
| 3300 | Fund Balance -Undesignated |
| 4000s | Income |
| 4010 | BOE General Funding |
| 4011 | BOE Funds Received |
| 4012 | BOE Paid Expenses |
| 4013 | BOE Funds Receivable |
| 4014 | BOE Additional Pupil Funding |
| 4020 | Fed/State Funds Not Reimbursed |

| | | |
|-------|----------|------------------------------------|
| | 4022 | Instructional Extension Grant |
| | 4030 | Grants |
| | 4050 | Donations |
| | 4060 | Restricted Revenues |
| | 4170 | Interest Income |
| | 4180 | BOE Reimbursements |
| | 4182 | Special Ed |
| | 4183 | Special Ed-Federal Fund |
| | 4186 | After School Reading Program |
| | 4187 | Professional Development |
| | 4188 | Gifted Supply Grant |
| | 4189 | Audit Fees |
| | 4190 | Title IIA Professional Development |
| | 4200 | Other Revenues |
| | Expenses | |
| 5000s | | Salaries and Benefits |
| | 5100 | Salaries - BOE |
| | 5102 | O.T. Salaries - BOE |
| | 5106 | Benefits - BOE |
| | 5108 | O.T. Benefits - BOE |
| | 5110 | Salaries – After School Reading |
| | 5111 | Salaries – Instructional Extension |
| | 5112 | Benefits – Instructional Extension |
| | 5200 | Substitute Teachers |
| | 5210 | Athletics Stipend |
| | 5212 | Teacher Stipend |
| | 5213 | Grant Writer |
| | 5215 | Technology Support |
| 6000s | | |
| | 6000 | Academic Program Materials |
| | 6020 | Foreign Language |
| | 6030 | Guidance |
| | 6032 | Materials |
| | 6034 | Testing |
| | 6035 | Character Ed |
| | 6036 | Student Clubs |
| | 6040 | Infirmary |
| | 6050 | Language Arts |
| | 6060 | Reading |
| | 6070 | Mathematics |
| | 6080 | Media |
| | 6090 | Physical Education |
| | 6100 | Related Arts |
| | 6101 | Art |
| | 6102 | Band |
| | 6106 | Specialty Offering |
| | 6107 | Drama |
| | 6109 | Orchestra |
| | 6020 | Foreign Language |
| | 6090 | P.E. – Fitness / Wellness |

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| | 6095 | STEM |
| | 6096 | Engineering |
| | 6104 | Skills for Adolescents |
| | 6108 | Technology |
| | 6110 | Science |
| | 6120 | Social Studies |
| | 6130 | Special Education |
| | 6010 | Administrative/Board |
| | 6160 | Grants |
| | 6200 | Contract Labor |
| | 6205 | Consultants |
| | 6207 | Contracted Labor - SSU |
| 6210 | Athletics | |
| | 6208 | Golf |
| | 6209 | Football |
| | 6211 | Baseball |
| | 6212 | Softball |
| | 6213 | Basketbal |
| | 6214 | Cross Country |
| | 6215 | Soccer |
| | 6217 | Cheerleading |
| | 6218 | Volleyball |
| | 6219 | Coach Supplies |
| | 6220 | Advertising |
| | 6230 | Office Expense |
| | 6231 | Supplies |
| | 6232 | Postage |
| | 6233 | Printing – O.A. |
| | 6234 | Printing – BOE |
| | 6235 | Supplies-BOE |
| | 6240 | Bank Charges |
| | 6241 | Interest/Penalties |
| | 6250 | Utilities |
| | 6251 | Electric |
| | 6252 | Gas |
| | 6253 | Admin. Blackberries |
| | 6255 | Water, Sewer, Refuse |
| | 6280 | Technology |
| | 6281 | Computer Software |
| | 6282 | License Renewals |
| | 6283 | Service |
| | 6284 | Hardware |
| | 6285 | A.V. Equipment |
| | 6300 | Equipment Rental |
| | 6301 | Risograph |
| | 6302 | Copy machine |
| | 6303 | Pitney Bowes |
| | 6330 | Building Maintenance |
| | 6331 | Janitorial Supplies |

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| 6333 | Pest Control |
| 6334 | Subcontract Floor Maintenance |
| 6340 | Facilities |
| 6341 | Brd. Approved Facilities Updates |
| 6342 | Landscaping |
| 6340 | Facilities - Other |
| 6360 | Liability Insurance |
| 6380 | Rent |
| 6400 | Professional Development |
| 6401 | Memberships/Dues |
| 6402 | Resource Material |
| 6403 | Workshops |
| 6404 | B.O.E. Prof. Development* |
| 6420 | Program expense |
| 6424 | Curriculum |
| 6427 | Special Programs |
| 6428 | Graduation |
| 6429 | Honors Night |
| 6620 | Educational Competitions |
| 6650 | Professional Fees |
| 6651 | Accounting |
| 6654 | Audit |
| 6655 | Legal |
| 7000 | Capital Outlay |
| 7010 | Nonexpendable Capital Outlay |
| 7020 | Expendable Outlay |
| 8000 | Depreciation |
| 9010 | Transfers In |
| 9020 | Transfers Out |
| 9999 | Temporary Distributions |