7 Pillars Career Academy



Charter Renewal Exhibit

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Control No. **08088614**

STATE OF GEORGIA

Secretary of State

Corporations Division
315 West Tower
#2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

CERTIFICATE OF INCORPORATION

I, **Karen C Handel**, the Secretary of State and the Corporations Commissioner of the State of Georgia, hereby certify under the seal of my office that

JERYME BROWN & MITCHELL SMALLS FOUNDATION, INC.

a Domestic Non-Profit Corporation

has been duly incorporated under the laws of the State of Georgia on **11/28/2008** by the filing of articles of incorporation in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta and the State of Georgia on November 28, 2008

Karen C Handel
Secretary of State

Control No: 08088614
Date Filed: 11/28/2008 08:03 PM
Karen C Handel
Secretary of State

Articles Of Incorporation
For Georgia Non-Profit

The name of the corporation is:
Jeryme Brown & Mitchell Smalls Foundation, Inc.

The corporation is organized pursuant to the Georgia Nonprofit Corporation Code.

The principal mailing address of the non-profit:
1382 Diplomat Dr
Riverdale, GA 30296

The Registered Agent is:
Christina N Guillen
1382 Diplomat Dr
Riverdale, GA 30296

County:

The name and address of each incorporator(s) is:
Christina N Guillen
1382 Diplomat Dr
Riverdale, GA 30296

The corporation will not have members.

The optional provisions are:
This corporation is established to cultivate young citizens who are in-tuned with their community and the world around them, and understand that new experiences provide opportunities to learn and change their lives, and subsequently the world. To do this students will be provided comprehensive after school care, academic tutoring, character education, relationship building, leadership training, and opportunities to serve the community.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, the undersigned has executed these Articles of Incorporation on the date set forth below.

Signature(s):	**Date:**
Incorporator, Christina N Guillen	11/28/2008

7 Pillars Career Academy



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Exhibit 2

YouthServ360, INC.
Governing non-profit for
7 Pillars Career Academy
GOVERNING BYLAWS

ARTICLE I. GENERAL PURPOSE

YouthServ360, Inc. ("YS360") is a domestic non-profit corporation organized under the laws of the State of Georgia for purposes including:

1. **To provide for the delivery and holding of lectures, exhibits, public meetings, classes and conferences calculated directly or indirectly to advance the course of public education through the creation of a new public charter school.**
2. **To solicit and receive contributions from whatever sources, whether unrestricted or for designated purposes, and to hold the same for such designated purposes or subject to such contributions as may be specified in the terms of the gift or grant.**
3. **To engage in any and all charitable and educational activities for purposes consistent with these Bylaws as may be determined by the directors from time to time.**

ARTICLE II. BOARD

The business and affairs of YouthServ360, Inc and by extension 7 Pillars Career Academy shall be managed under the direction of the Board. The members shall in all cases act as a Board, and they may adopt such rules and regulations for the conduct of their meetings and the management of the corporation as they may deem proper, not inconsistent with YouthServ360's Articles of Incorporation, these Bylaws, and the laws of the State of Georgia.

SECTION 2. DUTIES OF THE BOARD

The Board shall be charged with the management of the affairs of the corporation, and shall pursue such policies and principles as shall be in accordance with law, the provisions of the Articles of Incorporation, these By-Laws, and any written charter entered into by the Board. The Board shall be considered as having the powers of a Board of Directors and shall be deemed to be acting as the Board of Directors for all purposes of the Nonprofit Corporation Law. By way of elucidation, and not in limitation, the Board shall be responsible to carry out the following duties and obligations:

a. The Board shall uphold and promote the organizations mission and vision and ensure effective organizational planning on the part of the school through an annual strategic planning and review process that will review and update the school's short- term, mid-term, and long-range goals, and evaluate the effectiveness of the implementation of the school's mission and plans;

a. The Board shall either directly or through a governance committee provide for the annual appraisal of the Principal's performance;

a. The Board ensures the financial stability of the corporation through regular monthly review of financial statements and reports, an annual independent audit, and direct oversight of major financial commitments and decisions;

a. The Board shall take an active role, either directly or through a Board committee, in resolving grievances and conflicts which may arise within the school community involving, students, parents/guardians, staff, administration, and Board members.

To the extent permitted by law, the Board may, by general resolution, delegate to officers of the corporation or to committees of the Board such powers as it deems necessary or appropriate to carry out its duties and obligations.

SECTION 3. Structure, Number, Tenure, and Qualifications

The Board shall consist of at least five (5) and no more than eleven (11) voting members, which number shall be fixed from time to time by the Board.

Members shall be U.S. citizens who are 21 years of age or older and must be residents of the State of Georgia. Regularly elected Board member terms are for up to three years and begin July 1 of the year in which they were elected or appointed.

SECTION 4. Ex-Officio Members and Community Members

The Board will also include school Principals as non-voting Ex-Officio members.

The Director of Finance and Operations, is required to attend Board meetings per their job description, but will not be Ex-Officio members. They may be invited to address the Board if they are actively presenting or addressing questions.

The Board, by a vote of two-thirds, may also appoint a community member to serve on the Board in a non-voting capacity as an adviser. The term for this position is for one year.

SECTION 5. Trustee Emeritus Members

The Board may also establish Trustee Emeritus membership to honor past Board members who may have specialized knowledge or qualifications to act in an advisory capacity.

The Board Chair and School Principals will nominate past Board members for this role. Approval from the Board requires a two-thirds majority vote. This position shall be nonvoting and hold a term of five years.

SECTION 6. Election of Members

Members shall be elected by 7 Pillars of Mastery Academy's Board from nominations made by the Board Nominating Committee. An affirmative vote of two-thirds of the Directors shall be required for election.

A member appointed to fill a vacancy shall be appointed for the unexpired term of their predecessor in office.

SECTION 7. Voting Rights

Each voting member shall be entitled to one vote on each matter submitted to a vote of the members.

SECTION 8. Termination of Membership

The Governing Board, by affirmative vote of two-thirds of all of the voting members of the Board, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership.

SECTION 9. Annual Meeting

A meeting of the members shall be held every year, the date, time, and place to be fixed by the Board and notice given to all members, at least three weeks in advance, for the purpose of electing Board members and officers, approving the budget for the following year, and for the transaction of such other business as may come before the meeting.

SECTION 10. Meetings of the Board

The order of business at all meetings shall be set by the Board Chair.

The Board must have a quorum of a simple majority of voting members present in order to conduct business.

The Board shall be subject to the provisions of Open Meetings Law, O.C.G.A. § 50-141, and Inspection of Public Records Law, O.C.G.A. § 50-18-70.

The Monthly Meeting Agenda shall include a separate report from each Board standing committee, any Appointed Committees as requested by the Board Chair, and any school-based committees such as the PTCA.

SECTION 11. Attendance

Board members are not allowed to miss more than 75% Board meetings per year. If they miss more than 75% meetings, the Board Chair will meet with them to discuss their

participation. If they are unable to fulfill their responsibilities, they will be asked to resign from the Board.

SECTION 12. Conflict of Interest

All participants in Board work shall comply with all laws and regulations and will be bound by the Code of Conduct, Conflict of Interest and Confidentiality policy statements adopted by the Board. Unless determined to be inadvisable in any given year by vote of the Directors, every fiscal year, the Board shall endeavor to take a retreat, planned by the Governance Committee, to evaluate Board progress and enhance Board performance.

SECTION 13. Resignation

A member may resign at any time by giving written notice to the Chair, Chair-Elect, or Secretary of the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the officers, and the acceptance of the resignation shall not be necessary to make it effective.

A member who resigns may postpone the effectiveness of their resignation to a future date or to the occurrence of a future event specified in a written tender of resignation. A vacancy shall be deemed to exist at the time of such tender; and the Board may then or thereafter elect or appoint a successor to take office when the resignation, by its terms, becomes effective.

ARTICLE IV. OFFICERS SECTION

1. Number and Qualifications

The officers of Board shall consist of a Chair, either a Vice-Chair or a Chair-Elect, a Secretary, a Treasurer, and an officer responsible for the support and evaluation of the School Principals. Each officer shall be confirmed by a simple majority of the Board, either individually or as a slate. The same individual may simultaneously hold more than one office of the corporation except that the Chair may not simultaneously hold another office.

SECTION 2. Election and Term of Office

The officers shall be elected by the Board at the annual meeting, except for the office of Chair-Elect, which shall be elected no later than the January meeting. Each officer, except the Vice-Chair and Chair-Elect, shall hold office for a term of one year or until

their successor has been duly elected and has qualified, or until their earlier death, resignation, or removal from office as hereinafter provided. The Vice-Chair shall hold office until a Chair-Elect is elected, at which point the Chair-Elect assumes the responsibilities of the Vice-Chair. The Chair-Elect shall hold office until the July meeting regardless of the month elected. If the Chair is re-elected, there shall be no Chair-Elect and the Vice-Chair shall continue in office until July 1.

SECTION 3. Resignation, Removal, and Vacancies

In the event that any one of the officers shall resign, such officer shall immediately cease to be an officer. Any such resignation shall be in writing and shall be delivered to the Chair, Chair-Elect or Vice-Chair, or Secretary. Any officer or agent may be removed by the Board whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. A two-thirds majority vote of the Board shall be required to remove any officer or agent. Election or appointment of an officer or agent shall not of itself create contract rights. Any vacancy in any office for whatever reason may be filled, for the unexpired portion of the term, by the Board.

SECTION 4. Chair

The Chair shall be the principal executive officer of the Board and, subject to the general direction of the Board, shall supervise and control the business and affairs of the corporation. The Chair shall, when present, preside at all meetings of the Board.
The Chair, Vice-Chair or Chair-Elect, or both may sign with any other proper officer of the corporation thereunto authorized by the Board, deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation, or is required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board from time to time. The Chair shall have authority to institute or defend legal proceedings when the members are deadlocked. An individual may serve as Chair for two consecutive one- year terms, provided they are duly re-elected by the Board. An individual may serve as Chair again after either their one-year term or two consecutive terms, as long as they are off the Board for a minimum of two years before serving again.

SECTION 5. Vice-Chair

The Vice-Chair shall (a) assume the duties of the Chair in his or her absence; (b) assist the Chair in planning meetings; and (c) assume other responsibilities as agreed between the Chair and Vice-Chair, such as providing leadership to committee chairs and publicly advocating for the school in a formal way.

SECTION 6. Chair-Elect

The Chair-Elect shall (a) assume the responsibilities of the Vice-Chair and (b) prepare to assume the role of Chair. The Chair-Elect should be selected from among the Board members who are not in the last year of their term on the Board.

SECTION 7. Secretary

The Secretary shall: (a) keep the minutes of the proceedings of the Board in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) keep a register of the mailing address of each member which shall be furnished to the Secretary by such member; (d) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Chair or by the Board; and (e) ensure that all Board minutes are prepared for Board review at each subsequent Board meeting and therefore made available to the school community. The Secretary shall also serve as the Parliamentarian, and is responsible for keeping track of time during Board meetings.

SECTION 8. School Principals

The School Principals shall: (a) ensure that the Charter contract goals are being meet; (b) Ensure the day to day operations of the school run smoothly; (c) to guide the learning trajectory for students and staff and establish a school culture that cultivates innovation; (d) report quarterly to the Board on Charter compliance and progress toward meeting goals; (e) assist the Board Chair with scheduling and setting agendas for meetings; (f) facilitate and implement Board decisions; (g) act as liaison between the school and the district office; (h) provide knowledge of federal, state, and district policies/regulations; (i) encourage bottom-up decision making and participation by all; (j) facilitate and implement the school's Vision and Goals; and (k) report to the Board.

SECTION 9. Role of the Immediate Past Chair

After a new Board Chair is elected each year, the Immediate Past Chair shall continue to perform a vital role for the school. The Immediate Past Chair shall serve as an advisor to the Board. The Immediate Past Chair shall be a non-voting ex officio member of the Board during such time unless they are still a voting member of the Board, in which case, in addition to any other role they may accept on the Board, they shall also assist and advise the new Chair until the new Chair-Elect is elected.

ARTICLE V. COMMITTEES

SECTION 1. Board Standing Committees

The standing committees of the Board are each chaired by a member of the Board; the Chair is not permitted to chair committees.

The standing committees and their respective responsibilities are as follows:

Educational Excellence and Accountability. Principals review prepared reports, and present such reports at each Board meeting, on one or more compliance items from the charter; district, state, or federal law, policy, or regulation; or any other source - including any annual accountability and compliance reports required by the district or state, and a monthly academic performance report. Develop and maintain all Board policies. Ensure Board policies promote the principles of equity and diversity.

Business Operations/Finance. Review and recommend annual budget for Board approval. Monitor budget compliance, all financial expenditures, and revenues and other financial issues throughout the year. Recommend financial policies to the Board. Work with the Director of Finance and Operations, Principals, and other staff to establish financial goals and policies. Work to secure funding and grants to support program. Business Operations Chair will, in collaboration with the Principals, prepare and present a report on current financial and operational performance at each Board meeting. Oversee the management and ownership of all buildings and real estate. Develop guidelines for the use and implementation of technology.

Fund Development. Raise funds through an Annual Campaign and Major Gifts program to supplement educational program funding. Ensure that all fundraising at school is vetted through the Fund Development committee.

Board Governance. Develop the Board policies, procedures, and training. Establish hiring, grievance, transfer, evaluation, and other personnel procedures. Support the Executive Director in matters of hiring, transfer, evaluation, and termination procedures as necessary. Conduct, and report to the Board on, an annual performance review of the Executive Director. Announce openings, accept nominations for, review candidates, and make recommendation(s) to the full Board of candidates for open Board positions. Obtain school community input on nominations prior to selecting and recommending Board members for election by the Board.

SECTION 2. Board-Appointed Committees

In addition to the standing committees, the Chair may appoint other committees to fulfill a need. Any appointed committees shall be chaired by a member of the Board. The duration of the committee, members, and duties shall be outlined by the Chair and presented to the Board and approved by two-thirds vote.

Sub-committees are generally ongoing committees.

Task forces are created by the Board to address specific projects or issues. Task forces are temporary committees which are dissolved once the specific issue they were created for has been addressed.

Responsibilities of the sub-committees and task forces may be reduced or expanded by the Board or upon recommendation of the particular sub-committee or task forces concerned and after discussion/approval by the Board. Other sub-committees and task forces may be established as the need arises. All sub-committees and task forces shall report to the Board.

In addition, all sub-committees and task forces must present a status report to the Board at least once annually. Sub-committees and task forces are welcome to present more often if there are matters requiring Board approval or attention - this should be coordinated through the school principals.

The Board is the school's legal representative body and has final approval of all recommendations made by committees, sub-committees, and task forces.

SECTION 3. School-Based Committees

The Parent Teacher Community Association (PTCA) coordinates parent/guardian, teacher, and community involvement within the school.

In general, the following duties are assigned to the PTCA:

- Gather and share with the Board at its monthly meetings parent/guardian interests, opinions, and input on any important issue that comes before the Board or is deemed important by parents/guardians.

- Host all school meetings (curriculum night, back-to-school night, student orientation, etc.). Hosting includes promotion, providing refreshments, assisting with sign-in sheets, etc. PTCA is not responsible for content development unless it is specifically a PTCA event.

- Coordinate advisory class parents.

- Coordinate two committee chair meetings each year.

- Coordinate all teacher appreciation activities.

- Coordinate all PTCA fundraising (box-tops, etc.).
  Coordinate the summer ice-cream social.
- Coordinate Grandparents and Special Friends Day.

- Develop the school calendar in conjunction with the Principals and Executive Director.

- Develop and meet the PTCA budget

The PTCA will define any other specific goals and operating procedures each year and present them to the Board for approval.

ARTICLE VI. CONTRACTS, LOANS, CHECKS, AND DEPOSITS

SECTION 1. Contracts

The Board may authorize via resolution any officer or officers, agent, or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization, and such authority may be general or may be confined to specific instances.

SECTION 2. Loans

No loans shall be contracted on behalf of the organization, and no evidence of indebtedness shall be issued in its name, unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

SECTION 3. Checks, Drafts, Etc.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the organization shall be signed by such officer or officers, agent, or agents of the corporation and in such manner as shall be determined from time to time by resolution of the Board.

SECTION 4. Deposits

All funds of the organization not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board may select.

ARTICLE VII. FISCAL YEAR

The fiscal year organization shall end on the thirtieth (30th) day of July of each year.

ARTICLE VIII. CORPORATE SEAL

The Board shall provide a corporate seal which shall be circular in form and have inscribed thereon the name of the organization, the state of incorporation, the words "Not For Profit," and the words "Corporate Seal." The seal of the corporation may be affixed to any document executed by the organization, but the absence of the seal shall not impair the validity of the document or any action taken in pursuance thereof or in reliance thereon.

ARTICLE IX. WAIVER OF NOTICE

Whenever any notice is required to be given to any member of the organization under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Georgia Nonprofit Corporation Code, a waiver thereof may be made, whether before or after the times stated therein, in writing signed by the person or persons entitled to such notice and delivered to the corporation for inclusion in the minutes or corporate records. Such written waiver shall be deemed equivalent to the giving of such notice.

ARTICLE X. AMENDMENTS SECTION

1. Power to Amend Bylaws

The Board shall have the power to alter, amend, or repeal these Bylaws or adopt new bylaws, but any bylaws adopted by the Board must be consistent with the Articles of Incorporation of Ambitious Academy, Inc. and the laws of the State of Georgia.

SECTION 2. Conditions

Action by the Board with respect to bylaws shall be taken by an affirmative vote of a majority of all voting members then holding office.

ARTICLE XI. EMERGENCY BYLAWS

The Emergency Bylaws provided in this Article XI shall be operative during any emergency in the conduct of the operations and affairs of the organization resulting from any catastrophic event because of which a quorum of the corporation's members cannot be readily assembled, notwithstanding any different provision in the preceding Articles of these Bylaws or in the Articles of Incorporation of the organization or in the Georgia Nonprofit Corporation Code. To the extent not inconsistent with the provisions of this Article, the Bylaws provided in the preceding Articles shall remain in effect during such emergency, and upon its termination the Emergency Bylaws shall cease to be operative. During any such emergency:

(a) A meeting of the Board may be called by any officer or member of the organization. Notice of the place, date, and hour of the meeting shall be given by the person calling the meeting to such of the members as it may be feasible to reach by any available means of communication. Such notice shall be given at such time in advance of the meeting as circumstances permit in the judgment of the person calling the meeting.

(b) At any such meeting of the Board a quorum shall consist of one member and any other members available.

(c) Either before or during any such emergency, the Board may provide and from time to time modify lines of succession in the event that during such an emergency any or all officers or agents of the corporation shall for any reason be rendered incapable of discharging their duties.

These Emergency Bylaws shall be subject to repeal or change by further action of the Board, but no officer, member, or employee acting in accordance with these Emergency Bylaws shall be liable for any corporate action taken in good faith. Any amendment of these Emergency Bylaws may make any further or different provision that may be practical and necessary for the circumstances of the emergency.

ARTICLE XII. INDEMNIFICATION

SECTION 1. Actions Against Officers and Members

Pursuant to the provisions set forth in Sections 3 and 4 of this Article, through the use of Directors and Officers insurance, sometimes referred to as professional errors and omissions insurance the organization shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the corporation) by reason of the fact that they were or are a member, officer, employee, or agent of the corporation, or were or are serving at the request of the

organization, as a member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against reasonable expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding if they acted in a manner they reasonably believed in good faith to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe their conduct was unlawful; provided, however, that the corporation shall not indemnify a member, officer, employee, or agent for any liability incurred in a proceeding in which the person is adjudged liable to the corporation or is subjected to injunctive relief in favor of the corporation: (a) for any appropriation, in violation of their duties, of any business opportunity of the corporation; (b) for acts or omissions which involve intentional misconduct or a knowing violation of law; (c) for the types of liability set forth in Section 14-2-831 of the Official Code of Georgia Annotated; or (d) for any transaction from which they received an improper personal benefit. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not in itself create a presumption that the person did not act in a manner they reasonably believed to be in or not opposed to the best interests of the non-profit corporation, nor, with respect to any criminal action or proceeding, that the person did not have reasonable cause to believe that their conduct was lawful.

SECTION 2. Actions By or In the Right of the Corporation

Pursuant to the provisions set forth in Sections 3 and 4 of this Article, organization shall indemnify and hold harmless any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action or suit, by or in the right of the corporation to procure a judgment in its favor by reason of the fact that they were or are a member, officer, employee, or agent of the corporation, or were or are serving at the request of the organization, as a member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by them in connection with the defense or settlement of such action or suit, if they acted in good faith and in a manner they reasonably believed to be in or not opposed to the best interests of the corporation; provided, however, that the corporation shall not indemnify a member, officer, employee, or agent for any liability incurred in a proceeding in which the person is adjudged liable to the corporation or is subjected to injunctive relief in favor of the corporation: (a) for any appropriation, in violation of their duties, of any business opportunity of the corporation; (b) for acts or omissions which involve intentional misconduct or a knowing violation of law; (c) for the types of liability set forth in Section 14-2-831 of the Official Code of Georgia Annotated; or (d) for any transaction from which they received an improper personal benefit.

SECTION 3. Expenses

To the extent that a member, officer, employee, or agent of organization has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 and 2 of this Article, or in defense of any claim, issue, or matter therein, they shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by them in connection therewith.

SECTION 4. Determination and Authorization

Except as provided in Section 3 of this Article, and except as may be ordered by a court, any indemnification under Sections 1 and 2 of this Article shall be made by the organization only as authorized in the specific case upon a determination that indemnification of the member, officer, employee, or agent is proper in the circumstances because they have met the applicable standard of conduct set forth in Sections 1 and 2. Such determination shall be made (a) by the Board by a majority vote of a quorum consisting of members who were not parties to such action, suit, or proceeding; or (b) if such a quorum is not obtainable, by majority vote of a committee duly designated by the Board, consisting solely of two or more members not at the time parties to the

action, suit, or proceeding; or (c) by special legal counsel employed by the corporation for that purpose. Authorization of indemnification or an obligation to indemnify, and evaluation as to reasonableness of expenses, shall be made in the same manner as the determination that indemnification is permissible.

SECTION 5. Prepayment

Expenses incurred in defending or prosecuting a civil or criminal action, suit, or proceeding may be paid by the organization in advance of the final disposition of such action, suit, or proceeding as authorized by the Board if: (a) the member, officer, employee, or agent furnishes the corporation a written affirmation of their good faith belief that their conduct merits indemnification under Section 1 or Section 2 of this Article; and (b) the member, officer, employee, or agent furnishes the corporation a written undertaking, executed personally on their behalf, to repay advances if it is ultimately determined that they are not entitled to indemnification pursuant to the laws of this State.

SECTION 6. Rights

The indemnification provided by this Article shall not be deemed exclusive of any other rights, with respect to indemnification or otherwise, to which those seeking indemnification may be entitled under any bylaw or resolution adopted or approved by a majority of the full Board, both as to an action by a member, officer, employee, or agent in their official capacity, and as to an action in another capacity while holding such office or position, and shall continue as to a person who has ceased to be a member, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

SECTION 7. Insurance

The organization may purchase and maintain insurance on behalf of any person who is or was a member, officer, employee, or agent of the corporation, or is or was serving at the request of the organization as a member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against them or incurred by them in that capacity, or arising from their status as such, whether or not the corporation would have the power to indemnify them against such liability under the provisions of this Article.

SECTION 8. Mergers/Consolidations

For purposes of Sections 1 and 2 of this Article, reference to "the corporation", "7 Pillars of Mastery" or "YouthServ360, Inc." shall include, in addition to the surviving or new corporation, any merging or consolidating corporation which is merged or consolidated with the organization so that any person who is or was a member, officer, employee, or agent of such merging or consolidating corporation, or is or was serving at the request of such merging or consolidating corporation as a member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provision of Sections 1 and 2 of this Article with respect to the corporation as they would if they had served the corporation in the same capacity. However, no indemnification under Sections 1 and 2 of this Article shall be mandatory without the approval of such indemnification by the Board of 7 Pillars of Mastery, Inc. in the manner provided in Section 4 of this Article.

ARTICLE XIII. PAYMENTS TO MEMBERS AND OFFICERS

No part of the net income or profit of the organization, if any, shall be distributed to the members or officers.

7 Pillars Career Academy



Charter Renewal Exhibit

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7 Pillars Career Academy
CONFLICT(S) OF INTEREST POLICY

SECTION 9.1. Board members shall annually notify the board in riting of any known potential or actual conflicts of interest.

SECTION 9.2. Each member of the board shall publicly announce potential or actual conflicts prior to board discussion or action and shall excuse themselves from deliberation, discussion, or vote. Such announcements shall be recorded in the official board minutes.

SECTION 9.3. Any board member suspecting a potential or actual conflict of interest of self or another member has a duty and obligation to announce the possibility prior to board deliberation, discussion, or resolution.

SECTION 9.4. Each member of the school's board shall comply with conflicts of interest policies of the board, and all laws, rules, regulations, and related requirements established by the State Board of Education, district authorizers (CCPS), or the Internal Revenue Service.

SECTION 9.5. No member shall vote or otherwise participate in the negotiation or making of any contract or agreement with any business, entity, or individual in which he/she and his/her relative or other close relationship has a financial, either direct or indirect, interest.

SECTION 9.6. Members shall not solicit, accept, or agree to accept gifts, loans, gratuities, discounts, payments, or services from any individual, entity, or business in exchange for information, resolution, or partisan favor.

SECTION 9.7. No member shall have a direct or indirect relationship with individuals, entities, or businesses or have personal interest, directly or indirectly, in school real estate, school textbooks, equipment, buses, school materials, or other supplies or services procured on behalf of the school.

SECTION 9.8. No member of the board shall facilitate, support, or provide access to surplus materials or property of the school to individuals, entities, or businesses.

SECTION 9.9. Members of the school board shall not serve on the governing body of private K-12 institutions or public boards which otherwise compromise the member's ability to appropriately fulfill duties to the school and serve the best interests of the school foremost.

SECTION 9.10. Members of the board shall not hold public office during service on the board.

SECTION 9.11. School board members shall not be employed by the State Department of Education, the CCPS Board of Education, or serve concurrently as a member of the State Board of Education

SECTION 9.12. Each board member shall be independent of each of the other members
and shall not be related by familial, personal, or business connections.

SECTION 9.13. No member of the board may be employed by the board for any position
within the school.

SECTION 9.14. No member of the board may be in partnership or sole owner of a business conducting business with the board.

SECTION 9.15. No member of the board may be affiliated in a manner which poses a conflict as described herein with a bank or financial institution doing business with the board.

SECTION 9.16. No member of the board may employ or promote any person who is a relative of any board member unless a public, recorded vote is taken on such employment or promotion as a separate matter from any other personnel matter.

SECTION 9.17. Violation of this conflict of interest policy and disclosure requirements may constitute malfeasance, which is a violation of non-profit regulations. Such action shall be subject to suspension or removal from board service and may require legal action on the part of the school for violation of fiduciary duty.

SECTION 9.18. As used in this policy, “relative” shall mean any individual who is related to the board member as a father, mother, son, daughter, brother, sister, husband, wife, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any relative living in the household of the board member, a person who is engaged to be married to the board member, an individual who is generally known as the individual intended to marry or with whom the board member intends or actually shares a household, or any other natural person sharing legal residence, either business or personal.

7 Pillars Career Academy



Charter Renewal Exhibit

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CONFLICT OF INTEREST FORM

Board Member Name:	
According to the conflict of interest policy shared above, please list to the right, any conflict(s) of interest that you have as a board member:	
Date of Conflict of Interest Form Completion:	

Please initial the appropriate selection.

_____ I have read the conflict of interest policy above, and I DO have conflict(s) of interest at this time. I have listed my conflict(s) of interest in the section above.

_____ I have read the conflict of interest policy above, and I DO NOT have any conflict(s) of interest at this time.

By signing below, I confirm that I have read the conflict of interest policy and had the opportunity to ask questions and/or discuss any conflict(s) of interest with the 7 Pillars Career Academy Board. I understand that at the next board meeting after submission of this form, I should publicly disclose during the board meeting, if I do or do not have conflict(s) of interest. I understand that if I obtain a new conflict of interest, I must resubmit this form. I understand that this form should be completed annually.

Board Member Signature: _____

Board Chair or other Board Officer Signature: _____

7 Pillars Career Academy



Charter Renewal Exhibit

5

Please complete the Accountability Report below. Tab 2 contains a partial example of what your Accountability Report should look like.

School/System Name:7 Pillars Career Academy **Charter Term:Fall**

Contract Terms and Performance Goals	Assessment	Year 1		Year 2		Year 3		Year 4		Year 5	
Essential or Innovative Features (Indicate whether each essential or innovative feature was implemented. Use the legend below to indicate the implementation of each feature.)											
Edgenuity (Curriculum)		N/A		N/A							
Differientiated Instructions (In the classroom setting)											
Extended Day & Summer Learning (Focus on Reading & Math)											
Schoolwide Daily SEL &Life Skills (middle school)											
Restorative Justice											
Wrap Around Servives (community garden, community service, counseling etc.											
		Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Achievement of Academic and Organizational Goals (Indicate the assessment used for each measure. Provide the target and actual performance for each measure. Use the legend below to color code each "Actual" performance cell. You may add additional lines for each measure as needed)											
Academic Goal 1:											
N/A - Covid 19 protocols											
N/A - Covid 19 protocols											
N/A - Covid 19 protocols											
Academic Goal 2:											
N/A - Covid 19 protocols											
N/A - Covid 19 protocols											
N/A - Covid 19 protocols											
Academic Goal 3:											
MAP Testing						3% more district	Student Growth	3% more district	Student Growth		
GMAS Testing						3% more district	Student Mastery	3% more district	Student Mastery		
Measure 3:											
Organizational Goal 1: : Restorative Practices											
Measure 1: Attendance											
Measure 2 Reflective Isolatiion						2020 -67	2021- 99	2022 - 137	2023-		
Measure 3: Suspension						0% suspension	% suspensio	0% suspension	0% suspension		
Organizational Goal 2:											
Measure 1:											
Measure 2:											
Measure 3:											
Organizational Goal 3:											
Measure 1:											
Measure 2:											
Measure 3:											
									Legend:	Met	Progress Made	Not Met

7 Pillars Career Academy



Charter Renewal Exhibit

6

7 Pillars Career Academy
Governance Training Plan

The Governance Board at 7 Pillars Career Academy engages in annual training in compliance with the Georgia Department of Education and State Requirements. Governance training services are acquired from the Georgia Charter School Association (GCSA). As members of the Georgia Charter School Association, 7 Pillars Career Academy purchases the on-demand training program and whole board team training services. The following chart details the annual board training requirements. The on-demand training program should be purchased annually from GCSA by October 1st. Whole Board Team Training should be scheduled annually according to board members' schedules. The Board Chair should complete the Best Practices for Board Chair training as one of the 3-hour elective courses mentioned below. All Board Training Requirements must be completed annually between July 1st and June 30th. Upon completion of Board Training Requirements, 7 Pillars Career Academy will receive a record from GCSA of all training hours completed by board members for that year.

	New Board Member Requirements ***15 hours of training required***		**Existing Board Member Requirements** ***9 hours of training required***	
	Hours	**Topic**	**Hours**	**Topic**
Requirements that are the same for New and Existing Board Members	3 hours	***Special Elective Topics*** (aligned with Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards)	3 hours	***Special Elective Topics*** (aligned with Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards)
	3 hours	***Whole Board Team Training*** (a quorum must be present)	3 hours	***Whole Board Team Training*** (a quorum must be present)
Requirements that are unique for New and Existing Board Members	3 hours	***Ga DOE Financial Governance Training*** (must be delivered by Ga DOE)	3 hours	***Financial Governance Training*** (Financial Governance Training on all

		Training on all topics included in Domain VII, Standard B, of the SBOE-adopted Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards		topics included in Domain VII, Standard B, of the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards)
	3 hours	***Charter School Governance Best Practices*** --Best practices on charter school governance --Constitutional and statutory requirements relating to transparency as it relates to public records and open meetings --Requirements of applicable statutes and rules and regulations		
	3 hours	***Funding & Budgeting*** on all topics included in Domain VII, Standard A, of the Standards for Effective Governance of Georgia		

		Nonprofit Charter School Governing Board		

June 29, 2023

To: Georgia Department of Education, Charter Schools Division
Clayton County, Department of School Choice
7 Pillars Career Academy

Re: FY23 Governance Training Completion Status for 7 Pillars Career Academy

This memo serves as formal verification that the individuals named in the following chart participated in the *FY23 Digital Governance Training Series* offered by Georgia Charter Schools Association. Each board member's hours of completed training are indicated under the corresponding topics of requirements. If you have any questions or need any additional information, please feel free to contact me at aclarke@gacharters.org.

Kind regards,



Georgia Charter Schools Association
Director of Training

7 PILLARS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Best Practices in Charter School Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*ALL MEMBERS* Other Topics Aligned with SBOE Standards	
			REQUIRED HOURS		3	3	3	3	3	3	
			TRAINING DATE							ELECTIVES	GCSA CONFERENCE
BOARD MEMBERS:	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							
Hilary Carruthers	Existing	Chair	9	9	3	3				3	
Claude Mwanda	Existing	Treasurer	9	9	3	3				3	
Marcus Norman	Existing	Vice Chair	9	9	3	3				3	
Carol Yancey	New	Secretary	15	15	3		3	3	3	3	

FY22 GOVERNANCE TRAINING SUMMARY OF REQUIREMENTS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*NEW MEMBERS* Best Practices in Charter School Governance	ALL MEMBERS* Other Topics Aligned with SBOE Standards	
SCHOOL NAME 7 Pillars Career Academy			REQUIRED HOURS		3	3	3	3	3	3	
			TRAINING DATE & HOURS EARNED								GCSA CONFERENCE
BOARD MEMBERS	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							
Hi ary Carruthers	Existing	Chair	9	9	4	3				2	
C aude Mwanda	Existing	Treasurer	9	11	4	3				4	
Marcus Norman	Existing	Voting Member	9	12	4	3				5	

NOTES

6/7 Sent message to Hilary to verify that no hours have been completed.

FY22 GOVERNANCE TRAINING SUMMARY OF REQUIREMENTS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*NEW MEMBERS* Best Practices in Charter School Governance	*ALL MEMBERS* Other Topics Aligned with SBOE Standards	
SCHOOL NAME 7 Pillars Career Academy				REQUIRED HOURS	3	3	3	3	3	3	
				TRAINING DATE & HOURS EARNED							GCSA CONFERENCE
BOARD MEMBERS	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							

FY22 GOVERNANCE TRAINING SUMMARY OF REQUIREMENTS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*NEW MEMBERS* Best Practices in Charter School Governance	*ALL MEMBERS* Other Topics Aligned with SBOE Standards	
SCHOOL NAME 7 Pillars Career Academy				REQUIRED HOURS	3	3	3	3	3	3	
				TRAINING DATE & HOURS EARNED							GCSA CONFERENCE
BOARD MEMBERS	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							

FY22 GOVERNANCE TRAINING SUMMARY OF REQUIREMENTS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*NEW MEMBERS* Best Practices in Charter School Governance	ALL MEMBERS* Other Topics Aligned with SBOE Standards	
SCHOOL NAME 7 Pillars Career Academy				REQUIRED HOURS	3	3	3	3	3	3	
				TRAINING DATE & HOURS EARNED							GCSA CONFERENCE
BOARD MEMBERS	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							

FY22 GOVERNANCE TRAINING SUMMARY OF REQUIREMENTS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*NEW MEMBERS* Best Practices in Charter School Governance	ALL MEMBERS* Other Topics Aligned with SBOE Standards	
SCHOOL NAME 7 Pillars Career Academy				REQUIRED HOURS	3	3	3	3	3	3	
				TRAINING DATE & HOURS EARNED							GCSA CONFERENCE
BOARD MEMBERS	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							

FY22 GOVERNANCE TRAINING SUMMARY OF REQUIREMENTS					*ALL MEMBERS* Whole Board Team Training	*EXISTING MEMBERS* Financial Governance	*NEW MEMBERS* Financial Governance	*NEW MEMBERS* Funding & Budgeting	*NEW MEMBERS* Best Practices in Charter School Governance	*ALL MEMBERS* Other Topics Aligned with SBOE Standards	
SCHOOL NAME 7 Pillars Career Academy				REQUIRED HOURS	3	3	3	3	3	3	
				TRAINING DATE & HOURS EARNED							GCSA CONFERENCE
BOARD MEMBERS	STATUS	ROLE	# OF HOURS REQUIRED	# OF HOURS COMPLETED							

7 Pillars Career Academy



Charter Renewal Exhibit

7

Introduction: Locally-approved charter school non-profit governing boards must have decision-making authority in all areas, including personnel decisions, financial decisions and resource allocation, curriculum and instruction, establishing and monitoring the achievement of school improvement goals, and school operations. The columns in the chart below describe the authority that must be exercised by a charter school's governing board, management, and school district respectively. There are also columns provided for other common charter school partners (if applicable).

Instructions: Applicants must submit a proposed version of this chart that shows how roles and responsibilities are and/or will be shared for their particular charter school. If any checkmarks are deleted or added, applicants must highlight in yellow those cells where a checkmark was deleted or added.

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Personnel Decisions	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Select, retain, transfer, promote, demote, and/or terminate the principal or school leader	X					
Evaluate the principal or school leader (LKES)	X					
Select, retain, transfer, promote, demote, and/or terminate faculty and all other staff	X	X				
Evaluate the teachers (TKES) and all other staff		X				
Determine whether teacher certification will be required	X	X				
Plan professional development for staff		X				
Financial Decisions and Resource Allocation	**Charter School Nonprofit Governing Board**	**Charter School Management**	**Local School District***	**Post-Secondary Education Partner(s) (if applicable)**	**Business Partner(s) (if applicable)**	**Community Partner(s) (if applicable)**
Determine number and type of personnel positions budgeted, including qualifications, roles, and job descriptions	X	X				
Establish compensation model including salary ranges, bonus or performance-based increases, supplements, and personal and professional leave, health, dental, disability, and other benefit plans offered (other than TRS, which is mandated) for all employees	X	X				
Set budget priorities with funds received that are aligned with school improvement plan, including personnel, curriculum, supply, equipment, maintenance, operations, and all other costs	X	X				

15	Ensure school receives all per-pupil and other funding to which it is entitled by agreement with the local district (its fiscal agent)	X	X	X			
16	Raise additional funds through fundraising efforts	X	X				
17	Exercise discretion over expenditure for all state and local funds and, as permissible, federal funds		X				
18	Final school budget approval	X					
19	Establish financial policies and standard operating procedures	X					
20	Maintain a reserve fund	X					
21	Determine facility uses	X	X				
22	Ensure sound fiscal management and monitor budget implementation	X	X				
23	**Curriculum and Instruction**	**Charter School Nonprofit**	**Charter School Management**	**Local School District***	**Post-Secondary**	**Business Partner(s)**	**Community Partner(s)**
24	Recommend/Adopt instructional delivery model	X	X				
25	Recommend/Adopt curriculum, including any changes in curriculum as needed to	X	X				
26	Recommend/Adopt courses and programs to offer	X	X				
27	Recommend/Adopt textbooks, technology, and instructional materials	X	X				
28	Recommend/Establish additional graduation requirements	X	X				
29	Recommend/Adopt course and credit requirements, including technology and physical education skill requirements	X	X				
30	Recommend/Adopt seat time requirements	X	X				
31	Recommend/Adopt opportunities for student acceleration/remediation	X	X				
32	Create or modify Career Pathway curricula	X	X				
33	Choose dual enrollment options	X	X				
34	Choose credit recovery options	X	X				
35	Utilize online learning platforms (e.g., Georgia Virtual School)		X				
36	Establish additional mastery level requirements for performance	X	X				
37	Select additional formative and/or summative assessments to determine student	X	X				
38	**Curriculum and Instruction *(continued)***	**Charter School Nonprofit**	**Charter School Management**	**Local School District***	**Post-Secondary**	**Business Partner(s)**	**Community Partner(s)**
39	Establish delivery model, scheduling, staffing, and supplemental services for English Learner (EL), special education (SPED), gifted, and remedial programs		X				
40	Establish curriculum maps, pacing charts, and methods for monitoring the curriculum		X				
41	Establish lesson plan requirements for teachers		X				
42	Establish placement and promotion criteria	X	X				
43	Set grading and reporting policies, plans, process, schedules, and formats	X	X				
44	**Establishing and Monitoring the Achievement of School Improvement Goals**	**Charter School Nonprofit Governing Board**	**Charter School Management**	**Local School District***	**Post-Secondary Education Partner(s) (if applicable)**	**Business Partner(s) (if applicable)**	**Community Partner(s) (if applicable)**
45	Complete self-assessment based on Georgia School Performance Standards		X				

46	Develop actions, strategies, and interventions with faculty and staff (i.e., school improvement plan)		X				
47	Set a timeline for implementing school improvement timeline	X	X				
48	Set a budget for implementing school improvement timeline	X	X				
49	Recommend/Approve school improvement plan and provide oversight of its	X	X				
50	Hold principal or school leader accountable for school improvement plan implementation and timeline	X					
51	Hold faculty and staff accountable for school improvement plan implementation and timeline		X				
52	Evaluate success of school improvement plan and recommend/make revisions as needed	X	X	X			
53	Regularly communicate student and school performance data to all stakeholders	X	X				
54	**School Operations**	**Charter School Nonprofit Governing Board**	**Charter School Management**	**Local School District***	**Post-Secondary Education Partner(s) (if applicable)**	**Business Partner(s) (if applicable)**	**Community Partner(s) (if applicable)**
55	Provide input into school operations that are consistent with school improvement	X	X				
56	Establish work schedules of faculty and staff (e.g., hours per day, days per year,	X	X				
57	Establish experience, training, and other matters related to substitute teachers		X				
58	Recommend/Set school daily, weekly, and annual school calendar and class	X	X				
59	Recommend/Approve professional development vendors and resources	X	X				
60	Manage day-to-day human resources		X				
61	HR processing, including employment contracts and benefits administration		X				
62	Recommend/Select co-curricular and extracurricular activities	X	X				
63	Establish after-school and Saturday programs as needed		X				
64	Set enrichment and/or advisory periods as needed		X				
65	Establish field trips, including locations and date		X				
66	Set class size and student-teacher ratios	X	X				
67	Set staff-to-student ratios for non-class times (e.g., lunch, recess, specials,		X				
68	Establish school partnerships for school growth	X	X				
69	Develop communications strategies, including stakeholder surveys, parent	X	X				
70	Select/Approve vendors aligned with school needs	X	X				
71	Manage transportation decisions, including authority to contract for transportation	X	X				
72	Select information systems (e.g., Student Information System, financial information	X	X				
73	Manage the facility or facilities that are owned and operated by the school system	X	X				
74	Approve/manage the food service agreement with a vendor or the school system	X	X				
75	Establish school size	X	X				
76	Establish school grade span different from typical primary, elementary, middle, and	X	X				
77	Establish attendance policies	X	X				
78	Establish student code of conduct and behavior policies, plans, processes, and	X	X				
79	Adopt and implement a marketing plan that is inclusive in its recruitment and	X	X				

80	Ensure access to support to address the physical, social, financial, and emotional	X	X				

**The LBOE retains its constitutional authority*

7 Pillars Career Academy



Charter Renewal Exhibit

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7 Pillars Career Academy Enrollment Process

Enrollment website

https://www.7pillarsca.org/enrollingmiddleschoolscholars

6th Grade Application 2021-22
https://forms.gle/wtJA92MKV7GbKia8A

7th Grade Application 2023-24
https://forms.gle/yoNDATUAZs5CueUU6

8th Grade Application 2023-24
https://forms.gle/vumaQLGqnLp7AnGB9

9th Grade Application 2023-24
https://forms.gle/R4diM8j8CcsoT9JYA

10th Grade Application 2023-24
https://forms.gle/mY6kjPjot44DkK5DA

7 Pillars Career Academy



Charter Renewal Exhibit

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7 Pillars Career Academy

Enrollment Policy

Open Enrollment and Admissions. 7 Pillars Career Academy(7PCA) shall comply with the open enrollment and admissions provisions set forth in O.C.G.A. § 20-2-2066. Enrollment shall be open to any student in accordance with the following criteria:

a. Attendance Zone. The attendance zone for 7PCA shall be Clayton County.

b. Application. To be eligible for enrollment at 7PCA, students residing in the attendance zone must submit a timely application to 7PCA through the Clayton County School System lottery portal (www.clayton.k12.ga.us) in accordance with the deadline set by 7PCA. 7PCA may use a grade interest application only for the purpose of verifying the student's residence within the school's attendance zone and grade level. 7PCA may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including but not limited to, requests for letters of recommendation, essays, resumes, or information regarding a student's school or community activities, grades, test scores, attendance record, or disciplinary history. 7PCA may gather other relevant information from students after enrollment is determined, in addition to optional information that may be provided for purposes of a weighted lottery.

c. Annual Enrollment Opportunity. 7PCA must offer at least one annual enrollment opportunity for each grade level served for which space is available.

d. Random Lottery. If the number of timely applicants received by 7PCA exceeds the capacity of a program, class, grade level, or building, 7PCA shall ensure that such applicants have an equal chance of being admitted through a random selection process in accordance with O.C.G.A. § 20-2-2066(a)(1)(A), except for educationally disadvantaged students who may be provided an increased chance of admission through a weighted lottery. 7PCA shall not conduct more than one lottery, per grade, per admissions cycle. 7PCA will work with Clayton County School system to aid in conducting the lottery.

e. Statutory Enrollment Priorities. In accordance with O.C.G.A. § 20-2-2066(a)(1)(A), 7PCA shall give enrollment priority to the following categories of applicants and in the following priority:

    a. A student whose parent or guardian is a member of the Governing Board of 7PCA or is a full-time teacher, professional, or other employee at 7PCA and
    b. A student whose sibling is enrolled in 7PCA.

f. Weighted Lottery. In accordance with O.C.G.A. § 20-2-2066(a)(1)(A), 7PCA may utilize a weighted lottery to provide an increased chance of admission to N/A, as defined by State Board Rule and according to the following: N/A.

7 Pillars Career Academy



Charter Renewal Exhibit

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Adopt d Ju e , 2023

Clayt n Coun y Publ c School
7 Pilla s Care r Academy
2023-20 4 Scho l Calendar

2023 (87) **2024 (93)**

July

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17 Pre-Plann ng	18 Pre-Planning	19 Pre-Planning	20 Pre-Planning	21 Pre-Planning
24 Pre-Planning	25 Pre-Planning	26 Pre-Planning	27 Pre-Planning	28 Pre-Planning
31 Pre-Planning				

August

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Pre-Planning	2 First Day 1	3 2	4 3
7 4	8 5	9 6	10 7	11 8
14 9	15 10	16 11	17 12	18 13
21 14	22 15	23 16	24 17	25 18
28 19	29 20	30 21	31 22	

September

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ELBC Day
4 Labor Day	5 24	6 25	7 26	8 27
11 27	12 29	13 30	14 31	15 32
18 33	19 34	20 35	21 36	22 37
25 38	26 39	27 40	28 41	29 42

October

Monday	Tuesday	Wednesday	Thursday	Friday
2 43	3 44	4 45	5 46	6 47
9	10	11 F A L L B R E A K	12	13
16 48	17 49	18 50	19 51	20 52
23 53	24 54	25 55	26 56	27 57
30 58	31 59			

November

Monday	Tuesday	Wednesday	Thursday	Friday
		1 60	2 61	3 ELBC Day
6 63	7 64	8 65	9 66	10 67
13 68	14 69	15 70	16 71	17 72
20	21	22 THANKSGIVING	23	24
27 73	28 74	29 75	30 76	

December

Monday	Tuesday	Wednesday	Thursday	Friday
				1 77
4 78	5 79	6 80	7 81	8 82
11 83	12 84	13 85	14 86	15 87
18	19	20 SEMESTER BREAK	21	22
25	26	27 SEMESTER BREAK	28	29

January

Monday	Tuesday	Wednesday	Thursday	Friday
1 BREAK	2 Staff Development	3 1	4 2	5 3
8 4	9 5	10 6	11 7	12 8
15 MLK's B'day	16 9	17 10	18 11	19 12
22 13	23 14	24 15	25 16	26 17
29 18	30 19	31 20		

February

Monday	Tuesday	Wednesday	Thursday	Friday
			1 21	2 22
5 23	6 24	7 25	8 26	9 27
12 28	13 29	14 30	15 31	16 ELBC Day
19 Presidents's Day	20 33	21 34	22 35	23 36
26 37	27 38	28 39	29 40	

March

Monday	Tuesday	Wednesday	Thursday	Friday
				1 41
4 42	5 43	6 44	7 45	8 46
11 47	12 48	13 49	14 50	15 ELBC Day
18 52	19 53	20 54	21 55	22 56
25 57	26 58	27 59	28 60	29 61

April

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 SPRING BREAK	4	5
8 62	9 63	10 64	11 65	12 66
15 67	16 68	17 69	18 70	19 71
22 72	23 73	24 74	25 75	26 76
29 77	30 78			

May

Monday	Tuesday	Wednesday	Thursday	Friday
		1 79	2 80	3 81
6 82	7 83	8 84	9 85	10 86
13 87	14 88	15 89	16 90	17 91
20 92	21 Last Day 93	22 Post planning	23 Post planning	24
27 Memorial Day	28	29	30	31

June

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19 Juneteenth	20	21
24	25	26	27	28

7 PILLARS CAREER ACADEMY
BELL SCHEDULE
2023-2024

TIME	PERIOD
7:45 AM – 8:00 AM	Arrival/Breakfast
8:00 AM – 8:30 AM	Homeroom
8:30 AM – 9:50 AM	1
9:55 AM – 11:05 AM	2
11:10 AM – 12:45 PM (Lunch)	3
12:50 PM – 2:05 PM	4
2:10 PM – 3:40 PM	5
3: 40 PM – 3:45 PM	Dismissal
3:45 PM – 6:00 PM	Afterschool Program

7 Pillars Career Academy



Charter Renewal Exhibit

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COURSE SYLLABUS

Information Technology/Computer Science Principles (11.44600)

"Like a Phoenix, We Rise"
7 Pillars Career Academy

Teacher: Julius Allen
Room: 57
Semester: Fall 2023

Phone: 678.667.1160
Email: juallen@7pillarsca.org

Course Description

Introduction to Software Technology is the foundational course for Cloud Computing, Computer Science, Game Design, Internet of Things, Programming, Web and Digital Design, and Web Development pathways. This course is designed for high school students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and the business world. Exposure to foundational knowledge in programming languages, software development, app creation, and user interfacing applications are all taught in a computer lab with hands-on activities and project-focused tasks.

Students will not only understand the concepts but apply their knowledge to situations and defend their actions, decisions, and/or choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organizations are integral components of both the employability skills standards and content standards for this course. Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Professional communication skills and practices, problem solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. The knowledge and skills taught in this course build upon each other to form a comprehensive introduction to the digital world.

Enrollment Requirements

Introduction to Computer Science Principles is a course that is appropriate for all high school students. The pre-requisite for this course is advisor/dean approval.

Course Materials

1. Temperature Check Notebook
2. Chromebook (expected to be fully charged)
3. Pens/Pencils

Classroom Expectations & Consequences*

REPECT TOWARD EACH OTHER AND SELF

1. ARRIVE TO CLASS ON TIME
2. GREET WITH GOOD MORNING/AFTERNOON
3. ALWAYS USE POLITE AND APPROPRIATE LANGUAGE
4. ENTER CLASSROOM PREPARED TO LEARN, WORK, AND CONTRIBUTE
5. CELL PHONES MUST BE SILENT AND NOT IN USE UNLESS IT IS PART OF THE LEARNING EXPERIENCE

6. NO EARPODS/HEADSETS/EARBUDS ARE TO BE IN YOUR EARS
7. CHROMEBOOKS MUST BE USED FOR LEARNING NOT GAMING OR UNAUTHORIZED WEB SURFING
8. INCIVILITY: (RUDE OR UNSOCIABLE SPEECH OR BEHAVIOR)
    a. NO RUDE COMMENTS, INSULTS, OR NAME CALLING
    b. ABSOLUTELY NO USAGE OF PROFANITY OR INAPPROPRIATE LANGUAGE
    c. NO USAGE OF ANY SEXUAL OR VIOLENT COMMUNICATIONS OR GESTURES
9. NO HORSE PLAYING OR PLAY FIGHTING
10. NO FIGHTING AT ALL – ***LEVEL 3 CONSEQUENCES***
11. DO NOT STEAL – ***LEVEL 3 CONSEQUENCES***
12. NO CHEATING ON TESTS, ASSIGNMENTS, ETC.
13. DO NOT PLAGIARIZE ANY WORK
14. HOODIES & HATS MUST BE OFF YOUR HEAD ON SCHOOL CAMPUS
15. PANTS ARE NOT TO BE SAGGING OFF YOUR REAR (WEAR A BELT IF PANTS WON'T STAY UP)
16. ALL SCHOLARS MUST WEAR APPROPIATE ATTIRE IN THE CLASSROOM AND ON CAMPUS
17. HAVE FUN LEARNING AND CONTRIBUTING

CONSEQUENCES – *ALL CONSEQUENCES ARE DOCUMENTED**

LEVEL 1: PARENT/GUARDIAN WILL BE CONTACTED VIA EMAIL AND PHONE INCIDENT DOCUMENTED

LEVEL 2: CITATION WRITE UP & PARENT/GUARDIAN WILL BE CONTACTED VIA EMAIL AND PHONE

LEVEL 3: DEAN AND ADMINISTRATION INVOLEMENT (HEARING / SUSPENSION)

Consequences may also result in scholars completing special assignments related to the infraction.

7 Pillars Career Academy Additional Expectations and consequences

Units

	Topics
unit 1	Demonstrate employability skills required by business and industry.
UNIT 2	Establish a personal online career portfolio and begin uploading relevant artifacts.
uNIT 3	Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area.
uNIT 4	Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive relationships with all audiences of a business.
UNIT 5	Identify, describe, evaluate, and use appropriate technology for given situations.
UNIT 6	Understand, communicate, and adapt to a digital world.
UNIT 7	Use computational thinking procedures to analyze and solve problems.
UNIT 8	Create and organize webpages through the use of a variety of web programming design tools
UNIT 9	Identify and explain the building blocks, principles, and ways to access code within programming languages used today.
UNIT 10	Design, develop, test, and implement programs using high-level programming languages.

UNIT 11	Describe, analyze, develop, and follow policies for managing ethical and legal issues in the business world and in a technology-based society.
UNIT 12	Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

Evaluation and Grading

	Weight
Test	30%
Quiz	20%
Projects	20%
Homework	20%
Classwork	10%
Total	100%

Grades:

1. 90 – 100 = A
2. 80 – 89 = B
3. 70 – 79 = C
4. < 70 = F

Syllabus is subject to change

PLEASE RETURN SIGNED AGREEMENT TO TEACHER

Agreement Acknowledgement

I, _____, agree to the adhere to classroom policies stated above and understand non-compliance will result in defined consequences. I agree my parent/guardian is fully aware of these policies.

_____	_____	_____	_____
Scholar Signature	Date	Parent/Guardian Signature	Date

7 Pillars Career Academy



Charter Renewal Exhibit

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STUDENT DISCIPLINARY CODE OF CONDUCT

7 Pillars Career Academy is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. A safe, supportive school environment depends on a well developed Disciplinary Code of Conduct, on the cooperation of students, staff and parents in promoting the expectations for student behavior and the provisions of the Code, and a climate of mutual respect among all parties.

DEFINITIONS

For purposes of this code, the following definitions apply:

● “Disruptive student” Means a student who is substantially disruptive of the educational process; a student whose inappropriate behavior creates an environment that interferes with the safety of students or school, with the educational process, the ability for other students to learn and/or the teacher’s authority over the classroom.

● “Parent” means a parent, guardian or person in parental relation to a student.

● “School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school, or in or on a school bus.

● “School function” means any school-sponsored event or activity, or extracurricular event or activity.

● “Violent student” means a student who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school property.

● “Weapon” means: A firearm as defined for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, brass knuckles, sling shot, electronic dart gun, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, that can cause physical injury or death when used to cause physical injury or death. A blade is defined as a dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutter, cane sword, Kung Fu star or an instrument, material, or substance that can cause physical injury or death. Any instrument, equipment, or material that can cause har

STANDARDS OF BEHAVIOR: ACCOUNTABILITY AND SUPPORT

All members of the school community — students, staff and parents — must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. Principal, teachers, school staff, students and parents need to know the disciplinary measures that can be taken when a student misbehaves or interferes with the learning environment or other school-related activities. This Disciplinary Code of Conduct ("Code") provides a comprehensive description of unacceptable behavior. The Code includes the range of permissible disciplinary and intervention measures the school may use to address student behavior. The Code applies to all students, including those with disabilities. In providing a range of permissible disciplinary measures, the Code is intended to ensure both consistency and equitable treatment for all students and enable the administration to exercise its discretion and educational judgment. Guidance interventions are included because inappropriate behavior or violations of the Code may be symptomatic of more serious problems. It is, therefore, important that school personnel be sensitive to issues that may influence the behavior of students and respond in a manner that is most supportive of their needs.

The standards set forth in the Code apply to behavior in school during school hours, before and after school, while on school property, at all school-sponsored events, during school-related transportation and on other-than school property when such behavior may negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.

PROMOTING POSITIVE STUDENT BEHAVIOR

7 Pillars Career Academy Charter School seeks to promote a positive and supportive school climate and culture in which our students may grow both academically and socially. 7PCA takes a proactive role in nurturing students' prosocial behavior by providing them with a range of positive behavioral supports as well as meaningful opportunities for social emotional learning. Effective social emotional learning helps students develop fundamental skills for life effectiveness, including: recognizing and managing emotions; developing caring and concern for others; establishing positive relationships; making responsible decisions; and handling challenging situations constructively and ethically. We believe such skills help prevent negative behaviors and the disciplinary consequences that result when students do not live up to behavioral standards. Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing students with multiple opportunities to participate in a wide range of pro-social activities and, at the same time, bond with caring, supportive adults mitigates against negative behaviors. Examples may include: providing students with meaningful opportunities to share ideas and concerns and participate in school wide initiatives; student leadership development; periodic recognition of students' achievements in a range of academic and co-curricular areas; using corrective feedback; and developing schoolwide positive behavior systems. Such

opportunities, coupled with a comprehensive guidance program of prevention and intervention, provide students with the experiences, strategies, skills, and support they need to thrive.

PREVENTION AND INTERVENTION

At 7PCA we believe in restorative practice, meaning we provide students and caring adults with an intentional, inclusive, and respectful way of thinking about, talking about, and responding to issues or problems that arise. When integrated in a school community, restorative practices help to build and repair relationships, prioritize student agency, and de-emphasize punitive discipline in favor of communication to resolve conflict. Restorative approaches are designed to empower students to learn from their mistakes, to understand the impact of their actions, and to grow personally in their ability to problem-solve and make responsible decisions. The goal of any restorative practice is to build a sense of community in the classroom by:

- Providing pathways to repair harm
- Bringing together individuals impacted by an issue in a dialogue
- Achieving a common understanding
- Coming to an agreement about resolving the conflict and moving forward

PREVENTION AND INTERVENTION

School personnel are responsible for developing and using strategies that promote optimal learning and positive behavior throughout a student's school experience and encourage adherence to the code. They are also responsible for addressing behaviors which disrupt learning. Administrators, teachers, counselors and other school staff are expected to engage students, including students with disabilities, in intervention and prevention strategies that address a student's behavioral issues and discuss these strategies with the student and his/her parent. Intervention and prevention approaches may include guidance support and services to address personal and family circumstances; social/emotional learning, such as conflict resolution/peer mediation/negotiation, anger management, and/or communication skills acquisition; the use of alternate instructional materials and/or methods; enrichment services; alternate class placement; and/or development or review of functional behavioral assessments and behavioral intervention plans which should be developed and/or reviewed as an early intervention strategy.

PARENTS AS PARTNERS

Students, parents and school personnel all have a role in making schools safe and must cooperate with one another to achieve this goal. School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing areas of concern. Outreach to parents can include, but is not limited to, a phone call and/or a written communication. As role

models, parents and school staff should exhibit the behaviors which they would like to see students emulate. To ensure that parents become active and involved partners in promoting a safe and supportive school environment, parents must be familiar with the Code. Educators are responsible for timely informing parents about their child's behavior and for nurturing the skills students need to succeed in school and in society. Parents are encouraged to discuss with their child's teacher and other school staff issues that may affect student behavior. It is important that there be maximum consultation and communication between the school and the home. Guidance conferences attended by the principal or his/her designee, the student's parent, and one or more of the student's teachers are an effective means of encouraging.

ATTENDANCE

School personnel must ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that manifest themselves as truancy or patterns of unexcused absence or educational neglect. In cases of truancy, school personnel must meet with the student and parent in order to determine an appropriate course of action which should include, but not be limited to: guidance intervention, referral for counseling, referral to after-school programs, the filing of a Person in Need of Supervision (PINS) Petition in Family Court and referral to the Administration for Children's Services (ACS). The school should review cases of truancy and should involve teachers and other school staff in facilitating a resolution to address the pattern of truancy.

STUDENT RIGHTS:

All 7PCA Charter School Students are entitled to:

1. Be in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry, and to file a complaint if they feel that they are subject to, or witness this behavior;
2. Receive courtesy and respect from others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, economic status and political beliefs;
3. Receive a written copy of the school's policies and procedures, including the Discipline Code;
4. Receive professional instruction;
5. Be informed of educational progress and receive periodic evaluations both informally and through formal progress reports;
6. Be notified in a timely manner of the possibility of being held over in the grade or of failing a course; parent/adult in parental relationship and eligible student);
7. Be provided with the Discipline Code and rules and regulations of the school;
8. Be counseled by members of the professional staff in matters related to their behavior as it affects their education and welfare within the school.

STUDENT RESPONSIBILITIES

All 7PCA Charter School Students are responsible for:

1. Attending school regularly and punctually and make every effort to achieve in all areas of their education;
2. Being prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. Following school regulations regarding entering and leaving the classroom and school building;
4. Helping maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol;
5. Behaving in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. Sharing information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. Respecting the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. Showing respect for school property and respect the property of others, both private and public;
9. Being polite, courteous and respectful toward others;
10. Behaving in a polite, truthful and cooperative manner toward students, teachers and other school staff;
11. Promoting good human relations and build bridges of understanding among the members of the school community;
12. Using non-confrontational methods to resolve conflicts;
13. Participating and voting in student government elections;
14. Providing positive leadership by making student government a meaningful forum to encourage maximum involvement;
15. Working with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
16. Observing ethical codes of responsible journalism;
17. Refrain from obscene and defamatory communication in speech, writing and other modes of expression in their interactions with the school community;
18. Expressing themselves in a manner which promotes cooperation and does not interfere with the educational process;
19. Assembling in a peaceful manner and respect the decision of students who do not wish to participate;
20. Bringing to school only those personal possessions which are safe and do not interfere with the learning environment;
21. Adhering to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and shops;
22. Being familiar with the Code and abiding by school rules and regulations;
23. Providing leadership to encourage fellow students to follow established school policies and practices;

24. Keeping parents informed of school-related matters, including progress in school, social and educational events, and ensuring that parents receive communications that are provided by school staff to students for transmittal to their parents.

ESSENTIAL PARTNERS OF 7PCA

A. Parents

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of the parent and the school community.
2. Send their child(ren) to school ready to participate and learn. This includes ensuring child(ren) have necessary materials and school supplies for the day, and that homework is completed.
3. Ensure their child(ren) attend school regularly and on time-- drop off and pick up students on time at school and/or bus stop.
4. Insist their children be dressed and groomed in a manner consistent with the student dress code. Ensure child(ren) uniforms are laundered regularly, fit well and are in good condition. 5. Follow the 7PCA Attendance Policy. Ensure that if your child is absent, absences are excused, and supporting documentation is provided to the school immediately. 6. To respond promptly to all correspondence from their child's school.
7. To work with principals and school staff to address any academic or behavioral problems that their children may be having and attend school conferences when requested.
8. To talk with their children about school and expected behavior and help them to understand their rights and responsibilities.
9. To read and become familiar with the policies of 7PCA and 7PCA Code of Conduct.
10. To tell school officials about any concerns or complaints they have in a respectful and timely manner.
11. Be responsive to 7PCA faculty, and maintain positive communication with faculty and administration.
12. Be responsive and open to school administration suggestions related to their child(ren) need for additional support and/or change of learning environment.
13. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
14. Know school rules and ensure their child(ren) understand and follow 7PCA Code of Conduct.
15. Convey to their children a supportive attitude toward education and 7PCA.
16. Treat all 7PCA staff members with respect. Build good relationships with teachers, parents, and school community.
17. Help their child(ren) deal effectively with peer pressure, monitor and report any issues related to bullying, cyber bullying, inappropriate conduct, or other matters affecting their child(ren).
18. To engage in conduct on school grounds which is not disorderly, violent or disruptive, and not to use vulgar, abusive, defamatory or threatening language which endangers the safety,

welfare, morals and health of 7PCA children, staff or other persons present on school grounds. Vulgar, abusive, defamatory and threatening language or images posted on the internet addressed specifically to 7PCA children, staff or other persons present at 7PCA shall be considered as made on school grounds for purposes of this provision. There shall be zero tolerance for such conduct which could result in removing the student from 7PCA.
19. Inform school officials of changes in the home situation that may affect student conduct or performance.
20. Inform school immediately of any home address changes. To give updated address, telephone, and emergency contact information to the child's school.
21. To teach their children that all children have the right to attend school and be treated with respect and dignity regardless of actual or perceived race, color, physical appearance, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity which will promote learning in accordance with the Dignity for All Students Act. 6
22. To bring to the attention of school staff, any issues of discrimination, harassment, bullying/ cyberbullying involving their child and report incidents that may affect the school environment.
23. To work with school staff to find school and community resources that meet family needs.
24. Provide child(ren) with a place for study and ensure homework assignments are completed

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7 Pillars Career Academy Behavior Support & Discipline Matrix 2022-23



School Wide (Across 7 Pillars CA Campus)	Tier 1: Minor Offenses are misbehaviors managed "**in classroom/on the spot"**	Tier 1 Supports: (School-wide): Proactive and preventative in nature ***(Teacher Managed/ Can be used for ANY Tier 1 Misbehavior)***
Tier 1 Behavior & Supports: *Tier 1 systems, establish the foundation for delivering regular, proactive support and preventing unwanted behaviors in classroom and*	Disrespect, Defiance & Non-Compliance: Disruption: Inappropriate Language: Language which is inappropriate yet not used in an abusive / threatening manner. Out of Bounds: Physical Contact: Inappropriate touching — horseplay, "friendly touching," etc. Lying/Cheating/Forgery: Presenting the work of others as one's own. Misuse of Cell Phone: Having cell phone out when not authorized.	Implement procedures for all class routines - entering Provide a structured choice - clearly offer a choice Provide a warning - "Respect our classroom rules. All students are expected to talk respectfully to staff and students here at 7 Pillars Career Academy. This is your official warning." TEACH and ROLE-PLAY the behavioral expectations, Evaluate factors within the classroom which may be contributing to the misbehavior: Space, Time, Materials, Interactions. Acknowledge students who appropriately demonstrate the expected behavior. Cue / Prompt / Remind - Provide a pre-arranged / previously taught cue to remind specific students to engage in the appropriate behavior.
Targeted	Tier 2: Major infractions, consistently having issues with tier 1 behaviors across 7PCA campus. A behavior issue that requires an immediate Dean/Administrative response.	Tier 2 supports: (Targeted) Strategies/ systems provided to students who require additional behavior support.

Tier 2 Behavior & Supports:

Tier 2 systems provide targeted support for students who have major infractions or are not successful with Tier 1 supports alone.

Student has had multiple tier 1 infractions and is not responding to tier 1 supports.	Referral form-submitted to Dean Of Students. Consequence and follow up will be decided by Dean of Students and or admin team member(s). **Referral should be emailed to Mr. Kemp/ Dean Of Students.**
Fighting/ verbal or physical altercation.	Restorative practice- working out conflict with all parties that puts the focus on repairing the harm that has been done.
Harassment, intimidation or bullying.	Intervention with staff/admin-team considers the function of a student's problem behaviors prior to choosing an appropriate behavior intervention.
Stealing/receiving stolen property/destruction of	Check in-check out- student will meet with Dean/staff
Obscene acts/ vulgarity.	Parent/teacher/admin conference- Student and family
	Possible in school refelction day

Individual

Tier 3: School safety issues/ dangerous behaviors that threaten the individual/student body/ staff of 7 Pillars Career Academy.

Tier 3 supports: (Individual) Students receive more intensive, individualized attention/support. Possible expulsion/change to new learning environment if response to intervention/support is unsuccessful. **Student and campus safety is of the highest priority!**

Tier 3 Behavior & Supports:

Students receive intensive, individualized support to improve their behavior.

Drugs/Alcohol Illegal Substances On Campus .	Wraparound: The student and their family members work with a Wraparound facilitator to build their Wraparound team, which can include the students family, friends and people from the wider community, as well as providers of services and supports including Admin Team and School Counselor.
Gang Related Activity.	Functional Behavior Assessment: School support team identifies what interventions will help the student remain on campus by preventing the unwanted behavior and ensuring campus safety.
Weapons Dangerous Objects On Campus.	Alternative Schooling: Student may be placed in a different learning environment depending on needs.
Sexual Assault/Battery.	

Student Expectations

The 7 Pillars Way

- High Expectations- High Support
- Willingness to put in hard work.
- Discipline & Self-Motivation
- Individualized (Personalized) Learning
- Required Goal Setting & Note taking
- Community Service

Closer look at Student Expectations

- To be respectful
- Follow all practices and procedures set forth by 7 Pillars Academy.
- Adhere to student non-negotiables
  - No cell phones.
  - No hats, hoodies, or head coverings (bonnets, beanies, scarves)
  - No airpods, or bluetooth headphones
  - No bubble shoes, slides or foam runners.
  - No games remotes consoles, blankets, pillows, toys or stuffed animals.
  - No open toed shoes are permitted.
  - Snacks and home brought food can only be eaten in the cafeteria during designated times. These items cannot be brought into the classrooms especially during homeroom.
  - Computers are ONLY used for educational purposes. (no roblox, you tube, Netflix, etc)

Closer look at Student Expectations

- Crocs can only be worn in sports mode (With the strap covering the ankle).
- Set goals for Edgenuity and yourself.
- Work hard
- Must come to school dressed appropriately.
  - No cat suits.
  - No sagging pants.
  - No midriffs exposed.
  - No ripped jeans, or jeans with holes in them.
  - No skirts/dresses above the knee.
  - No halter tops or tanks tops.
  - No undershirts.
  - We encourage students to dress in layers because room temperatures change throughout the day.
- It is strongly encouraged to purchase a 7 Pillars T-shirt, since they are required for field trips.
- Come prepared to school everyday
  - Fully charged laptop
  - Notebook
  - pencils/pens
  - Ready to learn

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7 Pillars Career Academy

Policy for Addressing Grievances

7 Pillars Career Academy is committed to maintaining a strong partnership and ongoing dialogue with its community, including teachers, staff, scholars, and families. If you have a concern regarding a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school. The information below provides guidance for addressing a grievance.

Procedures for Addressing Concerns

Step 1: Contact Staff: If a parent has an issue or concern, the first step towards gaining clarity or resolving the issue will be to contact the staff member directly. The parent should allow a minimum of 24 hours for the staff member to respond to any requests. A conference will be set up to discuss concerns and resolve any issues.

Step 2: Contact the Grade Level Chairperson: If the issue is not resolved satisfactorily, the parent's next step is to reach out to the principal via phone or email or use the "parent concern process form" to explain the issue in writing. Even if the issue is a problem with the principal directly, the parent should go through this step. It is important to work to resolve the issue directly first.

Step 3: Contact the Assistant Principal/ appropriate Dean: The parent should contact the school's front desk to obtain contact information as needed. A staff member will reply within **three business days**, at minimum acknowledging the complaint has been received, and may take up to five additional business days to investigate and reach a decision.

Step 4: Contact the Principal: The parent should contact the school's front desk to obtain contact information for the principal. The principal will reply within **three business days**, at minimum acknowledging the complaint has been received, and may take up to five additional business days to investigate and reach a decision.

Step 5: Written Complaint sent to Principal's Supervisor: If the parent is unsatisfied with the principal's decision or response, the parent may write a letter to the Head of Schools or use the "parent concern process form" to explain the issue. The parent can fax, email, mail, or hand-deliver (to the school's front desk) the letter/completed form, and the office staff will ensure that the communication gets to the Head of Schools. If the parent would like to reach out to the Head of Schools directly, the parent should contact the front desk of the school to get his/her contact information. The Head of Schools will reply within 3 business days and may take up to 10 business days to investigate and reach a decision. The Head of Schools will send a written decision via regular mail to the parent within 10 business days of receiving the letter or form. Please note that the Head of Schools will not respond to complaints that have not gone through steps 1-4. A member of the front office staff will put a copy of the complaint form and the Head of School's response in the scholar's file, and the front office staff will also ensure that a summary of the complaint and resolution is logged in the school's scholar information system.

Step 6: Written Complaint to the School's Board of Directors: If the parent is unsatisfied with the Head of School's decision or response, the parent may write a letter to the school's Board of Directors or use the "parent concern process form" to explain the issue. The parent can fax, email,

mail, or hand-deliver (to the school's front desk) the letter. Please note that the Board or its designee will generally refer complaints that have not gone through steps 1-5 back to the school. The Board or its designee will reply within three business days and may take up to 10 business days to investigate and reach a decision. The Board or its designee will send a written decision to the parent. Additionally, some issues may require more time to resolve than the above timeline – in such instances, the Board or its designee will inform the parent and discuss the expected timeline for a response. A member of the front office staff will put a copy of the complaint form and Board's response in the scholar's file, and the front office staff will also ensure that a summary of the complaint and resolution is logged in the school's scholar information system. If an individual or group voices a complaint at a public meeting of the School's Board of Directors or to individual Directors, Directors shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to this complaint procedure or, as appropriate, take note of the complaint and response based on the above timeline. The Board will only address parent issues involving health or safety concerns, federal or civil rights compliance issues, and evidence of criminal wrongdoing.

Please note that if the school gets multiple complaints on the same or a similar subject, the school may elect to consider all of the complaints in one process to ensure the process is clearly and effectively communicated to each family fairly and consistently.

Step 7: Written Complaint to the Authorizer: If the parent is not satisfied with the 7 Pillars Career Academy Board's decision, the parent may present their concern to Clayton County Public Schools. Clayton County Public Schools respects the autonomy of charter schools and will determine how to proceed with any complaint received. The parent can get contact information for the authorizer from the school's front desk.

The process described above is designed so that families can speak with the staff members who are most directly involved with the situation. Usually, this is the best way to resolve a concern or complaint because staff members can more quickly and efficiently address family concerns. Parents do have the right, however, to submit concerns directly to the 7 Pillars Career Academy Board or to the authorizer. In this case, the Board will determine whether the complaint alleges a violation of the law or of the charter. If it does not, the Board will generally direct the parent back to the school level.

How to File a Grievance about Discrimination, Non-Discrimination

7 Pillars Career Academy does not discriminate in admission to, access to, treatment in, or employment in its services, programs, or activities, on the basis of race, color or national origin, in accordance with Title VII of the Civil Rights Act of 1964 (Title VII); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 194 (ADEA). In addition, no person shall be discriminated against in admission to 7 Pillars Career Academy on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges, or access to the courses for scholars offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation. Finally, pregnant scholars are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant scholars throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

7 Pillars Career Academy does not condone or tolerate discrimination on the basis of race, color, national origin, sex, sexual orientation or disability in admission or access to, or treatment, or employment in its programs or activities. The purpose of this formal grievance procedure is to provide a simple and accessible process to address problems and claims of discrimination based on race, color, national origin, sex, sexual orientation or disability. 7 Pillars Career Academy will keep these proceedings as informal and confidential as may be appropriate at any level of the procedure. These policies do not limit the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration. Additionally, parents have the right to deliver the formal grievance directly to the 7 Pillars Career Academy Board.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

If a complainant does not file a grievance in writing as provided herein within 60 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived. 7 Pillars Career Academy reserves the right to extend the 60-day limitation to file a grievance for just cause. A 7 Pillars Career Academy staff member will, if requested, assist in preparing any written documents described within this grievance procedure.

Internal Resolution Process (Grievance Process):

Any student or parent who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation or disability, or that the school has violated its charter shall contact the Parent Liaison within 60 calendar days of the date on which he/she knew or should have known of the alleged occurrence to discuss the nature of the complaint.

The Parent Liaison shall maintain a written record which shall contain the following:

1. The name and address of the Complainant;
2. The full name and position of person(s) who allegedly discriminated against the complainant, if applicable;
3. A concise statement of the facts constituting the alleged discrimination; and
4. Dates of the alleged discrimination.

At the time the alleged discrimination complaint is filed, the Parent Liaison shall review

and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case, more than 10 school days from the time the complaint was received. Within this time limit, the Parent Liaison shall meet separately with the complainant. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level. It is important to note, however, that the informal process can be ended, by the complainant, the individual(s) against whom the complaint was lodged or by the Parent Liaison, at any time in order to begin a formal stage of the complaint process. If the complainant is not satisfied with these initial informal procedures, within 30 school days from the date of the original discussion with the Parent Liaison, more formal procedures may be initiated by the complainant to further explore and resolve the problem

Formal Procedure:

Level One – School Principal: If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may seek review of his/her claim as a formal grievance or appeal in writing to the principal. Level One Grievances shall be submitted to the principal on the Parent Grievance Process Form ("Grievance Form") or by letter.

The principal shall reply in writing within three school days acknowledging receipt of the Grievance to the complainant and the individual(s) against whom the complaint was lodged. The principal shall review the Coordinator's investigation and information submitted by the complainant and may conduct additional investigation as necessary. Within 10 school days the principal will render a decision and the reasons therefore in writing to the complainant and the person who allegedly discriminated against the complainant, with a copy to the Head of Schools.

Level Two – Head of Schools: If the complainant or the person alleged to have discriminated against the complainant, if applicable, is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within 10 school days after presentation of the grievance in writing, the complainant or the person alleged to have discriminated against the complainant may file a written appeal for a hearing by the Head of Schools within 10 school days. The Head of Schools shall reply in writing within three school days acknowledging receipt of the Grievance to the complainant and the individual(s) against whom the complaint was lodged. (Please note that the Head of Schools will not respond to complaints that have not, without good cause, first been addressed by the Parent Liaison and/ or the principal).

Within 10 school days after receipt of the written appeal for a hearing by the Head of Schools, he/she shall conduct a hearing with the complainant and the person alleged to have committed the discrimination for the purpose of resolving the grievance. The Head of Schools shall provide the parties an opportunity to present witnesses and other evidence. A full record of such hearing shall be kept by the Head of Schools. The Head of Schools shall within 10 school days of the hearing render the decision and the reasons therefore in writing to the complainant and the person who allegedly discriminated against the complainant.

Level Three – Board of Directors Hearing: If the complainant or the person alleged to have discriminated against the complainant, if applicable, is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within 10 school days after first meeting with the Head of Schools, the person may file a grievance with the 7 Pillars Career Academy Board of Directors within 10 school days. The Board shall reply in writing within three school days acknowledging receipt of the Grievance to the complainant and the individual(s) against whom the complaint was lodged.

Within 15 school days after receiving the written appeal, the Board or an Impartial Hearing Officer designated by the Board shall meet with the complainant for the purpose of resolving the grievance. The

Board or Impartial Hearing Officer shall provide an opportunity for the parties to present witnesses and other evidence. A full record of such hearing shall be kept by the Board. The decision of the Board shall be rendered in writing within 10 school days.

General Provisions

Title VI, Title IX and Section 504 protect complainants from retaliation for reporting allegations of discrimination and participating in an investigation. The administration will take steps to prevent retaliation and will take strong responsive action should retaliation occur.

In the event that there is a finding of discrimination, the administration will take steps that are reasonably calculated to end discrimination; to prevent recurrence of any discrimination; and to correct discriminatory effects on the complainant and others, if appropriate.

The administration will contact the person raising alleged violations within a reasonable period of time following conclusion of the investigation and grievance process to assess whether there has been ongoing discrimination or retaliation, and to determine whether additional supportive measures are needed.

Additional procedures for Claims Alleging Harassment or Hostile Educational Environment
The administration, when evaluating whether there is a hostile environment for a student, will consider the effects of harassment that occurred in school and those incidents that occurred outside of school that may affect the school environment.

Alleged victims of harassment will not be required to work out the problem directly with alleged perpetrators without appropriate involvement by administration. Any informal process can be ended by an alleged victim at any time in order to begin a formal stage of the complaint process.

The administration will consider providing interim measures to an alleged victim pending the outcome of the recipient's investigation, when appropriate (such as prohibiting the alleged perpetrator to contact the alleged victim; changing the alleged perpetrator class and bus schedule to minimize contact with the alleged victim, etc.).

The administration will maintain ongoing contact with the alleged victim throughout the investigation.

The administration will provide counseling and academic services, as appropriate, to the alleged victim.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

More information and directions to file a complaint with the Office for Civil Rights can be found here: https://www.hhs.gov/ocr/complaints/index.html

Parent Concern Form

7 Pillars Career Academy is committed to maintaining a strong partnership and ongoing dialogue between our teachers, staff, scholars, and families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school. Please use this form to describe an incident/issue and submit the form to the school's principal, dean, or director of operations.

Today's Date: _____

Your Name: _____ Phone Number: _____

Scholar's Name: _____ Grade: _____

Relationship to Scholar: _____

Have you discussed this issue with anyone at the school yet? □ Yes □ No

If yes, who were you in touch with?:

_____

What was the result?

_____

_____

_____

Please describe the Incident / Issue in the space below. Be sure to include the DATE of the incident and the NAMES of any people who were involved. (Please attach extra pages if you need more space).

_____

_____

_____

7 Pillars Career Academy

WHISTLEBLOWER POLICY

As with all employee policies, 7PCA reserves the right to modify or amend this policy at any time as it may deem necessary to increase its effectiveness and stay current with the latest developments in applicable legal standards.

Overview

7 Pillars Career Academy ("7PCA") is committed to the highest standards of ethical, moral, and legal conduct. The purpose of this policy is to support 7PCA's goal of legal compliance by: (1) encouraging 7PCA people to come forward with credible information regarding illegal practices or serious violations of policies adopted by 7PCA; (2) specifying that 7PCA will protect a person who comes forward with such information from retaliation; and (3) identifying where such information can be reported.

Reporting Responsibility

The support of All 7PCA employees and staff is necessary to comply with various laws and regulations. 7PCA encourages complaints, reports or inquiries about illegal practices or serious violations of 7PCA's policies, including illegal or improper conduct by 7PCA itself, by its leadership, or by others on its behalf ("Concerns"). Appropriate subjects to raise under this policy include, but are not limited to, theft or misappropriation of 7PCA assets, misstatements or other irregularities in 7PCA records, embezzlement, kickbacks, incorrect financial reporting, misuse of assets, fraud, or other similar illegal or improper activities or practices. Other subjects covered by existing 7PCA complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via a supervisor, supervisor's supervisor, or Governance Board. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Acting in Good Faith

Anyone filing a Concern under this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Reasonable grounds include first-hand witnessing of misconduct or possession of documentation to support the complaint, not hearsay or speculation. 7PCA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Protection from Retaliation

This policy is intended to encourage and enable employees, staff, and others to raise concerns within 7PCA prior to seeking resolution outside 7PCA. 7PCA prohibits retaliation by or on behalf of 7PCA against staff or agents of 7PCA for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. An employee or other agent of 7PCA who retaliates against someone who has reported a violation in good faith

is subject to discipline up to and including termination.

Where to report

Any person submitting a Concern under this policy, may do so on a confidential or anonymous basis. Concerns shall be submitted in writing and describe, in detail, the specific facts demonstrating the bases for the complaint, report or inquiry. Reporting persons shall direct Concerns to:

7 Pillars Career Academy
Governance Board
boardservice@7pillarsca.org

7 Pillars Career Academy
Board Chair
hcarruthers@7pillarsca.org

Investigation of Concern

The Chair of the 7PCA Governance Board will open an objective review or investigation within seven (7) days of receiving the Concern. As part of its investigation of a Concern, the 7PCA Governance Board Chair may seek additional information and supporting documentation from the complainant, as well as other persons within or without 7PCA who may have pertinent information. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. It should be noted that the 7PCA Governance Board Chair may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Confidentiality

7PCA takes seriously its responsibility to enforce this Whistleblower Policy and therefore, encourages any person reporting a Concern to identify him or herself so as to facilitate any resulting investigation. Notwithstanding the foregoing, in reporting a Concern, a reporting person may request that the report be treated in a confidential manner (including that 7PCA take reasonable steps to ensure that the identity of the reporting person remains anonymous). Reports of Concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Adopted by 7 Pillars Career Academy Governance Board on: **Tuesday July 23rd, 2019**

7 Pillars Career Academy



Charter Renewal Exhibit

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7 Pillars Career Academy
Employee Handbook

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A. Receipt and Acknowledgment of Employee Handbook
Please note that this handbook will be emailed to all employees as well as changes to the employee handbook. A read receipt will be requested.

Welcome to 7 Pillars Career Academy! Thank you for joining the 7PCA team!

You have a great contribution to make to the education of children and we sincerely hope that you will find your employment at 7PCA to be a professionally rewarding experience. We look forward to working together to create opportunities for children becoming successful lifelong learners. You have joined an organization that has established an outstanding reputation for quality. Credit for this has gone to everyone involved in this organization and we hope that you, too, will find satisfaction and take pride in your work here.

As a member of the 7PCA team, you will be expected to contribute your talents and energies to help us realize our goal of helping make our schools "world class" educational institutions in the coming years. This Employee Handbook should provide answers to most of the questions you may have about our benefit programs, policies, and procedures.

You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your supervisors.

I extend to you my best wishes for your success and happiness at 7 Pillars Career Academy.

About This Handbook

This handbook has been written to serve as the guide for the employer/employee relationship. This handbook applies to faculty and staff at 7 Pillars Career Academy. In addition, certain individuals who are not employees of 7 Pillars Career Academy but who nevertheless work on premises, such as independent contractors and employees of the local school district or board of education, are also expected to comply with the terms and conditions of this handbook to the extent that the handbook sets standards of conduct for individuals who work on premises. Unless otherwise indicated, a benefit, policy, program, or procedure applies or is available to ALL employees.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources Department. You are responsible for reading, understanding, and complying with the provisions of this Manual.

Our objective is to provide you with a work environment that is constructive to both personal and professional growth. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null. Neither this handbook nor any other 7 Pillars Career Academy document (except an executed employment contract), confers any contractual right, either express or implied, to remain in 7 Pillars Career Academy employ, nor does it guarantee any fixed terms and conditions of your employment. Except as otherwise provided in an executed contract of employment, your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by 7 Pillars Career Academy or you may resign for any reason at any time. No supervisor or other representative of 7 Pillars Career Academy has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time with or without advanced notice. We will try to inform you of any changes as they occur. Finally, this handbook contains proprietary information that should not be disclosed outside 7 Pillars Career Academy, other than to individuals affiliated with 7 Pillars Career Academy whose knowledge of the information is required in the normal course of business.

Mission:

The mission of 7 Pillars Career Academy is to provide a rigorous learning environment that mitigates gaps in students' ability to master course concepts beyond proficiency. Emphasizing 7 unique Pillars of values and ideals we embed the first fruits of civilization for our scholars' foundation to build prowess in 3 core areas: Service, Academic Mastery, and Character.

Vision:

Our Vision for 7 Pillars Career Academy is to prepare students for global impact by finding value in self through perpetual service to the community.

SECTION 1

1.1 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.2 OPEN COMMUNICATIONS POLICY

We want to hear from you. 7 Pillars Career Academy strongly encourages employee participation in decisions affecting them and their daily professional responsibilities. We truly believe that our greatest strength lies in our employees and our ability to work together. To this end, we encourage you to engage in open communications about all aspects of our organization. Employees are encouraged to openly discuss with their supervisor any problems or suggestions so appropriate action may be taken. If the supervisor cannot be of assistance, the Head of Schools is available for consultation and guidance. 7 Pillars Career Academy is interested in all of our employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible.

SECTION 2 YOUR EMPLOYMENT

2.1 AT WILL EMPLOYMENT

All employment at 7 Pillars Career Academy is "at will." This means that both employees and 7 Pillars Career Academy have the right to terminate employment at any time, with or without advance notice (although we request and try to give thirty days' notice), and with or without cause. No one other than the Head of Schools has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Head of Schools. In addition, 7 Pillars Career Academy maintains a highly flexible culture. Given the entrepreneurial nature of 7 Pillars Career Academy, an employee's position and/or position description may be changed at any given time by his or her supervisor. Nothing in this manual is intended to change this policy. However, 7 Pillars Career Academy will not discharge an employee who has legitimately invoked the Whistleblower Protection policy; for exercising their right to vote or to their political affiliation; answering the call for military duty; exercising their right of association; answering the call to jury duty; for filing a workers' compensation claim; or for receiving an order for wage garnishment.

2.2 STATUS

An “employee” of 7 Pillars Career Academy is a person who regularly works for 7 Pillars Career Academy on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full time, regular part-time, and temporary persons, and others employed with the 7 Pillars Career Academy who are subject to the control and direction of 7 Pillars Career Academy in the performance of their duties. EXEMPT Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. NON-EXEMPT Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME Employees who have completed the 30 day probationary period and who are regularly scheduled to work [35] or more hours per week. Generally, they are eligible for the 7 Pillars Career Academy benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME Employees who have completed the 30 day probationary period and who are regularly scheduled to work less than 35 hours per week.

TEMPORARY (FULL-TIME or PART-TIME) Those whose performance is being evaluated to determine whether further employment in a specific position or with 7 Pillars Career Academy is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of 7 Pillars Career Academy benefit programs.

2.3 CRIMINAL HISTORY AND EDUCATIONAL HISTORY

As a condition of their employment, all employees are required to submit to a criminal history review. A criminal history review through the Georgia Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated. Individuals whose criminal history reveals that they have been convicted of or have pleaded nolo contendere to a crime listed in LA-R.S. 15:587.1(C) will not be offered employment for a position of supervisory or disciplinary authority over school children unless approved in writing by a district judge of the parish and the district attorney.

No person employed or otherwise associated with a 7 Pillars Career Academy charter school, including members of the Board of Trustees, who has been convicted of or has pleaded nolo contendere to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds. Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. To the extent permitted by law, 7 Pillars Career Academy may require that these costs be borne by the employee. Individuals whose educational background differs from that of the job description will not be considered for employment.

2.4 CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT

Just as 7 Pillars Career Academy expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of 7 Pillars Career Academy. Business dealings that appear to create a conflict between the interests of 7 Pillars Career Academy and an employee are unacceptable. 7 Pillars Career Academy recognizes your right to engage in activities outside of your employment which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that 7 Pillars Career Academy may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your supervisor. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the 7 Pillars Career Academy business dealings. Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment If you are a full time employee we expect that you devote your full professional effort to your position at 7 Pillars Career Academy. If you wish to participate in outside work activities you are required to obtain written approval from the Head of Schools prior to starting those activities. Approval will be granted unless the activity conflicts with 7 Pillars Career Academy interest. In general, outside work activities are not allowed when they: Prevent you from fully performing work for which you are employed at 7 Pillars Career Academy; Involve organizations that are doing or seek to do business with 7 Pillars Career Academy, including actual or potential vendors; or Violate provisions of law or 7 Pillars Career Academy policies or rules. In cases of conflict with any outside activity, your obligations to 7 Pillars Career Academy must be given priority.

Full-time employees are hired and continue in7 Pillars Career Academy employ with the understanding that 7 Pillars Career Academy is their primary employer and that other employment, commercial involvement or volunteer activity which is in conflict with the business interests of 7 Pillars Career Academy is strictly prohibited.7 Pillars Career Academy office space, equipment, and materials are not to be used for outside employment. Raising student achievement is hard work! From time to time 7 Pillars Career Academy might ask you to work beyond your normally scheduled hours.7 Pillars Career Academy asks that full-time employees perform this work when requested.

2.5 IMMIGRATION LAW COMPLIANCE

7 Pillars Career Academy employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with 7 Pillars Career Academy within the past three years or if their previous I-9 is no longer retained or valid.

2.6 WORK PRODUCT OWNERSHIP

Please be aware that 7 Pillars Career Academy retains legal ownership of the product of your work. No work product created while employed by 7 Pillars Career Academy can be claimed, construed, or presented as property of the individual, even after employment by7 Pillars Career Academy has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for 7 Pillars Career Academy, regardless of whether the intellectual property is actually used by 7 Pillars Career Academy. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of 7 Pillars Career Academy

2.7 PUBLIC RELATIONS

The success of 7 Pillars Career Academy depends upon the quality of the relationships between 7 Pillars Career Academy, its employees, students, parents and the general public. The public impression of 7 Pillars Career Academy and its interest in 7 Pillars Career Academy will be formed, in part, by 7 Pillars Career Academy employees. 7 Pillars Career Academy employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee,7 Pillars Career Academy, and 7 Pillars Career Academy services. Below are several things employees can do to help leave people with a good impression of 7 Pillars Career Academy. These are the building blocks for our continued success. Communicate with parents regularly. Act competently and deal with others in a courteous and respectful manner. Communicate pleasantly and respectfully with other employees at all times. Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner. Respond to e-mail and voice mail within 24 hours during the workweek. Take great pride in their work and enjoy doing their very best.

2.8 WHISTLEBLOWER POLICY

7 Pillars Career Academy is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically:

(1) Reporting suspected violations of law, including but not limited to federal laws and regulations;

(2) Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and

(3) Identifying potential violations of 7 Pillars Career Academy policy, specifically the policies contained in 7 Pillars Career Academy Employee Handbook. An employee who wishes to report a suspected violation of law or 7 Pillars Career Academy policy may do so confidentially by contacting the School Head of Schools.

7 Pillars Career Academy expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of 7 Pillars Career Academy. Any employee who engages in retaliation will be subject to discipline, up to and including termination. Any employee who believes that he or she has been subjected to any form of

retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's immediate supervisor who receives complaints of retaliation must immediately inform the Head of Schools.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Head of Schools and a member of 7 Pillars Career Academy management will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

SECTION 3 EMPLOYMENT POLICIES & PROCEDURES

3.1 EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is a fundamental principle at7 Pillars Career Academy, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Georgia Department of Labor program or activity veteran status, genetic predisposition or carrier status, pregnancy or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The Head of Schools has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to their supervisor. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

3.2 DISABILITY ACCOMMODATION

7 Pillars Career Academy, is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is 7 Pillars Career Academy policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, 7 Pillars Career Academy will provide reasonable accommodations to a qualified individual with a disability who has made 7 Pillars Career Academy aware of his or her disability, provided that such accommodation does not constitute an undue hardship on 7 Pillars Career Academy. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the supervisor.

7 Pillars Career Academy encourages individuals with disabilities to come forward and request reasonable accommodation. Consistent with the non-discrimination in employment policy, all students of 7 Pillars Career Academy are admitted, are accorded rights and privileges, and have access to programs and activities made available to them at 7 Pillars Career Academy in a non-discriminatory manner. 7 Pillars Career Academy does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

All testing and evaluation materials and procedures used for the purpose of evaluation, testing, assessments and/or for placement of children with disabilities are selected and administered so as not to be discriminating.

3.3 HARASSMENT

It is the policy of 7 Pillars Career Academy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. 7 Pillars Career Academy prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of ASCA to harass a student, teacher, administrator, or other employee through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to 7 Pillars Career Academy (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term "harassment" includes: Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law. Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved. Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault. Offensive pictures, drawings or photographs or other communications, including e-mail. Threatening reprisals of an employee's refusal to respond to requests for sexual favors or for reporting a violation to this policy.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Responsibility

All 7 Pillars Career Academy employees have a responsibility for keeping our work environment free of harassment.

Reporting

7 Pillars Career Academy encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor. In addition, 7 Pillars Career Academy encourages individuals who believe they are being subjected to such conduct promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. 7 Pillars Career Academy recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. Every effort

will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

7 Pillars Career Academy is serious about enforcing its policy against harassment. However, 7 Pillars Career Academy cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to 7 Pillars Career Academy attention so it can take whatever steps are necessary to correct the problems.

Investigation/Complaint Procedure

All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Informal Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the 7 Pillars Career Academy designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that 7 Pillars Career Academy may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the Director of Human Resources.7 Pillars Career Academy encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as 7 Pillars Career Academy believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to 7 Pillars Career Academy Head of Schools. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Conclusion

This policy was developed to ensure that all employees can work in an environment free from harassment, discrimination and retaliation.7 Pillars Career Academy will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with the Supervisor.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of 7 Pillars Career Academy prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

3.4 GRIEVANCE PROCEDURE

The grievance procedure is a process by which an employee of 7 Pillars Career Academy can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process. In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve. Non-

Grievable Issues

The following issues are not eligible for processing through the 7 Pillars Career Academy Employee Grievance Procedure. Issues which are pending or have been concluded by the Georgia Commission on Equal Opportunity, or through other administrative or judicial procedures. Performance responsibilities, expectations, and evaluations. Temporary work assignments. Budget and organizational structure, including the number or assignments of positions in any organizational unit. The selection of an individual to fill a position, unless it is alleged that the selection is in violation of an agency's written policy. Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the workforce or job abolition.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure. A grievance can have up to four steps: (1) grievance statement; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not

all grievances are qualified for hearing.

Step 1: The employee may submit his/her grievance in writing either by email or pre-printed grievance forms to the 7 Pillars Career Academy Personnel Committee within seven calendar days of a failed good faith effort to resolve the dispute.

Step 2: Within fourteen calendar days of receipt of the written grievance, the Personnel Committee will inform the employee of the decision to schedule a formal meeting. If a formal meeting is scheduled, it will be scheduled at a mutually convenient time and place for discussion of the complaint with all parties involved, but no event later than twenty days after receipt of the written grievance and after notification to the employee.

Step 3: The Personnel Committee will hold a hearing and render a decision, as established by a majority vote of the members of the Personnel Committee. If the Head of Schools or any member of the Personnel Committee is an involved party, he/she will be precluded from hearing the grievance and participating in the decision. The decision shall be rendered within seven calendar days of the completion of the final hearing. Any such proceedings shall be conducted in closed session, unless otherwise requested by the employee. The employee may not have counsel present at the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within seven calendar days of the last committee hearing.

Step 4: The decision of the Personnel Committee shall be final unless appealed by the employee to the Head of Schools, who may review and modify the decision of the Personnel Committee if it finds that the Committee failed to properly follow the grievance process described above. A request for an appeal must be submitted to the Head of Schools within seven calendar days of the decision of the Personnel Committee. After receiving an appeal request, the Head of Schools shall schedule a meeting with the Personnel Committee to consider such an appeal as soon as administratively practical. Any employee or affiliate, who is an interested party, shall excuse themselves from any reviews of Personnel Committee decisions. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. The employee may not have counsel participate in any such proceedings. Written notice of the result of the review shall be sent to the employee and the members of the Personnel Committee within 7 calendar days.

3.5 SUBSTANCE ABUSE POLICY

7 Pillars Career Academy is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of 7 Pillars Career Academy while they are on school premises or elsewhere on 7 Pillars Career Academy business. The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on7 Pillars Career Academy property is prohibited. Being under the influence of illegal drugs, alcohol, or substances of abuse on 7 Pillars Career Academy property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions: Company property, 7 Pillars Career Academy Property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended. Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug: a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation. b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician. c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the 7 Pillars Career Academy policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination. Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting business or being on 7 Pillars Career Academy property while under the influence of an illegal drug or alcohol, or in an impaired condition.

3.6 SMOKING

The use of tobacco products is not permitted anywhere on the 7 Pillars Career Academy premises except in authorized and designated locations.

3.7 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is essential to the interests and success of 7 Pillars Career Academy.

Such confidential information includes, but is not limited to, the following examples: Compensation data, Financial information, Marketing strategies, Pending projects and proposals, Proprietary production processes, Personnel/Payroll records, and Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.8 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Human Resources representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork. Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and

helps the new employee get started on specific functions.

3.9 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 9+0 days from date of hire. During this time, employees have the opportunity to evaluate 7 Pillars Career Academy as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and 7 Pillars Career Academy have the right to terminate employment without advance notice. Upon satisfactory completion of the probationary period, a 30 day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain standards for job performance and behavior (See Section 4, Standards of Conduct).

3.10 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring. Personnel files are the property of 7 Pillars Career Academy, and access to the information is allowed with prior notice. Management personnel of 7 Pillars Career Academy who have a legitimate reason to review the file are allowed to do so. Employees who wish to review their own file should contact a Supervisor. With reasonable advance notice, the employee may review his/her personnel file in 7 Pillars Career Academy office and in the presence of their supervisor.

3.11 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data such as: Mailing address, Telephone numbers, Name and number of dependents, and Individuals to be contacted in the event of an emergency. An employee's personnel data should be accurate and current at all times.

3.12 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Head of Schools. When the decision is made to close the office, employees will receive official notification from their supervisors. Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them. Please listen to local news and radio reports. In general, 7 Pillars Career Academy will follow the decisions of the local district. Days that the schools are closed due to inclement weather may create a need to extend the school year or shorten holiday breaks.

SECTION 4 PERFORMANCE

4.1 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose. Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can

accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement. 7 Pillars Career Academy directly links wage and salary increases with performance. Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

4.2 CORRECTIVE ACTION

7 Pillars Career Academy holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, 7 Pillars Career Academy expects the employee's supervisor to take corrective action. Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, 7 Pillars Career Academy considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, any misconduct concerning a child/student, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment without prior authorization, untruthfulness about personal work history, skills, or training, divulging business practices, and misrepresentations of 7 Pillars Career Academy to a another employee, a prospective employee, or the general public.

4.3 DISCIPLINE

All employees are expected to meet 7 Pillars Career Academy standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with 7 Pillars Career Academy policies and procedures. If an employee does not meet these standards, 7 Pillars Career Academy may or may not, at sole discretion, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with 7 Pillars Career Academy policies and procedures and/or other disciplinary problems.

Warnings: The supervisor should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, leaves of absence or transfers during the warning period. Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation. Corrective actions may be taken at the discretion of management and include any of the following: Verbal counseling with you, which will be

confirmed in writing by the supervisor for your personnel file. Written warning, which will be placed in your file. Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from organization premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file. Discharge, which will be documented in your file. The corrective action process will not always commence with a verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

4.4 STANDARDS OF CONDUCT

The work rules and standards of conduct for 7 Pillars Career Academy are important, and 7 Pillars Career Academy regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting 7 Pillars Career Academy business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

Theft or inappropriate removal or possession of property; Falsification of timekeeping records (See Section 5.2, Timekeeping); Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse); Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse); Fighting or threatening violence in the workplace; Boisterous or disruptive activity in the workplace; Negligence or improper conduct leading to damage of company-owned or customer-owned property; Insubordination or other disrespectful conduct; Violation of safety or health rules; Smoking in the workplace; Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment); Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice); Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use); Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage); Unauthorized disclosure of business “secrets” or confidential information; Violation of personnel policies; and Unsatisfactory performance or conduct.

4.5 PHYSICAL CONTACT WITH STUDENTS AND OTHER STAFF MEMBERS

Under Georgia Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Georgia courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other’s consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing.

It is the policy of 7 Pillars Career Academy that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other

physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

Hugs initiated by the student; Hugs given with permission; Pats on the shoulder or back; Hand-shakes; "High fives" and hand slapping; Touching shoulders and arms around the shoulder area; Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes; Patting a student on the knee; the Holding of hands while walking with significant disabilities; Arms around shoulders; Reasonable self-defense; Reasonable defense of another; Reasonable restraint of a violent person to protect others or property.

Except as discussed above, the following forms of touching are never appropriate:

Inappropriate or lengthy embraces Kisses on the mouth; Corporal punishment; Sitting students on one's lap (grades 6-12); Touching buttocks, chests or genital areas; Pushing a person or another person's body part (other than in self-defense, defense of another or property); Showing affection in isolated areas; Wrestling with students or other staff-members; Bench-pressing another person; Tickling; Piggyback rides; Massages; Any form of unwanted affection; Any form of sexual contact; Poking fingers at another person that results in an offensive contact.

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. In Georgia, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. Consequently, an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline to **include** termination for cause. The victim may also choose to bring civil or criminal charges against the violator.

This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves.

4.6 REPORTING CHILD ABUSE Pursuant to Georgia State Laws.

4.7 CONFIDENTIALITY TO ACCESS CHILDREN'S RECORDS

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of 7 Pillars Career Academy, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the Head of Schools. Only teachers, administrative and office personnel are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the Head of Schools. If a file is needed by 8:00 a.m. the following morning, you must request this file the day before, not later than 2:30 p.m. and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any student's file. Files may not leave the building without specific written authorization from the Head of Schools. If you request a student's file, you will be responsible for its contents.

4.8 LIABILITY

The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.

2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.

3. Report any unsafe condition in the room or on campus to the Head of Schools so that it may be corrected.

4. Strictly adhere to all stated policy of the district and of the individual school. Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc...

Additionally teachers may be held legally liable for negligence in the performances of their duties.

SECTION 5 ATTENDANCE

5.1 ATTENDANCE/PUNCTUALITY

The presence or absence of each employee is of critical importance to the successful operation of the 7 Pillars Career Academy. Therefore, 7 Pillars Career Academy expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. 7 Pillars Career Academy reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Employees are not allowed to perform work (for pay) at home or away from the 7 Pillars Career Academy unless specifically authorized for each occurrence by their Supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to

perform work while on scheduled non paid lunch break, unless specifically assigned by the supervisor. Attendance at 7 Pillars Career Academy sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from the Director of Finance to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including, termination.

5.2 ABSENCE WITHOUT NOTICE

From time to time, it may be necessary for employees to be absent from work. 7 Pillars Career Academy is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose. Employees who are unable to report to work, or who will arrive late, should contact their Supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor. Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them. Employees who are absent because of an illness for three or more consecutive days may be asked by the Head of Schools or your supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A note from the doctor is also required for an absence prior to or after a weekend. A consistent pattern of questionable absences can be considered excessive, and may be cause for concern.

In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no show is considered a voluntary termination. Supervisors will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

Note: Please see section 4.3 Discipline for 7 Pillars Career Academy discipline procedure.

SECTION 6 WAGE AND SALARY POLICIES

6.1 BASIS FOR DETERMINING PAY

Several factors may influence your rate of pay. Some of the items 7 Pillars Career Academy considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what 7 Pillars Career Academy pays their employees in comparable positions (internal equity), and individual as well as 7 Pillars Career Academy performance. It is 7 Pillars Career Academy goal to have a current Job Description on hand that broadly defines your job responsibilities.

6.2 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the school or fiscal year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion. Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Goal Setting Sessions).

6.3 TIMEKEEPING

Non-Exempt Employees: Accurately recording time worked is the responsibility of every nonexempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. 7 Pillars Career Academy does not pay for extended breaks or time spent on personal matters. Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the appropriate person. Time Sheets – Non-exempt employees will be issued a time sheet. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur. Exempt Employees: Exempt employees are responsible for following the school procedure for signing in and out.

6.4 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked. All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

6.5 PAYDAYS

All employees are paid on the 15th and the last day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next business day of operation. Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request. For salaried employees, salary payments are made on a semi-monthly basis for base salary due up to the pay date. Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid semi-monthly. 7 Pillars Career Academy pays all salaried employees on a twelve (12) month year, regardless of whether they work summers. Hourly employees are paid semi-monthly on the same schedule as salaried employees. Hours worked from the 1st to the 15th of each month will be paid on the last day of each month. Hours worked from the 16th to the last day will be paid on or about the 15th day of each month.

For more information on pay periods, please contact the Human Resources department. Employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form may be obtained from Human Resources. Due to banking requirements it may take several weeks for activation of the Direct Deposit. In the event of a lost paycheck please see Payroll for a Stop Check Request Form. In the event the lost paycheck is recovered and 7 Pillars Career Academy identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to 7 Pillars Career Academy within 24 hours of the time it is demanded. A statement of earnings is available each pay period to employees indicating Gross Pay, Statutory Deductions, and Voluntary Deductions. Voluntary deductions must be declared and authorized in writing by the employee through our "Voluntary Deductions Form". The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be

submitted.

6.6 SALARY DEDUCTIONS

7 Pillars Career Academy will pay exempt employees a salary rather than by the hour. Once an employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, 7 Pillars Career Academy will deduct pay from an exempt employee's salary under the following circumstances: (i) one or more full days absences for personal reasons; (ii) one or more full day absences for illness, injury, or sickness, (iii) one or more full day disciplinary suspensions; and (iv) partial or full day absences during an approved family or medical leave. 7 Pillars Career Academy will not deduct pay from an exempt employee's salary if the employee has a partial day absence. Exempt employees who believe that 7 Pillars Career Academy made an incorrect or improper salary deduction should promptly report the deduction to their supervisors or the Human Resources Department. If 7 Pillars Career Academy incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay. 7 Pillars Career Academy reserves the right to terminate employment once absenteeism exceeds paid or unpaid leave available.

6.7 EFFECTIVE DATE OF COMPENSATION CHANGES

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

6.8 DIRECT DEPOSIT

Direct payroll deposit is the automatic deposit of your pay into the financial institution account of your choice. All employees are paid by direct deposit.

6.9 ERROR IN PAY

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should tell the Senior Accountant immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

6.10 WAGE GARNISHMENT

7 Pillars Career Academy hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court-ordered wage garnishments. However, when an employee's wages are garnished by court order, 7 Pillars Career Academy is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. 7 Pillars Career Academy will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck. A service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

SECTION 7 BENEFITS AND TIME OFF

7.1 GROUP BENEFITS

7 Pillars Career Academy offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

Purpose and Policy

7 Pillars Career Academy strives to provide the best, most equitable and cost-effective benefits for

employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation. Policies, provisions and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or nonexempt status, unless otherwise provided in a particular benefit plan. Some benefits may earn credit during your new-hire introductory period, but eligibility to use the benefit will not occur in most cases until you obtain regular status, or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Employee Cost Sharing

Discretionary employment benefits, those benefits that are not mandated by state or federal law, are selected and controlled by 7 Pillars Career Academy. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plans exceed the organization's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, you may be required to share in the cost to continue the insurance plan coverage.

Benefit Design and Modification

7 Pillars Career Academy reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Handbook or elsewhere in plan documents, where and when it is deemed in the organization's best interest to do so. These benefits are subject to change depending on management decision and resources. Therefore, it is not appropriate for you to make a serious personal decision based solely on the current presence of an organization benefit.

Benefit Plan Documents

You will be provided with summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from Human Resources Department for your review. We ask that you refer any questions about this information to the Human Resource Department.

7 Pillars Career Academy Right to Modify

7 Pillars Career Academy reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, 7 Pillars Career Academy reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. For more complete information regarding any of our benefit programs, please contact Human Resources.

Other Benefits

7 Pillars Career Academy will provide such other benefits to employees as may from time to time be mandated by applicable law and reserves the right at any time and from time to time to terminate, substitute or modify such benefits to the extent permissible under applicable law.

7.2 COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under 7 Pillars Career Academy health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at 7 Pillars Career Academy group rates plus an administration fee. 7 Pillars Career Academy or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under 7 Pillars Career Academy health insurance plan. The notice contains important information about the employee's rights and obligations.

7.3 SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to Teachers Retirement System of Georgia, your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

Under the Social Security Law, there are two ways your Social Security benefit may be affected.

1. Windfall Elimination Provision

2. Government Pension Offset

For more information please contact the Human Resources Department.

7 Pillars Career Academy withholds income tax from all employees' earnings and participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

7.4 RETIREMENT

7 Pillars Career Academy offers participation in a state retirement plan for those employees who are eligible to participate

7.4 PAID TIME OFF (PTO)

Paid time off (PTO) provides regular full time staff members with an entitlement of days away from work with pay upon the completion of a 30 day Introductory Period. PTO days may be used for vacation, personal time, illness or time off to care for family or dependents. PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible. Employees using extended PTO time (in excess of 3 days) must submit a request at least two weeks before the extended PTO or if used as sick time the employee must submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice. Temporary employees, part time employees, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to receive or accrue PTO. PTO may not be taken the last week of the school year, or on scheduled in-service and/or

training days, or immediately before or after holidays without supervisor's permission. See your supervisor for specific department blackout dates. From their date of hire all 12-month, 11-month, 10-month, 9.75-month and 9.5-month school based employees are eligible to earn up to ten (10) days of PTO during their scheduled work year. All 12-month school based non-administrators are eligible to earn up to twenty (24) days of PTO during their scheduled work year. 12-month administrators and Central Office employees are eligible to earn up to twenty four (24) days of PTO during their scheduled work year. All employees should refer to the "use it or lose it" policy under Carryover.

Carryover

Each employee may carry over 15 days of accrued PTO over into the next fiscal or school year. Employees are responsible for monitoring their PTO over the course of the school year.

Use it or Lose it Policy

All employees will follow the "use it or lose it" policy. PTO time in excess of 15 days not taken by the end of the school year (for school based employees) or by June 30th (for administrators or central office employees) will be lost.

PTO Exceptions: Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the Supervisor that permits them to return to work. PTO taken in excess of the PTO accrued can result in disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the employee's supervisor. Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time. Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence. In the event an employee has exhausted his or her PTO, any additional time off must be approved by your supervisor and will be taken without pay. Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job. Upon the voluntary or involuntary termination of employment, employees will be paid their earned PTO based on their date of separation and their hourly rate of pay. PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave. Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time. Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence. In the event an employee has exhausted his or her PTO, any additional time off must be approved by your supervisor and will be taken without pay. Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job. Earned PTO cannot be taken before it is accrued and approved

7.5 DONATION OF PTO

7 Pillars Career Academy recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need all eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary. Eligibility Employees who donate sick/personal time must be employed with 7 Pillars Career Academy for a minimum of 6 months. Guidelines Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

• Family Health Related Emergency- Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

• Other Personal Crisis- A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm. Employees who donate sick/personal time from their unused balance must adhere to the following requirements: Donation minimum- 4 hours Donation maximum- 40 hours or no more than 50 % of your current balance; Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick/personal time to donate. Employees who receive donated sick/personal time may receive no more than 40 hours within a 12 month period. Employees who are currently on an approved leave of absence cannot donate sick/personal time.

Procedure Employees who would like to make a request to receive donated PTO time are required to complete a Donation of Sick/Personal Time Request Form which includes authorization to present their request to the employees of 7 Pillars Career Academy for the sole purpose of soliciting donations. Employees who wish to donate PTO time to a co-worker in need must complete a Donation of Sick/Personal Time Form. All forms should be returned to the Human Resources Department before leave is taken. Approval Requests for donations of sick/personal time must be approved by the employee's immediate supervisor. If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time. Donated sick/personal time may only be used for time off related to the approved request. PTO time donated that is in excess of the time off needed will be returned to the donor.

7.6 RECORD KEEPING

The School Operations Manager, for school based employees, and the Human Resources department keep a record of PTO days accrued, used and donated. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

7.7 HOLIDAYS

7 Pillars Career Academy recognizes the following paid holidays for all school employees except 12 month administrators:

Labor Day

Thanksgiving/Fall Break

Christmas/Winter Break

Martin Luther King, Jr. Day

Presidents Day

Easter/Spring Break

7 Pillars Career Academy recognizes the following paid holidays for 12 month school based administrators and central office staff:

Labor Day

Thanksgiving/Fall Break

Christmas/Winter Break

New Year's Day

Martin Luther King, Jr. Day

Presidents Day

Easter/Spring Break

Memorial Day

Independence Day

Unless otherwise provided in this policy, all 7 Pillars Career Academy employees will receive time off with pay at their normal base rate for each observed holiday. Employees on a leave of absence are ineligible for holiday benefits that accrue while on leave. Temporary and part time employees are not eligible to receive holiday pay.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- At the request/approval of their supervisor, Head of Schools or Assistant Head of Schools Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved vacation.

7.8 BEREAVEMENT

7 Pillars Career Academy provides full-time employees up to three days paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, dependent, sibling, step sibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five days with prior approval from your supervisor.

7.9 JURY DUTY

7 Pillars Career Academy encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. 7 Pillars Career Academy employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If employee is present at court and has not been picked to serve trial he or she must turn in hours served from the clerk of court to their supervisor daily. If employee has been picked to serve trial, all time after the first day, he or she will be paid the difference between his or her regular salary or wage and the amount he or she receives as a juror. Any employee summoned for jury duty must provide his or her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

7.10 MILITARY DUTY

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training.

Eligibility

All employees of the organization except those hired on a temporary basis are eligible for the leave.

Length of Leave

The length of the military leave is determined by the uniformed services organization calling you to active duty or military encampment.

Request Procedure

You must provide written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of reemployment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before commencement of the leave and are otherwise eligible to use such benefits. You must request and obtain approval to receive vacation pay during military leaves of absence.

Status of Benefits

Reservists, National Guard members and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation and length of service pay increases, as may be from time to time provided by applicable statutes of the United States and the state of Georgia. You may maintain health care insurance benefits for up to 18 months while on leave by paying the insurance premium through COBRA for any leave extending beyond 30 days.

Reinstatement

If you are returning from a Uniformed Service Leave, you must report to work or request reemployment within prescribed time limits, which are based on the length of the leave:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following completion of training and you will be reinstated to the same position you held at the time the service leave began.

31 to 180 days: If you are a Reservist or National Guard member returning from initial active duty for training you must submit an application for re-employment within 31 days after release from service under honorable conditions. You will be returned to the same position held at the time the service leave began, provided the leave has been for less than 90 days in length.

If 91 days or longer, when you return you will be reinstated to the same job, or comparable job in terms of like seniority, status and pay, as long as you are qualified to perform the duties.

181 days or longer: If you are returning from active duty in the armed services, you must submit an

application for re-employment within 90 days after completion of satisfactory service. You will be reinstated to an equivalent position as long as you are qualified to perform the duties and the organization's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. When returning, you are required to provide documentation to verify your rights to re-employment, including your separation papers. Time limits for application for re-employment are extended for up to two years for disabled veterans. Failure to file an application within the required time period forfeits the right to re-employment.

7.11 FAMILY MEDICAL LEAVE ACT (FMLA)

Eligible employees may take up to 12 workweeks of unpaid, job protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons. Additional information regarding this policy may be obtained from the Human Resource Manager. Employee Eligibility To be eligible for FMLA leave, you must have: Worked for 7 Pillars Career Academy for at least 12 months; and Worked at least 1250 hours for 7 Pillars Career Academy during those 12 months.

Conditions Triggering Leave FMLA leave may be taken for any of the following reasons:

1. The birth of an employee's child and to care for the newborn child;

2. The placement and care for a newly adopted or recently placed foster child;

3. To care for a spouse, child, or parent (but nor parent-in-law) who has a serious health condition; or

4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.

Duration of Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during a "rolling" 12- month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement. Use of Accrued Paid Leave Any unused paid leave that is available at the time of the request for the FMLA leave will be applied concurrently and at the beginning of the leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during the FMLA leave. Intermittent Leave Employees may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request.

Notice and Medical Certification When seeking FMLA leave, employees must provide:

- Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of an unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of 7 Pillars Career Academy request to provide the certification.

If you fail to do so, 7 Pillars Career Academy may delay the commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Second to third opinions and periodic recertification may also be required; Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and Medical certification of fitness for duty before returning to work if the leave was due to your serious health condition. Failure to comply with the foregoing requirements may result in

delay or denial of leave.

Maintenance of Benefits

While on a leave of absence provided for under this policy, 7 Pillars Career Academy will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse the 7 Pillars Career Academy for health insurance premiums paid during the leave. Other accumulated fringe benefits such as retirement, service credits and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period. Reinstatement Subject to certain exceptions permitted by law, 7 Pillars Career Academy will restore employees to their original and equivalent positions upon return from FMLA leave. If, due to medical circumstances, you are no longer able to perform your original job, 7 Pillars Career Academy will attempt to transfer you to alternate suitable work, if available. **Definitions For purposes of this policy:**

- A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward;
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving
  a) Inpatient care in a hospital, nursing home, or hospice; or

  b) Outpatient care requiring continuing treatment or supervision from a health care professional.

7.12 PROFESSIONAL DEVELOPMENT

7 Pillars Career Academy expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of its schools. Employee requests to attend short-term professional development opportunities (two days or less) not sponsored by 7 Pillars Career Academy are subject to the approval of the Head of Schools or the Chief Academic Officer. Employees will be allowed with the approval of their supervisor and the Chief Academic Officer to attend extended professional development programs. Extended professional development programs are considered more than two days.

An employee will be expected to make up the time missed at work while participating in the extended program or choose to take an unpaid leave of absence to complete the program. Throughout the course of the year, the school will have numerous options available to make up the time spent in an extended program. Those include assistance with preparing the school before it opens in the Fall or once school starts. These activities may take place after hours or on weekends. A determination regarding how and when you will make up this time will be decided on an individual basis. The school is willing to work with you in this regard; however, if this time is not made up, a pay adjustment may be required. Employees should submit written requests to take professional development days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. 7 Pillars Career Academy requests that employees submit requests to take professional development days at least 10 days for in town events and at least 30 days for out-of-town events. The granting of request will be solely in the discretion of the Head of Schools or Chief Academic

Officer.

SECTION 8 SEPARATION OF EMPLOYMENT

8.1 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an employee. Termination – involuntary employment termination initiated by 7 Pillars Career Academy. Layoff/Non-Retention – involuntary employment termination initiated by 7 Pillars Career Academy for non-disciplinary reasons. Surplus- involuntary employment termination initiated by 7 Pillars Career Academy for budgetary reasons.

When a non-exempt employee intends to terminate his/her employment, he/she shall give 7 Pillars Career Academy at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice. Since employment with 7 Pillars Career Academy is based on mutual consent, both the employee and 7 Pillars Career Academy have the right to terminate employment at will, with or without cause. Any employee who terminates employment with 7 Pillars Career Academy shall return all files, records, keys, and any other materials that are property of 7 Pillars Career Academy. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to 7 Pillars Career Academy will also be deducted from the employee's final check. Employee's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

8.2 OFFER LETTERS: NON-RENEWAL, RENEWAL

All new employees are given an initial offer letter as a term of employment. Non-Renewal of Offer Letter At the time designated by the School Calendar, a supervisor may recommend Non-Renewal of an employment offer, effective at the end of the current school year. The reasons for nonrenewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age.

Reasons for a recommendation of Non-Renewal must be based on one of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.
- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.
- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.

- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity.
- Conviction of a felony or any crime involving moral turpitude.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
- Failure to meet the Associations standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality which is conduct the Association determines is not in conformity with the accepted moral standards of the community.
- Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness in the Association.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the Associations activities.
- Falsification of required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.

Renewal

Renewal offer letters will be issued at the end of the school or fiscal year.

8.3 EXIT INTERVIEWS

In a termination or voluntary resignation situation, 7 Pillars Career Academy management likes to conduct exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about 7 Pillars Career Academy. During the exit interview, employees can provide insights into areas for improvement that 7 Pillars Career Academy can make. Every attempt will be made to keep all information confidential.

8.4 RETURN OF 7 Pillars Career Academy PROPERTY

Property issued/purchased for you, such as, but not limited to, computer equipment, keys, communication device, and petty cash must be returned to 7 Pillars Career Academy at the time of employee's separation of employment from 7 Pillars Career Academy. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's paycheck. Employees may be required to sign a wage deduction authorization form for this purpose.

8.5 POST EMPLOYMENT INQUIRIES

7 Pillars Career Academy does not respond to oral requests for references. In the event an employee's employment with 7 Pillars Career Academy is terminated, either voluntarily or involuntarily, 7 Pillars Career Academy may be able to provide a reference to potential employers only if the employee has completed and signed a release form. Employees of 7 Pillars Career Academy should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to Human Resources.

SECTION 9 EMPLOYEE COMMUNICATIONS

9.1 COMPUTER, E-MAIL AND INTERNET POLICY

The following policy applies only to those employees with access to 7 Pillars Career Academy computers and the Internet. Every employee is responsible for using 7 Pillars Career Academy computer system, including, without limitation, its electronic mail (E-mail) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resource Manager.

The Computer System Is 7 Pillars Career Academy Property The computers that you use at work and the E-mail system are the property of 7 Pillars Career Academy and have been provided for use in conducting 7 Pillars Career Academy business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, E-mail, the Internet or otherwise) are 7 Pillars Career Academy records and property of 7 Pillars Career Academy.

The computer system is to be used for 7 Pillars Career Academy purposes only. Employees may, however, use 7 Pillars Career Academy technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with 7 Pillars Career Academy business, and does not violate any 7 Pillars Career Academy policy:

(1) To send and receive necessary and occasional personal communications;

(2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;

(3) To use the telephone system for brief and necessary personal calls; and

(4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

Although 7 Pillars Career Academy does not wish to examine personal information, from time to time 7 Pillars Career Academy may need to access its technology resources. 7 Pillars Career Academy has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users.

Further, 7 Pillars Career Academy may exercise its right to monitor its computer system for any reason

and without the permission of any employee. Employee use of 7 Pillars Career Academy computer system constitutes consent to all the terms and conditions of this policy. Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from 7 Pillars Career Academy computers is not assured. Use of passwords or other security measures does not in any way diminish 7 Pillars Career Academy right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to 7 Pillars Career Academy as files may need to be accessed by 7 Pillars Career Academy in an employee's absence or for any other reason that 7 Pillars Career Academy in its discretion deems appropriate.

Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management. Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. Notwithstanding the foregoing, even though 7 Pillars Career Academy has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

Professional Use of Computer System Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on 7 Pillars Career Academy letterhead. Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or 7 Pillars Career Academy if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of their supervisor.

Offensive and Inappropriate Material

7 Pillars Career Academy policy against discrimination and harassment, sexual or otherwise, applies fully to 7 Pillars Career Academy computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in 7 Pillars Career Academy computers.

Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department. 7 Pillars Career Academy may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by 7 Pillars Career Academy networks. Notwithstanding the foregoing, 7 Pillars Career Academy is not

responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material.

In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to 7 Pillars Career Academy blocking software.

Solicitations

7 Pillars Career Academy computer system (including, without limitation, its E-Mail system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Approval from a supervisor is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of a supervisor.

Games and Entertainment Software

Employees may not use an 7 Pillars Career Academy Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through e-mail that is confidential or proprietary. Employees are referred to 7 Pillars Career Academy "Confidential Nature of Work" policy, contained herein, for a general description of what 7 Pillars Career Academy deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

Copyrights and Trademarks

7 Pillars Career Academy computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from a supervisor. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Further, any 7 Pillars Career Academy-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of 7 Pillars Career Academy, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of 7 Pillars Career Academy."

Maintenance and Security of System

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize

resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to 7 Pillars Career Academy network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to 7 Pillars Career Academy network. In addition, files obtained from sources outside 7 Pillars Career Academy, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage 7 Pillars Career Academy computer network.

Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-7 Pillars Career Academy sources, without first scanning the material with 7 Pillars Career Academy-approved virus checking software. If you suspect that a virus has been introduced into 7 Pillars Career Academy network, notify technology personnel immediately.

Violations of Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability. Amendment and Modification of Policy 7 Pillars Career Academy reserves the right to modify this policy at any time, with or without notice. In particular, 7 Pillars Career Academy may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources. Acknowledgment Employees acknowledge this policy by signing the receipt of this handbook.

9.2 EMPLOYER INFORMATION AND PROPERTY

The protection of 7 Pillars Career Academy business information, property and all other 7 Pillars Career Academy assets are vital to the interests and success of 7 Pillars Career Academy. No 7 Pillars Career Academy related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of 7 Pillars Career Academy) may, therefore, be removed from 7 Pillars Career Academy premises or disclosed to without permission from the Head of Schools.

In addition, when an employee leaves 7 Pillars Career Academy, the employee must return to 7 Pillars Career Academy all 7 Pillars Career Academy related information and property that the employee has in his/her possession, including without limitation, documents, roll books, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

9.3 INTERNAL INVESTIGATIONS AND SEARCHES

From time to time 7 Pillars Career Academy may conduct internal investigations pertaining to security,

auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so. Whenever necessary, in 7 Pillars Career Academy discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for 7 Pillars Career Academy property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to 7 Pillars Career Academy. 7 Pillars Career Academy will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

9.4 CELL PHONE POLICY

7 Pillars Career Academy will provide PDA devices to various individuals based on need. The PDA device or cell phone is the property of the 7 Pillars Career Academy and should be cared for. If the device is broken or damaged by the employee, the amount to replace the device will be deducted from the paycheck of that employee. This device is provided to you to ensure that you are reachable by other 7 Pillars Career Academy personnel for any 7 Pillars Career Academy matter during business and off-business hours. To get specifics regarding your plan, please refer to the Property Use Authorization form. The PDA device and cell phone must be returned to 7 Pillars Career Academy upon termination of employment, no matter the reason for leaving 7 Pillars Career Academy. If the device is not returned, its replacement cost of will be deducted from the final paycheck.

9.5 SAFETY

The management of 7 Pillars Career Academy is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness. All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor, Head of Schools, Assistant Head of Schools or School Operations Manager. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Safety Rules

1. Smoke only in approved areas.

2. Horseplay and fighting will not be tolerated in the workplace.

3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on company business.

4. Report all work related injuries to your supervisor immediately.

5. Immediately report accidents, near accidents, and property damage to your supervisor regardless of severity.

6. Use required personal protective equipment (PPE) and/or safety procedures to protect yourself from potential hazards that cannot be eliminated. Maintain your PPE in good condition.

7. Operate equipment only if you are trained and authorized.

8. If you do not understand your job assignment, ask your supervisor for help.

9. Inspect your workstation for potential hazards and ensure that the equipment is in safe operating condition before using it.

10. Immediately report any unsafe condition or act to your supervisor. Take any temporary corrective action you can to render the area safe until permanent corrections can be made.

11. If your work creates a potential hazard, correct the hazard immediately or use safety tape to isolate the area before leaving it unattended.

12. If there is any doubt concerning the safety work method to be used, consult your supervisor before beginning the work.

13. Follow recommended work procedures outlined for the job including safe work methods.

14. Maintain an orderly environment. Store all equipment in a designated place. Put scrap and waste material in a refuse container.

15. Report any smoke, fire, or unusual odors to your supervisor.

16. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by your immediate supervisor.

17. Never attempt to catch a falling object.

18. Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle.

19. Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.

20. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with 7 Pillars Career Academy.

9.6 NO SOLICITATION/DISTRIBUTION POLICY

Non-employee visitors have a limited right of access to 7 Pillars Career Academy facilities and should only be on 7 Pillars Career Academy property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Head of Schools or Business Office and will only be allowed visitation for purposes of proper sales or maintenance and repair. Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable nonprofit organizations.

Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including

meal times, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their meal times break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.

Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by 7 Pillars Career Academy, may post material on, or remove material from, official bulletin boards.

9.7 FEE AND CASH COLLECTION

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the Head of Schools and the Finance Department. The Site Operations Manager will supervise the collection of all fees and will be responsible for managing the receipts with the Finance Department. Teaching staff and students are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the Site Operations Manager and Finance Department. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc). Cash and/or checks should not be stored or locked in staff offices or desks.

9.8 TUITION ASSISTANCE

Please see the Director of Human Resources for guidance regarding Tuition Assistance.

9.9 NEPOTISM

7 Pillars Career Academy permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of 7 Pillars Career Academy, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household.

7 Pillars Career Academy will use sound judgment in the placement of related employees in accordance with the following guidelines: Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative. Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of 7 Pillars Career Academy, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time. Any exceptions to this policy must be approved by the Head of Schools.

9.10 VIOLENCE IN THE WORKPLACE

7 Pillars Career Academy has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect 7 Pillars Career Academy or which occur on 7 Pillars Career Academy property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or

intimidating to alter the employment conditions at 7 Pillars Career Academy or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on 7 Pillars Career Academy premises, regardless of the relationship between 7 Pillars Career Academy and the parties involved.
- All threats or acts of violence occurring off 7 Pillars Career Academy premises involving someone who is acting in the capacity of a representative of 7 Pillars Career Academy.
- Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following: Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm. Intentional destruction or threatening to destroy 7 Pillars Career Academy property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

7 Pillars Career Academy's prohibition against threats and acts of violence applies to all persons involved in 7 Pillars Career Academy operation, including but not limited to personnel, contract, and temporary workers and anyone else on 7 Pillars Career Academy property. Violations of this policy by any individual on 7 Pillars Career Academy property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors.

9.11 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization.

9.12 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of 7 Pillars Career Academy. No employee whose regular duties do not include purchasing shall incur any expense on behalf of 7 Pillars Career Academy or bind 7 Pillars Career Academy by any promise or representation without written approval.

9.13 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under $25.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than $25.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to Accounts Payable/Payroll Department.

9.14 PARKING

Employees must park their cars in areas indicated and provided by the 7 Pillars Career Academy.

9.15 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with parents and visitors. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are required for 7PCA employee dress code:

Uniform combination of any of the following:

- 7PCA Blazer and Button up
- 7PCA V-neck Sweater
- 7PCA Cardigan and Polo Shirt
- Black/Khaki Slacks/Pants, Knee length or longer skirts,
- Black/Brown/Nude shoes

The following items are considered inappropriate working attire for 7 Pillars Career Academy:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts (cleavage shown)
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Gym shoes/Sneakers

If management occasionally designates "casual days," appropriate guidelines will be provided to you. Consult your supervisor if you have any questions about appropriate attire.

Appendix A

Employee Handbook Acknowledgment I acknowledge that I have received a copy of 7 Pillars Career Academy Employee Handbook.

I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or the Human Resource Manager.

I understand that, except as otherwise provided in a contract of employment signed by the Head of Schools, 7 Pillars Career Academy is an “at will” employer and as such employment with 7 Pillars Career Academy is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

No supervisor or other representative of 7 Pillars Career Academy (except Head of Schools) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

In addition, I understand that this Handbook states 7 Pillars Career Academy policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with 7 Pillars Career Academy for benefits or for any other purpose.

I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the HR Department.

Date_____

Print Name_____

Signature_____

7 Pillars Career Academy



Charter Renewal Exhibit

16

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
CLAIM KIT NOTICE

27-1949-FB93

POLICY NO. 91-G9-X699-4
REPLACES NO. 91-GX-X166-0

STATE FARM FIRE AND CASUALTY COMPANY
PO Box 2915, Bloomington IL 61702-2915

NAMED INSURED & MAILING ADDRESS:

YOUTHSERV360 INC
4295 HENDRIX DR
FOREST PARK GA 30297-1239

Thank you for allowing State Farm® to provide your business with Workers' Compensation Insurance. To help you remain ***compliant*** with your state(s) regulations, required posters have been made available to you through www.statefarm.com.® It is **YOUR RESPONSIBILITY TO POST** this information as required by the state(s) in which you conduct business.

To download and print your **required postings**:

1. Go to www.st8.fm/claimkit
2. Scroll to locate the State(s) you operate in and select the link

The information on the **right side** of the page includes state required bulletins and posters which need to be **printed and displayed** in your place of business.

In addition, while we hope you never experience a workplace injury, we want you to be prepared in the event you need to report a claim. You can also download and print the **First Report of Injury** document from the same web page.

On the **right side** of the page you will locate the **'First Report of Injury,'** which is **YOUR RESPONSIBILITY TO USE TO NOTIFY US OF ALL EMPLOYEE INJURIES** as soon as the injury occurs. In addition, the information on the **left side** of the page is what you will need when reporting a claim, including phone and fax numbers and mailing address.

If you do not have access to the internet or the ability to print the required posters, please contact your State Farm agent or call 1-855-264-2229 for a claims kit to be mailed to you.

Again, we thank you for choosing State Farm to provide your business with Workers' Compensation Insurance.

Prepared 04/17/2023

597 633.3 12 13 2019 (F0303D)

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WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
INFORMATION PAGE

27-1949-FB93

POLICY NO. 91-G9-X699-4 COVERAGE IS PROVIDED BY
REPLACES NO. 91-GX-X166-0 STATE FARM FIRE AND CASUALTY COMPANY
PO Box 2915, Bloomington IL 61702-2915

NCCI CARRIER CODE NO. 14842

1. NAMED INSURED & MAILING ADDRESS
YOUTHSERV360 INC
4295 HENDRIX DR
FOREST PARK GA 30297-1239

FEIN 263784096
LOCATION:
4295 HENDRIX DR
FOREST PARK GA 30297-1239

INSURED IS A CORPORATION

COPYRIGHT 1987 NATIONAL COUNCIL ON COMPENSATION INSURANCE

2. THE POLICY PERIOD IS FROM 06/14/2023 TO 06/14/2024 12:01 A.M. STANDARD TIME AT THE INSURED'S MAILING ADDRESS.

3A. WORKERS COMPENSATION INSURANCE: PART ONE OF THE POLICY APPLIES TO THE WORKERS COMPENSATION LAW OF THE STATES LISTED HERE: GA

B. EMPLOYERS LIABILITY INSURANCE: PART TWO OF THE POLICY APPLIES TO WORK IN EACH STATE LISTED IN ITEM 3A. THE LIMITS OF OUR LIABILITY UNDER PART TWO ARE: BODILY INJURY BY ACCIDENT $ 100,000 EACH ACCIDENT
BODILY INJURY BY DISEASE $ 100,000 EACH EMPLOYEE
BODILY INJURY BY DISEASE $ 500,000 POLICY LIMIT

C. OTHER STATES INSURANCE: PART THREE OF THE POLICY APPLIES TO ALL STATES EXCEPT ME, MT, ND, OH, RI, WA, WV, WY AND STATES LISTED IN 3A.

D. THIS POLICY INCLUDES THESE ENDORSEMENTS AND SCHEDULES: WC000404 WC000414A WC100402 WC100601C WC000000C WC000421F* WC000422C* WC000424 WC000419A* WC000406/0884

*EFFECTIVE 06/14/23

4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

CODE NOS. AND CLASSIFICATIONS	PREMIUM BASIS TOTAL ESTIMATED ANNUAL REMUNERATION	RATE/$100 REMUNERATION	ESTIMATED ANNUAL PREMIUM
8868 SCHOOL: PROFESSIONAL EMPLOYEES & CLERICAL	1,040,334	.53	5,514
9101 RELIGIOUS ORGANIZATION: ALL OTHER EMPLOYEES	25,243	3.10	783
CATASTROPHE (OTHER THAN TERRORISM) 9741	1,065,577	.02	213
PREMIUM DISCOUNT			-156
TERRORISM 9740	1,065,577	.01	107
MINIMUM PREMIUM $ 468 GEORGIA	TOTAL ESTIMATED ANNUAL PREMIUM $		6,461
	DEPOSIT PREMIUM $		6,461

PREPARED 04/17/2023

WC 00 00 01 A COUNTERSIGNED_____

Important Information on How Your Workers' Compensation Premium Is Determined and the Audit Process

When your policy was issued, the premium was based on an **estimate** of your business operations and your workers' payroll. At the end of the policy period, an audit will be performed to determine your **actual** payroll and business operations. We will be able to calculate the final premium from this information.

The Audit Process

A review of your financial records, such as payroll logs, general ledgers and tax returns will be required. A State Farm® representative will contact you by mail, telephone or visit with you in person to obtain the information. It is to your benefit to have your accounting records set up by employee and type of work they perform. We will also obtain a complete description of your business operations to confirm the classification codes on your policy are correct. We will assign the payroll to the classification code(s) that represent the type of work performed and apply the appropriate rating factor to determine your final premium. The final audit premium will be compared to the estimated premium and a Premium Adjustment Statement will be sent to you reflecting any change. Please note that a significant change may require that we also adjust your current policy premium.

Items That Affect Your Premium

- **Sole Proprietor/Partner/Officer** - The remuneration used for each covered sole proprietor/partner/officer may be either a predetermined amount, or actual remuneration* subject to a minimum/maximum.

**Remuneration means all payroll and other forms of earning such as bonuses, commissions, sick days, meals, and lodging.*

- **Employees/Temporary Employees/Leased Employees** - Actual remuneration paid to each employee. You may be responsible for temporary/leased employees regardless of the temporary or leasing company's insurance arrangements.

- **Use of Subcontractors** - A Certificate of Insurance for Workers' Compensation coverage needs to be obtained annually for every subcontractor you hire. If certificates are not obtained, the subcontractor and their employees may be considered as your employees for premium calculation. This could substantially increase your final premium.
- **Business Operations** - The actual remuneration will be assigned to a classification code in accordance with industry rules as published by the National Council of Compensation Insurance (NCCI) or specific guidelines as published by your state.

All audit information provided will be kept confidential.

If you have any questions concerning this information, please contact your State Farm agent.

The information contained in this document outlines general concepts.
Information required may vary by state and could be impacted by state law.

State Farm Fire and Casualty Company
Bloomington, IL
6/14 (C)

553-3366.3
597-10104.1 12-02-2020 (F0430B)

AUDIT NONCOMPLIANCE CHARGE ENDORSEMENT

Part Five - Premium, Section G. (Audit) of the Workers Compensation and Employers Liability Insurance Policy is revised by adding the following:

If you do not allow us to examine and audit all of your records that relate to this policy, and/or do not provide audit information as requested, we may apply an Audit Noncompliance Charge. The method for determining the Audit Noncompliance Charge by state, where applicable, is shown in the Schedule below.

If you allow us to examine and audit all of your records after we have applied an Audit Noncompliance Charge, we will revise your premium in accordance with our manuals and Part 5 - Premium, E. (Final Premium) of this policy.

Failure to cooperate with this policy provision may result in the cancellation of your insurance coverage, as specified under the policy.

Note:
For coverage under state-approved workers compensation assigned risk plans, failure to cooperate with this policy provision may affect your eligibility for coverage.

Schedule

State(s)	Basis of Audit Noncompliance Charge (Estimated Annual Premium)	Maximum Audit Noncompliance Charge Multiplier
GA	$ 6461.00	2.000

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium $

Insurance Company Countersigned By _____

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CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM ENDORSEMENT

This endorsement is notification that we are charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). Coverage for such losses is subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations. This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement, attached to this policy.

For purposes of this endorsement, Catastrophe (Other Than Certified Acts of Terrorism) is defined as: A single event or peril resulting in a group of claims with aggregate workers compensation losses in excess of $50 million. This $50 million threshold applies per occurrence, across all states for which claims arise from a single event or peril.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in item 4 of the Information Page or in the Schedule below.

State	Schedule Rate	Premium

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium $

Insurance Company Countersigned By _____

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TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging a premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Act of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions:

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

"Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002 and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

"Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, as meeting all of the following requirements:

a. The act is an act of terrorism.

b. The act is violent or dangerous to human life, property, or infrastructure.

c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.

d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

"Insured Loss" means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

"Insurer Deductible" means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed $100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds $100,000,000,000; and for aggregate Insured Losses up to $100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar exceed $200,000,000 the United States Government would pay 80% of our Insured Losses that exceed our Insured Deductible.

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2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed $100,000,000,000.

3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium $

Insurance Company Countersigned By _____

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Part Five—Premium Amendatory Endorsement

This endorsement amends Part Five—Premium of the policy as follows:

Part Five—Premium, Section A. (Our Manuals) is replaced by the following provision:

A. **Our Manuals**

All premium for this policy will be determined by our manuals of rules, rates and loss costs (as applicable), rating plans, forms, endorsements, and classifications, and such manuals are expressly incorporated by reference into, and apply to, this policy and any renewals (our manuals). As used in this policy and any renewals, our manuals means manuals that have been:

1. Developed in any format and filed by the state-designated workers compensation rating or advisory organization on our behalf with the appropriate state insurance regulatory authority; or
2. Developed in any format and filed by the respective state rating bureau on our behalf with the appropriate state insurance regulatory authority; or
3. Developed in any format and filed by us with the appropriate state insurance regulatory authority; and
4. For each or any of the three scenarios above, the manuals also must be approved for use by the appropriate state insurance regulatory authority, or as otherwise authorized by law as applicable.

We may change our manuals and apply the changes to this policy and any renewals if such manual changes are approved for use by the appropriate state insurance regulatory authority, or as otherwise authorized by law as applicable.

Part Five—Premium, Section D. (Premium Payments) is replaced by the following provision:

D. **Premium Payments**

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. The due date for audit and retrospective premiums is the due date specified in the billing for the policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium $

Insurance Company Countersigned By_____

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GEICO geico.com **Georgia Insurance Policy Information Card** **1-800-841-3000**

GEICO GENERAL NSURANCE COMPANY
One GEICO Center • Macon, GA 31295-0001

Policy Number	Effective Date	Expiration Date
6098-22-29-01	03-02-22	09-02-22

Year	Make	Model	Vehicle ID No.
2012	NISSAN	NV	5BZAF0AA1CN200726

Insured:
Christina Nicole Guillen

The current status of actual motor vehicle liability insurance coverage is maintained by the Georgia Dept. of Motor Vehicle Safety and is accessible to law enforcement agencies upon a check of the vehicle registration.

GEICO geico.com **Georgia Insurance Policy Information Card** **1-800-841-3000**

GEICO GENERAL NSURANCE COMPANY
One GEICO Center • Macon, GA 31295-0001

Policy Number	Effective Date	Expiration Date
6098-22-29-01	03-02-22	09-02-22

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2012	NISSAN	NV	5BZAF0AA1CN200726

Insured:
Christina Nicole Guillen

The current status of actual motor vehicle liability insurance coverage is maintained by the Georgia Dept. of Motor Vehicle Safety and is accessible to law enforcement agencies upon a check of the vehicle registration.

Important Information

Here are your Policy Identification Cards. Two cards have been provided for each vehicle insured. Please destroy your old cards when the new cards become effective.

Due to space limitations on the ID card, only the Named Insured and the Co-insured are listed. For a full list of drivers covered under this policy, please log onto geico.com or reference the Drivers section of your Declarations Page, which is included with your insurance packet.

Please notify us promptly of any change in your address to be sure you receive all important policy documents. Prompt notification will enable us to service you better.

Your policy is recorded under the name and policy number shown on the card.

If you would like additional ID cards, you can go online to **geico.com** or call us at **1-800-841-3000.**

CHRISTINA GUILLEN
4234 HENDRIX DR
FOREST PARK, GA 30297

VOID

VOID

GEICO geico.com **Georgia Insurance Policy Information Card** **1-800-841-3000**

GEICO GENERAL INSURANCE COMPANY
One GEICO Center • Macon, GA 31295-0001

Policy Number	Effective Date	Expiration Date
6098-22-29-01	03-02-22	09-02-22

Year	Make	Model	Vehicle ID No.
2012	CHEV	EXPRESS	1GAZG1FG0C1191133

Insured:
Christina Nicole Guillen

The current status of actual motor vehicle liability insurance coverage is maintained by the Georgia Dept. of Motor Vehicle Safety and is accessible to law enforcement agencies upon a check of the vehicle registration.

GEICO geico.com **Georgia Insurance Policy Information Card** **1-800-841-3000**

GEICO GENERAL INSURANCE COMPANY
One GEICO Center • Macon, GA 31295-0001

Policy Number	Effective Date	Expiration Date
6098-22-29-01	03-02-22	09-02-22

Year	Make	Model	Vehicle ID No.
2012	CHEV	EXPRESS	1GAZG1FG0C1191133

Insured:
Christina Nicole Guillen

The current status of actual motor vehicle liability insurance coverage is maintained by the Georgia Dept. of Motor Vehicle Safety and is accessible to law enforcement agencies upon a check of the vehicle registration.

What to do at the time of an accident.

- Do not admit fault.
- Do not reveal the limits of your liability coverage to anyone.
- Exchange contact information; get year, make, model, plate number, insurance carrier and policy number of all involved. Also, identify witnesses and collect contact information.
- Contact the police or 911 if applicable.
- Contact GEICO by calling **1-800-841-3000** or visit **geico.com** to report the accident.

KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE N OPERATION.
U-4-GA (10-09)

What to do at the time of an accident.

- Do not admit fault.
- Do not reveal the limits of your liability coverage to anyone.
- Exchange contact information; get year, make, model, plate number, insurance carrier and policy number of all involved. Also, identify witnesses and collect contact information.
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U-4-GA (10-09)

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KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE N OPERATION.
U-4-GA (10-09)

7 Pillars Career Academy



Charter Renewal Exhibit

18

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MEMORANDUM OF UNDERSTANDING
BETWEEN
CLAYTON COUNTY PUBLIC SCHOOLS
AND
7 PILLARS CAREER ACADEMY

This Memorandum of Understanding ("MOU") is executed between the Clayton County Public Schools (hereinafter referred to as ("CCPS") and 7 Pillars Career Academy ("7 Pillars").

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the operation of the Seven Pillars Career Academy to be located in Clayton County. In particular, this MOU is intended to: establish the role of CCPS and 7 Pillars as they work together to develop an implementation plan for 7 Pillars. This Agreement is intended to outline the agreement of 7 Pillars and CCPS governing their respective legal relationships, fiscal and administrative responsibilities, as well as the operation of 7 Pillars.

II. RECITALS:

A. The Clayton County Public Schools is a public school district existing under the laws of the State of Georgia. The actual performance of duties outlined in this agreement will be carried out on behalf of CCPS by District staff.

B. 7 Pillars Career Academy is a public Charter School, existing under the laws of the State of Georgia and under the supervisorial oversight of the school district, having been approved by the Clayton County Board of Education.

C. Written modifications of this Agreement may be made by mutual agreement as set forth below.

D. Upon the execution of this Agreement by the parties, it, and all authorized amendments, shall be fully incorporated as part of the final charter contract to be executed upon state approval.

E. The parties recognize and agree that 7 Pillars is open to all students regardless of race, religion, sex, disability, or ethnic origin and that such provisions of non-discrimination shall apply to enrollment, as well as to employment.

II. GENERAL AGREEMENTS

1. Along with the final Charter contract, this Agreement and all authorized amendments will govern the relationship between CCPS and 7 Pillars.

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2. Any modification of this Agreement must be in writing, executed by duly authorized representatives of both CCPS and 7 Pillars, ratified by the respective boards, and must indicate intent to modify or amend this Agreement.

3. The duly authorized representative of 7 Pillars is (title), or his/her assigned designee.

4. The duly authorized representative of CCPS is the Superintendent, or his/her assigned designee. In order to ensure consistency in communications, all communication regarding any aspect of the operation of 7 Pillars shall be initiated by the designated representative of 7 Pillars with the Superintendent of CCPS, unless the Superintendent delegates this function to another employee of CCPS.

5. The terms of this Agreement shall be coterminous with the operation of the Charter, including the current term and any renewal terms. This Agreement shall be effective upon approval of the parties' respective agents and remain in place through June 30, 2023 with annual renewal and revision options.

6. This Agreement shall terminate automatically upon closure of 7 Pillars for any reason, except as may be specified otherwise herein. "Closure" means that all legally required closure processes are completed, including completion of a final audit as required by law.

7. Failure to meet and comply with the terms of the Agreement shall constitute a material violation of the conditions, standards, or procedures set forth in the Charter.

III. FUNDING RELATIONSHIP

1. 7 Pillars will be funded in accordance with the State of Georgia rules and regulations. 7 Pillars will receive base funding and may receive supplemental funding, as regulated by law. Additional supplemental funding may be provided, as appropriate and if eligible. Funds shall be allocated to 7 Pillars on a prorated basis based on the state-approved formula to generate the funds, to include special education programmatic funds, minus the legally required or agreed upon administration fee (i.e., indirect cost fee) charged by CCPS. CCPS will charge the maximum indirect costs as allowed under law or as specified by the specific funding source.
2. All funds will be distributed to 7 Pillars within 30 days of receipt by CCPS, barring any unforeseen circumstances outside of CCPS control.
3. 7 Pillars will be responsible for providing the Georgia Department of Education ("GaDOE") with all data required for funding with the exception of any data requests made by GaDOE directly to CCPS.
4. Grants written by and obtained by 7 Pillars will come directly to 7 Pillars and not go through CCPS or be subtracted from the resources CCPS would otherwise have allocated to 7 Pillars.

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5. 7 Pillars agrees to comply with all applicable laws and regulations related to receipt and expenditures of such funds.

6. 7 Pillars agrees that all loans or other financial commitments by 7 Pillars shall be the sole responsibility of 7 Pillars and CCPS shall have no obligation for repayment. 7 Pillars shall provide District with not less than 30-days' notice of its intent to incur debt of any kind, including debt incurred by 7 Pillars on behalf of, or for the benefit of 7 Pillars.
7. 7 Pillars agrees that all revenue obtained by 7 Pillars shall only be used to provide educational services and support consistent with its Charter, and shall not be used for purposes other than those consistent with the approved Charter, this Agreement or any authorized amendments. All expenditures shall be in accordance with applicable law.

IV. LEGAL RELATIONSHIP

1. The parties recognize that 7 Pillars is a separate legal entity that operates under the supervisorial oversight of CCPS. As such, CCPS shall not be liable for the debts or obligations of 7 Pillars. 7 Pillars shall 1) maintain its status in good standing with the Internal Revenue Service, and the State of Georgia, 2) operate in compliance with its bylaws and the Charter, and 3) further ensure that 7 Pillars operates in compliance with all applicable laws. Any failure to do so will be deemed a material violation of the Charter.

2. 7 Pillars governing board and executive director shall be wholly and independently responsible for 7 Pillars operations and shall manage its operations efficiently and economically within the constraints of 7 Pillars Charter and its annual budget. CCPS shall not be liable for the debts or obligations of 7 Pillars for claims arising from the debts or obligations of 7 Pillars or for claims arising from the performance of acts, errors, or omissions by 7 Pillars.

3. 7 Pillars agrees to indemnify CCPS against any such claims as set forth in the Charter and this section, except those claims resulting from the grossly negligent, reckless or intentional acts or failures to act by CCPS and/or CCPS personnel.

4. 7 Pillars shall not enter into a material contract or agreement to be managed or operated by any other non-profit benefit corporation (or any other corporation or entity) without the express written prior approval of CCPS.

5. 7 Pillars shall not have the authority to enter into a contract that would bind CCPS, nor to extend the credit of CCPS to any third person or party. 7 Pillars shall clearly indicate in writing to vendors and other entities and individuals outside CCPS with which or with whom 7 Pillars enters into an agreement or contract that the obligations of 7 Pillars under such agreement or contract are solely the responsibility of 7 Pillars and are not the responsibility of CCPS.

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6.7 Pillars shall also comply with all applicable federal and state laws concerning the maintenance and disclosure of student records, including, without limitation, the Family Education Rights and Privacy Act of 1974 (20 U.S.C.A. §1232g), all applicable state and federal laws and regulations concerning the improvement of student achievement, and agrees to take appropriate remedial action if notified by CCPS, State of Georgia, and/or Office of Civil Rights or other federal or state administrative agency charged with enforcement of these laws, of a violation of any of the foregoing.

V. OVERSIGHT RELATIONSHIP

1. Oversight Obligations: CCPS oversight obligations include, but are not limited to, the following:

a. Review and revision of this Agreement and any subsequent agreements to clarify and interpret the Charter and amendments to the Charter and the relationship between 7 Pillars and CCPS.

b. Monitoring performance and compliance with the Charter and with applicable laws
c. Data required to be submitted pursuant to this section shall be submitted in electronic form if requested by CCPS.
d. 7 Pillars shall comply with Generally Accepted Accounting Principles (GAAP) applicable to public school finance and fiscal management. 7 Pillars shall maintain a minimum reserve for economic uncertainties (designated fund balance) in an amount to be determined and agreed upon at the execution of the charter contract.
e. For purposes of fiscal oversight and monitoring by CCPS, CCPS, may upon written request, require 7 Pillars to provide the following information and documentation related to its operations. 7 Pillars shall provide all information and documentation in the form and at the times reasonably specified by CCPS, if requested:

(1) Student Data

(2) Personnel Data/Credential Data

(3) Budget/Financial Data (including official audit reports)

(4) Governance Data/Meeting Information

(5) Personnel Policies

(6) Risk Management Data

(7) Programmatic/Performance Audit

(8) Instructional Materials

(9) Other

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2. Administrative Services: 7 Pillars has the obligation to provide all administrative services necessary to operate 7 Pillars. Both parties agree that CCPS has the legal right to charge the maximum indirect costs as allowed under law or as specified by the specific funding source. CCPS has determined that it will charge 7 Pillars a 1% administrative services fee. Charter School may provide these services directly or may contract with a third party to provide services, including the District. If Charter School purchases services from a third-party other than the District it shall ensure that the District is able to access all information regarding Charter School maintained by the third-party service provider. Should Charter School desire to purchase administrative or business services from the District, Charter School shall request administrative services in writing. If 7 Pillars requests administrative services from the District in writing, the parties shall execute an administrative services contract delineating their agreement. Any such contract is incorporated by reference herein and shall govern the parties' entire relationship with respect to the District's provision of administrative services.

VI. INSURANCE

1. 7 Pillars will obtain its own insurance coverage for the operations of 7 Pillars and shall supply CCPS proof of insurance based upon the types and amounts recommended by CCPS. This will be determined by the standard coverage for a school of similar size and location, which may change annually based on other factors, size and location of 7 Pillars. It is understood that 7 Pillars is a separate school district from CCPS and 7 Pillars is afforded no coverage under any District policy.

2. 7 Pillars is to procure and maintain, from the work start date of first employee until the end of this Agreement, Workers' Compensation insurance against claims for injuries to 7 Pillars employees in accordance with such insurance as required by the State of Georgia Department of Labor regulations. In addition, 7 Pillars will be responsible for maintaining unemployment insurance and adhering to state reporting regulations.

3. CCPS is not responsible for real or personal property losses suffered by 7 Pillars, it's elected or appointed officials, employees, agents, volunteers or students. 7 Pillars shall be solely responsible for obtaining adequate property insurance for 7 Pillars personal property, building improvements and any real property/buildings owned by 7 Pillars.

VII. EDUCATIONAL PROGRAM

1. Subject to District oversight and compliance with its Charter and applicable state and federal law, including, without limitation, NCLB, IDEA, state law on the education of students with disabilities, and Section 504, 7 Pillars is autonomous for the purposes of, among other things,

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deciding 7 Pillars educational program with the understanding that the educational program shall comply with the Charter.

2. Once the needs of the students with disabilities enrolled in 7 Pillars have been identified, CCPS will provide supplementary and related services on site to those students in the same manner as it serves all other students with disabilities in its other local schools.

3. 7 Pillars calendar shall be submitted annually in the spring preceding the school year to CCPS for review and verification of compliance with instructional day and minutes requirements. Any updates to the calendar shall be provided to CCPS within 30 days of any changes.

4. Students attending 7 Pillars may be allowed to participate, as reasonably appropriate, in special program academic options (i.e., Academic Bowls, Spelling Bees, etc.) considered county-wide or state-wide offerings. However, 7 Pillars must cover the amount equal to the same cost it would take for the District to provide the opportunity to students enrolled in CCPS to participate in the competition or event. Any arrangements under this Agreement will be made through the CCPS contact staff accordingly.

5. CCPS may provide assistance or services in support of Gifted and English Language Learner students, to include training on assessments and curriculum delivery, at a reasonable cost to be determined by CCPS.

6. CCPS may provide use of curriculum materials, to include textbook and accompanying items, at a reasonable cost to be determined by CCPS.

7. It is understood that 7 Pillars shall meet or pursue the adequate applicable accountability provisions under state and federal law.

VIII. GENERAL OPERATIONAL PROVISIONS

- All staff working at 7 Pillars are employees of 7 Pillars. 7 Pillars shall have sole responsibility for employment, management, salary, benefits, dismissal and discipline of its employees. Nothing in this section shall restrict 7 Pillars ability to hire temporary employees or independent contractors, as necessary. 7 Pillars shall be responsible for ensuring compliance with all applicable fingerprinting and criminal background investigation requirements.

- Employees of 7 Pillars will be allowed to attend specified professional development courses and sessions as offered by CCPS, where identified, at a reasonable cost per participant equal to the same cost it would take for the District to provide the opportunity to teachers of CCPS to participate in the session. Any specific instances of requests for additional or supplemental training will be provided at an additional cost to be determined by CCPS. Any arrangements under this Agreement will be made through the CCPS contact staff accordingly.

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- Absent a written agreement to the contrary, 7 Pillars will be responsible for providing its own food services. 7 Pillars shall fully comply with all state and federal laws governing free and reduced-price lunch/meals.

- CCPS will provide limited transportation services to students of 7 Pillars at a reduced cost, to be identified in a later separate, written agreement.

- 7 Pillars will be provided access to District vendor information in the event they would like to make contact to negotiate services under a separate organizational contract. Additionally, CCPS may provide RFP data to assist 7 Pillars in obtaining services needed for efficient operation.

- CCPS will provide limited technology services to students of 7 Pillars at a reduced cost based upon a per student fee based upon 7 Pillars FTE count, to be determined at a later time. This cost will cover a combination of access to Infinite Campus, Smart Choice, and application support services. Any specific instances of requests for additional or supplemental access to applications, platforms or software services will be provided at an additional cost to be determined by CCPS. Any employee or agent of 7 Pillars provided such access to systems agrees to sign a confidentiality agreement with the understanding that CCPS will not indemnify them for any violations of breach of student data. Any arrangements under this Agreement will be made through the CCPS contact staff accordingly.

- If 7 Pillars is utilizing District facilities, 7 Pillars understands and acknowledges that a separate legal agreement that shall be developed in accordance with this paragraph is required.

    - For lease of a District facility to serve as school site location - The lease will identify the timeframe for occupancy and govern any provisions that will be the responsibilities of 7 Pillars.
    - For use of a District facility to serve as an event location (i.e., Performing Arts Center, Professional Learning Center) – The use will be specified by a Facilities Use Agreement and the cost will be based upon the non-profit rate or an amount to be approved by the administration.

IX. RENEWAL

The parties recognize that 7 Pillars will be required to meet the requirements of law as a condition for renewal. If 7 Pillars intends to apply for a renewal of its charter, it must submit its petition to both the Clayton County Board of Education and the State Board of Education no later than six (6) months in advance of the end of its current term. The petition must satisfy all legal criteria and evidence that the Charter has operated in full compliance with the law, the Charter and any MOU's or contracts in order to be renewed.

This Agreement represents the initial partnership agreement between 7 Pillars and CCPS, and shall only be modified in writing by the mutual agreement of the parties whose signatures below indicate agreement.

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For Clayton County Public Schools by:

Dr. Morcease J. Beasley	Superintendent
(Printed Name)	(Position)
(Signature)	June 30, 2022 | 8:24:11 AM EDT (Date)

For Seven Pillars Career Academy by:

Hilary R. Carruthers	Board Chair
(Printed Name)	(Position)
DocuSigned by: Hilary R. Carruthers A443EAC389CE4AE...	June 29, 2022
(Signature)	(Date)

7 Pillars Career Academy



Charter Renewal Exhibit

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Memorandum of Understanding
Between the Women's League of the Atlanta Black Chambers
And
7 Pillars Career Academy

This Memorandum of Understanding (MOU) establishes a mentoring relationship between the Women's League of the Atlanta Black Chambers (WL ABC) and 7 Pillars Career Academy (7PCA).

I. MISSION
The Women's League of the Atlanta Black Chambers mentoring program will expose participating students to various professions to encourage said participants to achieve higher success levels through regular meeting schedules and clarify expectations and goals of this mentor relationship. Together, the Parties enter into this Memorandum of Understanding to mutually promote the mentorship efforts that this partnership will establish. Accordingly, WL ABC and 7PCA, operating under this MOU, agree as follows:

II. PURPOSE AND SCOPE
Mentors of WL ABC are professionals who guide and advise mentees in their career paths to help them succeed. The role of a mentor is to inspire, encourage, support, and contribute to the mentee's professional and personal development. The goal is that a relationship of guidance and mutual learning will result from these connections between participants. Each organization of this MOU is responsible for its own expenses and reporting guidelines outlined by the State of GA and the respective school district related to this MOU. There will not be an exchange of funds between the parties for tasks associated with this MOU.

III. RESPONSIBILITIES
Each party will appoint a person to serve as the official contact and coordinate each organization's activities in carrying out this MOU. The initial appointees of each organization are:

WL ABC: Brandy Stinson (brandystinson@gmail.com)
7PCA: Nikol West (nwest@7pillarsca.org)

The organizations agree to the following tasks for this MOU:

WL ABC will: Provide mentors for a minimum of three (3) months to meet with participating students 1-2 times a month (virtually) between the hours of 3:45pm and 6:00pm on Tuesdays (or other dates with prior approval). All mentors will submit a copy

of their certificate for completing the mandated reporter training to the 7PCA Appointee. The certificates will remain on file throughout the duration of this MOU. Mentors will complete any and all required paperwork to remain in compliance with the mentor program and 7PCA.

7PCA will: Coordinate all mentoring efforts between mentors and mentees. Maintain proper paperwork in compliance with state and school requirements to ensure this mentor program is legally sound, including signed permission forms from students' parents. Ensure that all mentors complete mandated reporter training. Provide forms for students to complete during each session held between mentors/mentees as proof of participation. Hold WL ABC harmless of all penalties and/or liability for any and all matters that may arise as a result of entering into this mentoring relationship.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a minimum of 3 months from the effective date of this agreement and may be extended upon through the communication from 7PCA and WL ABC. If such extension occurs, all protections and obligations outlined above shall remain in full effect.

Authorization

The signing of this MOU implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of each organization represented, the below wish to sign this MOU and contribute to its further development:

Women's League of the Atlanta Black Chambers

Name:
Title:
Signature:

7 Pillars Career Academy

Name: Christina Guillen
Title: Founder and Head of Schools
Signature: 

7 Pillars Career Academy At-A-Glance

ACTIVISM -COMMUNITY SERVICE - PARTNERSHIPS - ACTIVITIES

7 PILLARS CAREER ACADEMY

Mission Statement

Preparing students for global impact by finding value in self through perpetual service to the community.



Zaxby's Meet & Greet/Fundraiser 2019

Vision Statement

7 Pillars Career Academy with integrity and fidelity; will set the standard for educational competence, community influence and raise the bar for the power of good character.



7 Pillars Career Academy opened it doors on August 5, 2019 under the leadership of Christina N. Guillen, Head of Schools.





GA State Capitol - 2019-2020

Activism at Work

Through the guidance of 7 Pillars Career Academy, students are instilled with the knowledge and tools necessary to become advocates for social justice and catalysts for transformation. The Academy empowers its students to become both active members of their communities and agents of change, fostering a culture of empowerment and progress.



GA State Capitol - 2019-2020

Continuing to Make Global Impact Through Community Service

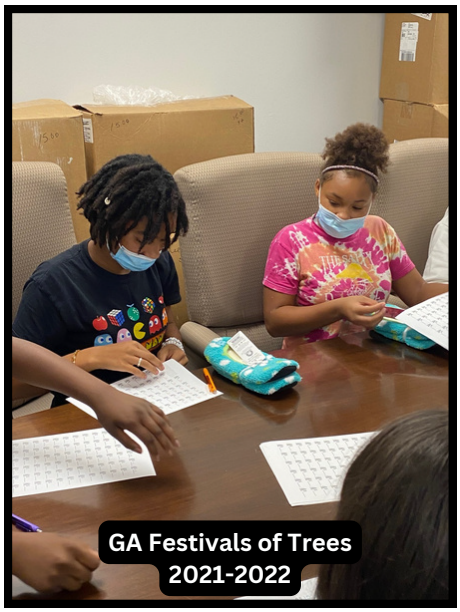
The participation of students in community service is geared towards making a meaningful difference in the world and contributing to the betterment of the local and global communities.


GA Festivals of Trees
2021-2022

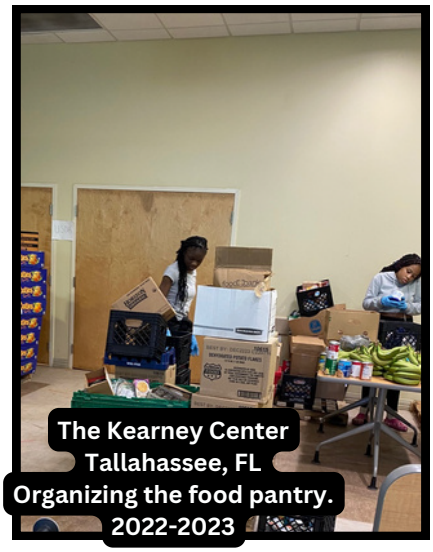


Open Hands Atlanta
Preparing over 20,000 meals
2022-2023


Open Hands Atlanta 2022-2023


GA Festivals of Trees
2021-2022


Open Hands Atlanta 2022-2023


The Kearney Center
Tallahassee, FL
Organizing the food pantry.
2022-2023


7 Pillars Food Pantry
Distributing over 50.00 lbs of food.
2022-2023


The Kearney Center
Tallahassee, FL
Organizing the food pantry.
2022-2023


Open Hands Atlanta 2022-2023

Service provided to:

Trinity Care Adult Day Center
Georgia Festival of Trees
Open Hand Atlanta
Atlanta Food Bank
7 Pillars Food Pantry
The Kearney Center - Tallahassee, FL

Community Partners

By partnering with the community, we are able to further our mission and enhance the educational experience of our scholars. Through these partnerships, our scholars have access to valuable mentoring services, which enable them to thrive and reach their full potential. The three primary components that contribute to professional development are networking skills, industry-specific skills, and obtaining certifications. Our community partners helps make this possible.


ServSafe Certification Ceremony 2022-2023


Smart Healthy Decisions Program Completion - 2022-2023



Lunch & Learn with Community Partners 2019-2020


Starbucks provided an alternative working space. 2019-2020


Heart, Hand and Soul Project Gardening Club 2022-2023


7 Pillars Robotic Team with Lonnie Johnson 2021-2022


Young Men Rising Boys Mentoring Alvin Ailey Performance 2019-2020


Heart, Hand and Soul Project Gardening Club 2022-2023

Build Out Day sponsored by Home Depot 2019-2020

Mentoring Matters



Young Men Rising Boys Mentoring Program 2019-2020

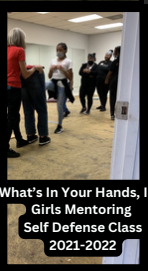

Young Men Rising Boys Mentoring Program 2021-2022



Lauren King Founder of What's In Your Hands, Inc. Girls Mentoring 2019-2020


What's In Your Hands, Inc. Girls Mentoring Vision Board Party 2021-2022


What's In Your Hands, Inc. Girls Mentoring 2022-2023


What's In Your Hands, Inc. Girls Mentoring Self Defense Class 2021-2022

WHAT'S IN YOUR HANDS


What's In Your Hands, Inc. Girls Mentoring Galentine Party 2021-2022


What's In Your Hands, Inc. Girls Mentoring Recruitment 2021-2022

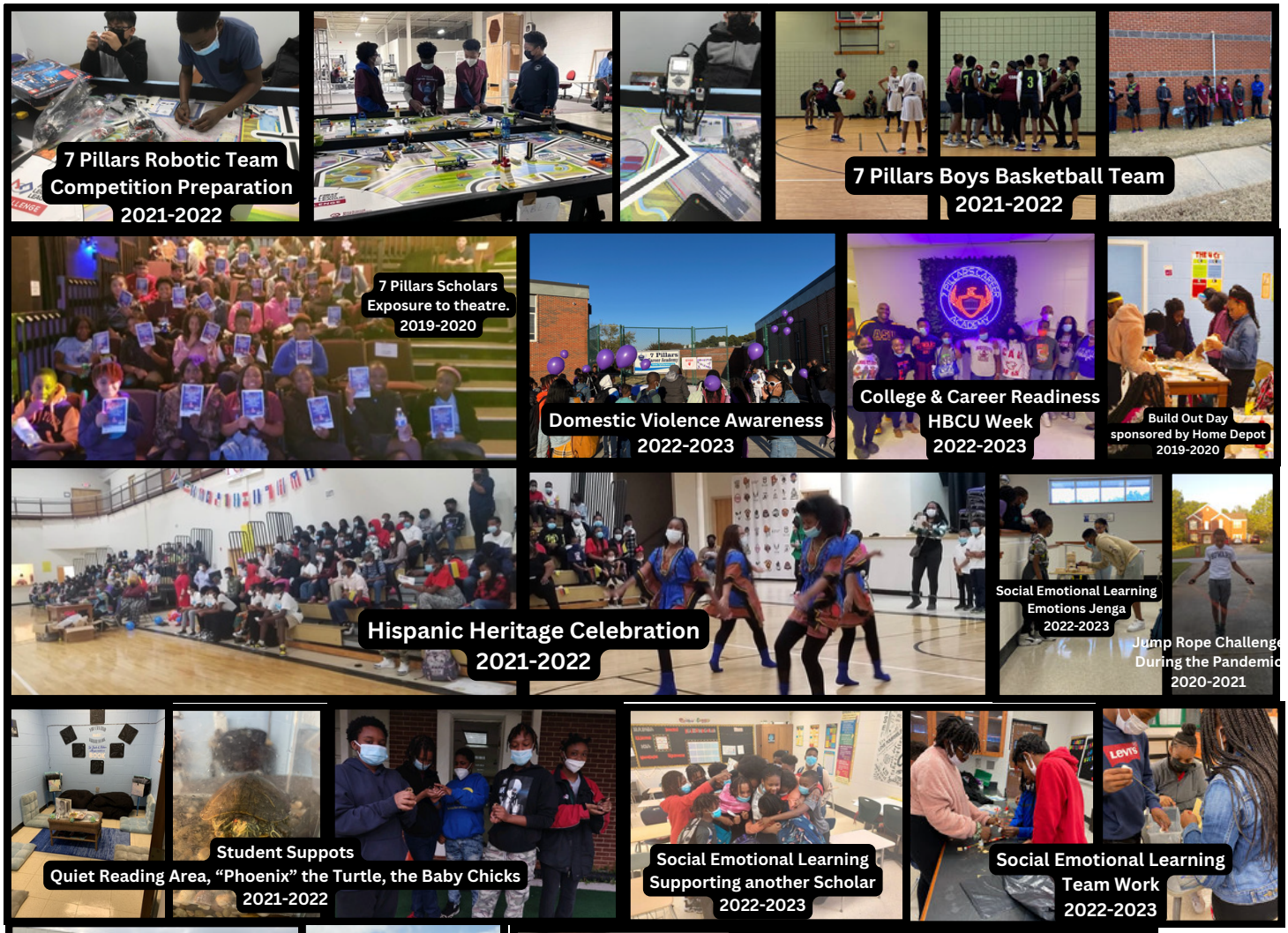

What's In Your Hands, Inc. Girls Mentoring Self Love Workshop 2022-2023

Our Community Partners

Young Men Rising
What's In Your Hands
Pearls of Esther
Atlanta Black Chambers - Women's League
Home Depot
Heart, Hand, and Soul Project
Starbucks
Johnson STEM Activity Center

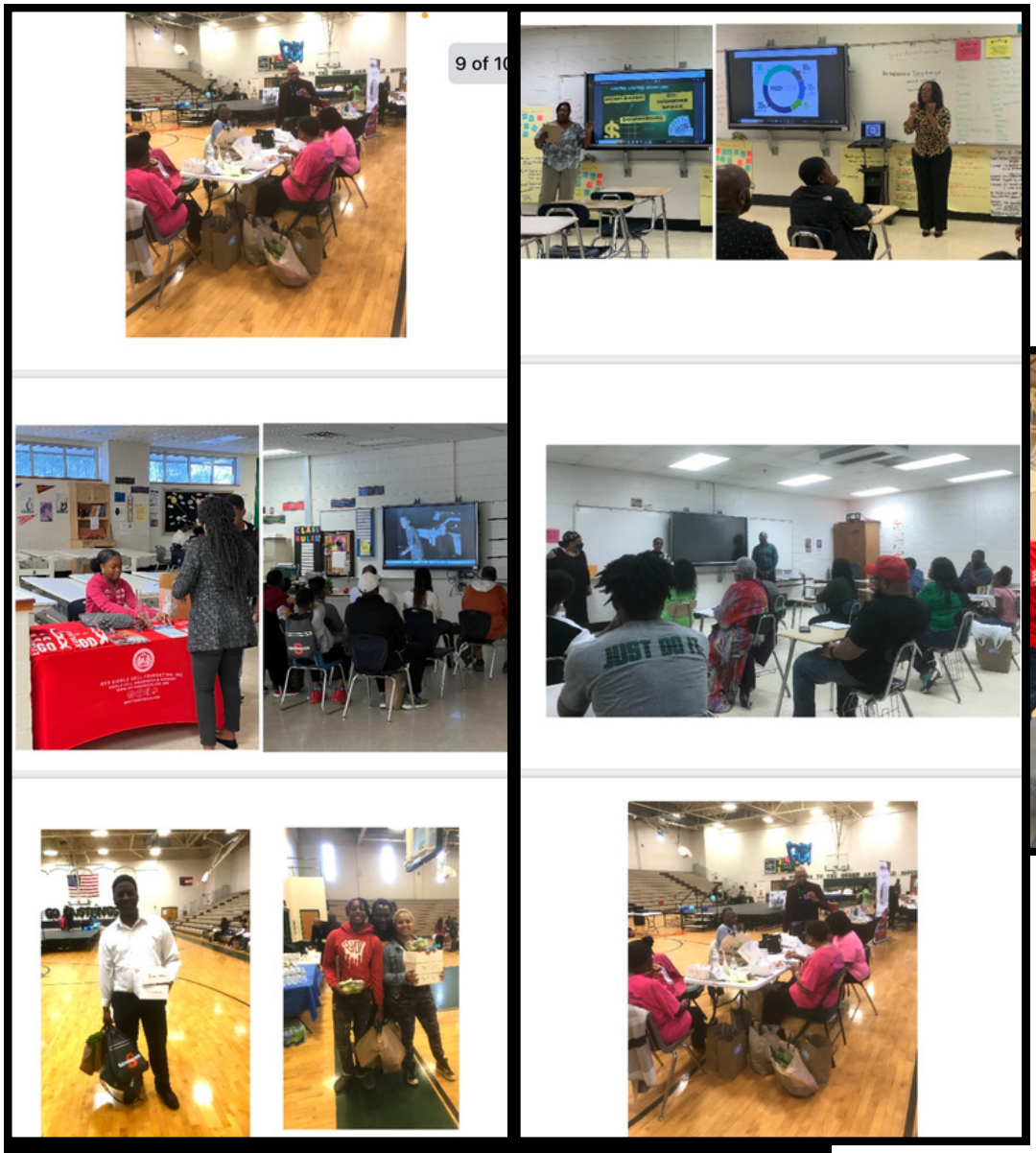
Social Emotional Learning,
Field Trips and Extracurricular Activites

At 7 Pillars Career Academy, we offer extracurricular activities that enhance student involvement and foster the growth of interpersonal abilities. Moreover, we provide social-emotional learning to aid students in developing an understanding of social dynamics, self-awareness, emotional regulation, decision-making skills, and relationship management.
Our organization offers excursions that enrich education and broaden horizons by providing access to a myriad of experiences.



Youth Entreneurship and Wellness Summit

The 7 Pillars Career Academy hosts an annual Youth Entrepreneurship and Wellness Summit which offers an opportunity for students, parents, and members of the community to showcase their businesses. Along with this, the summit also provides workshops that aid in mental health, wellness, government issues, and business support.







Youth Entrepreneurship and Wellness Summit 2022-2023

7 Pillars Career Academy



Charter Renewal Exhibit

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LEASE AGREEMENT

This LEASE AGREEMENT ("Lease") is made and entered into this 29th. day of June, 2022, by and between the Clayton County Board of Education (the "Landlord") and Youthserv360, Inc., d/b/a/ 7 Pillars Career Academy (the "Tenant").

W I T N E S S E T H:

In consideration of the mutual promises and covenants hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby do covenant and agree as follows:

1. PREMISES. The property hereby leased to Tenant is a portion of that certain lot or parcel having a street address of 2299 Old Rex Morrow Road, Morrow, Georgia 30260 which parcel is more particularly described on Exhibit A hereto attached, but shall include only the spaces and Buildings or other structuring as delineated and otherwise described in Exhibit B attached hereto (the "Premises). This Lease is for the Premises as described above and for the Premises only. This Lease does not give Tenant any rights or privileges to occupation of any other of Landlords properties or possessions.

2. TERM. The lease term ("Lease Term") shall commence on July 11, 2022 ("the Effective Date") and shall, unless terminated earlier as provided herein, expire at 11:59 p.m. on June 30, 2025 (the "Expiration Date").

3. RENEWAL. Provided this Lease is still in effect and has not been terminated for any reason, this Lease may renew at the end of the Lease Term for an additional one (1) year term ("Renewal Term"), unless either party gives to the other party written notice of intent not to renew at least ninety (90) days prior to the expiration of the Lease Term, or of any Renewal Term. All provisions of this Lease applicable to the original term thereof shall apply with equal force to any Renewal Term. As used herein, the word "Term" refers to the Lease Term and/or Renewal Term.

4. POSSESSION. The taking of possession by Tenant shall be deemed conclusively to establish that said Premises and other improvements are in good and satisfactory condition as of when possession was taken. Tenant further acknowledges that no representations as to the repair of the Premises, nor promises to alter, remodel or improve the Premises, have been made by Landlord unless such are expressly set forth in this Lease.

POSSESSION CONTINGENT. Tenant recognizes and agrees that as an essential term of this Lease, Tenant's possession of the Premises is contingent upon the opening of the New Morrow High School currently being constructed by Landlord. Should Landlord be unable to open the New Morrow High School for students and teachers to occupy for the 2022-2023 school year, it will become necessary for the Landlord to retain possession and access to the Premises until the New Morrow High School campus can be opened.

In the event of such an occurrence, Tenant agrees that it shall not attempt to possess or otherwise occupy the Premises until after the New Morrow High School campus is opened,

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Landlord has moved the New Morrow High School students and staff to the new campus, and Landlord has otherwise, vacated the Premises. Should Tenant attempt to do so, Tenant will be liable for any costs associated to Tenant's removal from the Premises or defense of any actions brought by Tenant against Landlord, including, but not limited to, attorney's fees.

The Parties further agree that in the event of such an occurrence as described above, Tenant shall not be liable for any rent unless and until Landlord has vacated the Premises and Tenant is able to occupy the Premises. At which time, Tenant shall be liable for any Rent or pro-rated Rent as described below. Finally, in the advent of the occurrence described above, Tenant shall be solely responsible for finding suitable accommodations for its operations until Tenant occupies the Premises.

5. BASE RENT. Base rent for the Premises shall be paid in equal installments due and payable in the amount of two thousand dollars ($2,000.00) ("Base Rent"), initially on the Effective Date of the Term, and subsequently on the first calendar day following each month of the Term, without demand, deduction or set off in lawful money of the United States. The Base Rent may increase every twelve (12) months of the Term equal to the percentage increase in the Consumer Price Index for Atlanta, Georgia for the prior twelve (12) months. Landlord shall have no obligation to notify Tenant of such increase.

6. SECURITY DEPOSIT. Landlord acknowledges receipt from Tenant of the sum of two thousand dollars ($2,000.00), which sum Landlord shall retain as security for the performance by Tenant of each of its obligations hereunder. If Tenant fails at any time to perform its obligations, Landlord may at its option apply said deposit, or so much thereof as is required, to cure Tenant's default, but if prior to the termination of this Lease Landlord depletes said deposit in whole or in part, Tenant shall immediately restore the amount so used by Landlord. Except to the extent Landlord uses the deposit to cure a default of Tenant, or to restore the Premises to the condition that Tenant is required to leave them at the conclusion of the Term, Landlord shall within thirty (30) days of the termination of the Lease refund so much of the deposit as it continues to hold to Tenant.

7. TAXES. Insofar as may be applicable, Tenant, at its expense, shall be responsible for all taxes, assessments and governmental charges of any kind and nature whatsoever levied or assessed against the Premises by any municipality, county, or other governmental agency (the "Taxes"), including but not limited to, all taxes levied against Tenant's inventory and personal property, and trade fixtures placed by Tenant in or on the Premises. If any such taxes for which Tenant is liable are levied against Landlord or Landlord's property and if Landlord elects to pay the same or if the assessed value of Landlord's property is increased by inclusion of Tenant's personal property and inventory, betterments, improvements, and trade fixtures, and Landlord elects to pay the taxes based on such increase, Tenant shall pay to Landlord as additional rent upon demand that part of such taxes for which Tenant is liable hereunder.

If applicable, Landlord shall estimate Tenant's pro-rata share of taxes at the beginning of each calendar year. Tenant shall pay such estimated share of taxes to Landlord as additional rent in equal monthly installments along with payments of the Base Rent. Tenant's estimated payment hereunder shall be adjusted in accordance with the most recent tax bill received by Landlord. Landlord shall notify Tenant of any excess tax payments made by Tenant or of any deficiency in

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tax payments made by Tenant, based on tax bills received by Landlord. Any excess tax payment by Tenant shall be applied to installments of tax payments next due. Tenant shall pay to Landlord any deficiency along with the payment of Base Rent next due and thereafter pay its adjusted proportionate share of taxes in monthly installments as herein provided. Landlord shall, in addition, furnish Tenant with copies of all applicable tax bills, upon request of Tenant. Tenant's obligation for tax payments hereunder shall survive the expiration of the Term or earlier termination hereof and in such event, Tenant shall pay sums due pursuant to this Paragraph to Landlord upon demand.

It is understood and acknowledged that Tenant's obligations to Landlord for the payment of the aforesaid taxes, public charges and assessments is based on the system of real estate taxation in effect on the date hereof. Should the applicable taxing authorities change the manner in which they raise revenue from the ad valorem tax system to an income or other tax form, of whatever nature, then, and in that event, Tenant shall pay its proportionate share of any taxes, charges or assessments imposed on the Premises, or any rents or income therefrom under any such new or alternative system of taxation.

8. INSURANCE. Throughout the term of this Lease, Tenant, at its sole cost and expense, shall keep or cause to be kept for the mutual benefit of Landlord, Landlord's managing agent and Tenant (with appropriate cross-liability endorsements so showing) through companies licensed to do business in Georgia having a Best's rating of at least A-XIII (as the same may be adjusted from time to time) comprehensive general liability insurance covering the Premises with coverage of at least $1,000,000.00 per occurrence, inclusive of personal injury, bodily injury, death, and property damage, and with an aggregate limit of at least $2,000,000.00 per year, which policies insure against all liability of Tenant, Tenant's authorized representatives, and anyone for whom Tenant is responsible arising out of and in connection with Tenant's use of the Premises, and shall insure Tenant's performance of the indemnity provisions contained herein. Not more frequently than once each year, Landlord may require the limits to be increased if in its reasonable judgment (or that of its mortgagee) the coverage is insufficient. Tenant shall also insure its personal property located in and on the Premises, and shall neither have nor make any claim against Landlord for any loss or damage to the same, regardless of the cause thereof. The proceeds from any such policy covering personal property shall be used by Tenant for the replacement of Tenant's personal property.

Prior to taking possession of the Premises, and at any other time during the Term upon written request from the Landlord, Tenant shall deliver to Landlord copies of original policies or satisfactory certificates thereof. All such policies shall be non-assessable and shall contain language, to the extent obtainable, that (A) any loss shall be payable notwithstanding any act or negligence of Landlord or Tenant that might otherwise result in forfeiture of the insurance, (B) that the policies are primary and non-contributing with any insurance that Landlord may carry, and (C) that they cannot be canceled or changed except after thirty (30) days' notice to Landlord.

Anything in this Lease to the contrary notwithstanding, Landlord releases and waives unto Tenant, its successors and assigns, and Tenant releases and waives unto Landlord, its successors and assigns, all rights to claim damages for any injury, loss, cost, or damage to persons or to the Premises which is occasioned by fire, explosion, accident, occurrence or condition in, on or about the Premises or any other casualty as long as the amount of such injury, loss, cost or damage has

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been paid either to Landlord, Tenant, or any other person, firm, or corporation, under the terms of any fire, extended coverage, public liability or other policy of insurance, to the extent such releases or waivers are permitted under applicable law. All policies of insurance carried or maintained pursuant to this Lease shall contain or be endorsed to contain a provision whereby the insurer waives all rights of subrogation against either Tenant or Landlord.

Tenant shall indemnify and hold Landlord harmless from and against any and all claims arising out of (A) Tenant's use of the Premises or any other part thereof, (B) any activity, work, or other thing done, permitted or suffered by Tenant in or about the Premises or the buildings on the Premises, or any part thereof, (C) any breach or default by Tenant in the performance of any of its obligations under this Lease, or (D) any act or negligence of Tenant, or any officer, agent, employee, contractor, servant, invitee or guest of Tenant; and in each case from and against any and all damages, losses, liabilities, lawsuits, costs and expenses (including attorneys' fees at all tribunal levels) arising in connection with any such claim or claims as described in (A) through (D) above, or any action brought thereon. If such action be brought against Landlord, Tenant, upon notice from Landlord, shall defend the same through counsel selected by Tenant's insurer or other counsel, in each case acceptable to Landlord. Tenant assumes all risk of damage or loss to its property or injury or death to persons in, on or about the Premises, from all causes except those for which the law imposes liability on Landlord regardless of any attempted waiver thereof, and Tenant hereby waives such claims in respect thereof against Landlord. The provisions of this paragraph shall survive the termination of this Lease.

9. LAWN, DRIVEWAY, AND PAVED PARKING AREA MAINTENANCE. Landlord shall be solely responsible for all costs to maintain (the "Exterior Maintenance Expense") the lawn, driveway, and paved parking area maintenance, repair and replacement related to the Premises (the “Exterior Maintenance”). The Exterior Maintenance Expense shall include, without limitation, the actual total costs of lawn maintenance, driveway and parking area maintenance, exterior lighting maintenance, snow removal, waste removal, cleaning supplies, miscellaneous supplies for buildings on the premises, sweeper brushes, supplies for materials, external paint for the buildings on the Premises, exterior lighting in common areas, security guards, and signs.

10. USE. The Premises shall be used for a charter school for grades 6-12 and related purposes only. Tenant shall conduct no activity that will result in the discharge of harmful gases, effluents or other wastes. Outside storage is prohibited without Landlord's prior written consent. Tenant shall, at its own cost and expense, obtain any and all licenses and permits for any such use. Tenant shall comply with all governmental laws, ordinances and regulations and the requirements of any insurance company providing insurance as required and contemplated herein relating to the use of the Premises, and shall promptly comply with all governmental orders and directives for the correction, prevention and abatement of nuisances in or upon, or connected with, the Premises, all at Tenant's sole expense. Tenant shall not permit any objectionable or unpleasant odors, smoke, dust, gas, noise or vibrations to permeate in or emanate from the Premises, nor take any other action which would constitute a nuisance. Without Landlord's prior written consent, Tenant shall not receive, store or otherwise handle any product, material or merchandise which is explosive, inflammable, combustible, corrosive, caustic or poisonous. Tenant will not permit the Premises to be used for any purpose or in any manner (including, without limitation, any method of storage) which would render the insurance thereon void or the insurance risk more hazardous or cause the

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State Board of Insurance or other insurance authority to disallow any sprinkler credits. Tenant shall give notice to Landlord immediately upon the occurrence of any accident in the Premises or upon Tenant's discovery of any defects thereon or in any fixtures or equipment located therein or upon the occurrence of any emergency in the Premises or buildings on the Premises. Except in the use of emergency, Landlord shall not have authority to control or adjust any fixtures or equipment on the Premises. Landlord makes no representation whatsoever that the Premises are suitable for use as a school.

11. REPAIRS.

(a) TENANT'S REPAIRS. Tenant shall not damage any portion of the Premises, and shall, at its sole cost and expense, promptly repair any damage or injury to any portion of the Premises caused by Tenant or its employees, agents or invitees. Any repairs shall be coordinated with Landlord and subject to Landlord's approval and acceptance.

(b) LANDLORD'S REPAIRS. Except as otherwise provided herein, during the Term and, if applicable, Renewal Term, Landlord shall bear the costs of repairs to, improvements to, and maintenance of the Premises.

12. ALTERATIONS. Tenant shall not make any alterations, additions or improvements to the Premises including, but not limited to, roof and wall penetrations, without the prior written consent of Landlord. Tenant may, without the consent of Landlord, but at its sole cost and expense and in a good workmanlike manner, make cosmetic and decorative improvements to the Premises and/or erect interior improvements such as shelves, bins, machinery and trade fixtures as it may deem advisable, without altering the basic character of the Premises or improvements and without overloading or damaging the Premises or improvements, and in each case complying with all applicable governmental laws, ordinances, regulations and other requirements. Tenant shall not make any alterations, additions or improvements to the Premises which will contravene Landlord's policies insuring against loss or damage by fire or other hazards, including but not limited to public liability, or which will prevent Landlord from securing such policies from companies acceptable to Landlord. If any such alterations, additions or improvements cause the rate of fire or other insurance on the Premises by companies acceptable to Landlord to be increased beyond the minimum rate from time to time applicable to the Premises for permitted uses thereof, Tenant shall pay as Additional Rent the amount of any such increase promptly upon demand by Landlord. All alterations, additions, improvements and partitions erected by Tenant shall be and remain on the property of Tenant during the term of this Lease, and Tenant shall, unless Landlord otherwise elects as hereinafter provided, remove all alterations, additions, improvements and partitions erected by Tenant by the date of termination of this Lease or upon earlier vacating of the Premises; provided, however, that if Landlord so elects prior to termination of this Lease or upon earlier vacating of the Premises, such alterations, additions, improvements and partitions shall become the property of Landlord as of the date of termination of this Lease or upon earlier vacating of the Premises and shall be delivered up to the Landlord with the Premises. All shelves, bins, machinery and trade fixtures installed by Tenant may be removed by Tenant prior to the termination of this Lease if Tenant so elects, and shall be removed by the date of termination of this Lease or upon earlier vacating of the Premises if required by Landlord; upon any such earlier removal, Tenant shall restore the Premises to their original condition. All such removals and restoration shall be

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accomplished in a good, workmanlike manner so as not to damage the primary structure or structural qualities of the buildings on the Premises and other improvements situated on the Premises.

13. SIGNS. Tenant shall have the right to install signs upon the Premises subject to any applicable governmental laws, ordinances, regulations and other requirements. Tenant shall remove all such signs upon the termination of this Lease. Such installations and removals shall be made in such a manner as to avoid injury or defacement of the Premises, and Tenant shall repair any injury or defacement, including, without limitation, discoloration of the buildings on the Premises caused by such installation and/or removal.

14. INSPECTION. Landlord and Landlord's agents and representatives shall have the right to enter and inspect the Premises at any reasonable time for the purpose of ascertaining the condition of the Premises or in order to make such repairs as may be required or permitted to be made by Landlord under the term of this Lease or in order to show the Premises to any prospective purchaser or lender. Tenant shall arrange to meet with Landlord for a joint inspection of the Premises prior to vacating. In the event of Tenant's failure to give notice or arrange such joint inspection, Landlord's inspection at or after Tenant's vacating the Premises shall be conclusively deemed correct for purposes of determining Tenant's responsibilities for repairs and restoration.

15. UTILITIES. Landlord shall pay for all charges for all water, gas, electrical, telephone, sewer, internet, garbage and other utilities used on or from the Premises. Provided, however, Landlord shall in no event be liable for any interruption or failure of utility services on the Premises.

16. ASSIGNMENT AND SUBLETTING. Tenant shall not be permitted to assign or sublease the whole or any part of the Premises or to allow any other party to use the Premises without obtaining Landlord's prior written consent. Notwithstanding any permitted assignment or subletting, Tenant shall at all times remain directly, primarily and fully responsible and liable for the payment of the Rent herein specified and for compliance with all of its other obligations under the terms, provisions and covenants of this Lease.

17. COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES. Tenant shall comply with all applicable laws, ordinances, regulations, policies, and directives affecting the Premises, now existing or hereafter adopted, including general rules and regulations for the Premises as may be developed from time to time by Landlord and delivered to Tenant or posted on the Premises.

18. FORCE MAJEURE. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (which causes are hereinafter referred to as "Force Majeure"), to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, or generalized lack of availability of raw materials or energy.

For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the

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inability of either party to avoid a financial loss, (b) changes in the market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

19. CONDEMNATION. If the whole or any substantial part of the Premises should be taken for any public or quasi-public use under governmental law, ordinance, or regulation, or by right of eminent domain, or by private purchase in lieu thereof, and the taking would prevent or materially interfere with the use of the Premises for the purpose for which they are being used, this Lease shall terminate and the rent shall be abated during the unexpired portion of this Lease, effective when the physical taking of the Premises shall occur.

If part of the Premises shall be taken for any public or quasi-public use under any governmental law, ordinance or regulation, or by right of eminent domain, or by private purchase in lieu thereof, and this Lease is not terminated as provided above, this Lease shall not terminate but the rent payable hereunder during the unexpired portion of this Lease shall be reduced to such extent as may be fair and reasonable under all of the circumstances.

In the event of any such taking or private purchase in lieu thereof, Landlord shall be entitled to receive and retain all awards as may be awarded in any condemnation proceedings other than those specifically awarded to Tenant for the taking of Tenant's personal property, loss of business and moving expenses.

20. HOLDING OVER. Tenant will, at the termination of this Lease by lapse of time or otherwise, yield up immediate possession to Landlord. If Landlord agrees in writing that Tenant may hold over after the expiration or termination of this Lease, unless the parties hereto otherwise agree in writing on the terms of such holding over, the holdover tenancy shall be subject to termination by Landlord at any time upon not less than fifteen (15) days advance written notice, or by Tenant at any time upon not less than fifteen (15) days advance written notice, and all of the other terms and provisions of this Lease shall be applicable during that period, except that Tenant shall pay Landlord from time to time upon demand, as Base Rent for the period of any holdover, an amount equal to one hundred and twenty-five percent of the rent according to the terms of this lease and in effect during the Term ("Holdover Rent") computed on a daily basis for each day of the holdover period. No holding over by Tenant, whether with or without consent of Landlord, shall operate to extend this Lease except as otherwise expressly provided. If Tenant shall hold over after the expiration of the final Renewal Term or termination of this Lease without Landlord's written consent, such holding over shall not be deemed to be a renewal of this Lease but shall be deemed to create a tenancy-at-sufferance and by such holding over Tenant shall be deemed to have agreed to be bound by all of the terms and conditions of this Lease except those as to the Term hereof and except that during such tenancy-at-sufferance, Tenant shall pay to Landlord the Holdover Rent in effect on the termination date, computed on a daily basis for each day of the holdover period. The increased rent during any such holding over is intended to partially compensate Landlord for losses, damages and expenses, including frustrating and delaying Landlord's ability to secure a replacement tenant. Tenant expressly agrees to hold Landlord harmless from any and all loss and damages, direct and consequential, which Landlord may suffer in defense of claims by parties against Landlord arising out of the holding over by Tenant, including, without limitation, reasonable attorney's fees in connection with Landlord's defense of such claims. Acceptance of rent by Landlord subsequent to the Expiration Date shall not constitute consent to any holding over. Landlord shall have the right to apply all payments received after the Expiration Date toward payment for use and occupancy of

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the Premises subsequent to the Expiration Date and toward any other sums owed by Tenant to Landlord. Landlord, at its option, may forthwith re-enter and take possession of the Premises without process or by any legal process in force. The preceding provisions of this Section 20 shall not be construed as Landlord's consent to hold over.

21. QUIET ENJOYMENT. Landlord covenants that it now has, or will acquire before Tenant takes possession of the Premises, good title to the Premises, free and clear of all liens and encumbrances, excepting only the lien for current taxes not yet due, mortgage or mortgages of record, zoning ordinances, lease agreements for use of other areas of the Premises, and other building and fire ordinances and governmental regulations relating to the use of such property, and easements, restrictions and other conditions of record. Landlord represents and warrants that it has full right and authority to enter into this Lease and that Tenant, upon paying the rental herein set forth and performing its other covenants and agreements herein set forth, shall peaceably and quietly have, hold and enjoy the Premises for the term hereof without hindrance or molestation from Landlord, subject to the terms and provisions of this Lease.

22. EVENTS OF DEFAULT. The following events shall be deemed to be events of default by Tenant under this Lease:

(a) Tenant shall fail to pay any installment of the Base Rent or Additional Rent herein reserved within ten (10) days following notice to Tenant that the payment has not been received, or any payment with respect to taxes hereunder, or any other payment or reimbursement to Landlord required herein by such payment's due date, and the failure of Tenant to pay such amount within ten (10) days of notice from the Landlord.

(b) Tenant shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors.

(c) Tenant shall file a petition under any Section or chapter of the Bankruptcy Reform Act, as amended, or under any similar law or statute of the United States or any state thereof; or Tenant shall be adjudged bankrupt or insolvent in proceedings filed against Tenant thereunder, which are not dismissed within one hundred and twenty (120) days thereof.

(d) A receiver or trustee shall be appointed for all or substantially all of the assets of Tenant.

(e) Tenant shall desert or vacate any substantial portion of the Premises.

(f) Tenant shall fail to comply with any term, provision or covenant of this Lease (other than the foregoing in this Section 15), and shall not cure such failure within thirty (30) days after written notice thereof to Tenant, provided, however, that in the event such default cannot reasonably be cured within said thirty (30) day period, Tenant shall be deemed to be in compliance with this subparagraph if it pursues all reasonable means to cure and such default is in fact cured within sixty (60) days after written notice to Tenant, provided that Tenant shall not be entitled to more than one such notice and cure period during the Term.

23. REMEDIES. Upon the occurrence of any such events of default in Section 23 hereof, Landlord shall have the option to pursue any one or more of the following remedies without any notice or demand whatsoever:

(a) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, and if Tenant fails to do so, Landlord may, without prejudice to any other

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remedy which it may have for possession or arrearages in Rent, enter upon and take possession of the Premises and expel and remove Tenant and any other person who may be occupying the Premises or any part thereof, by force if necessary, without being liable for prosecution or any claim of damages therefor; and Tenant agrees to pay to Landlord on demand the amount of all loss and damage which Landlord may suffer by reason of such termination, whether through inability to relet the Premises on satisfactory terms or otherwise.

(b) Enter upon and take possession of the Premises and expel or remove Tenant and any other person who may be occupying such Premises or any part thereof, by force if necessary, without being liable for prosecution and receive the Rent thereof; and relet the same at such amount as Landlord deems reasonable and Tenant agrees to pay to Landlord on demand any deficiency that may arise by reason of such reletting, including all costs and expenses associated with such reletting including without limitation reasonable attorneys' fees, brokers' commissions and tenant upfit work. In the event Landlord is successful in reletting the Premises at a rental in excess of that agreed to be paid by Tenant pursuant to the terms of this Lease, Landlord and Tenant each mutually agree that Tenant shall not be entitled, under any circumstances, to such excess rental, and Tenant does hereby specifically waive any claim to such excess rental.

(c) Enter upon the Premises, by force if necessary, without being liable for prosecution or any claim for damages therefor, and do whatever Tenant is obligated to do under the term of this Lease; and Tenant agrees to reimburse Landlord, on demand for any expenses which Landlord may incur in thus effecting compliance with that which Tenant is obligated to do under the terms of this Lease; and Tenant agrees to reimburse Landlord on demand for any expenses which Landlord may incur in thus effecting compliance with Tenant's obligations under this Lease, and Tenant further agrees that Landlord shall not be liable for any damages resulting to Tenant from such action, whether caused by the negligence of Landlord or otherwise.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided by law or equity, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any Rent due to Landlord hereunder or of any damages accruing to Landlord by reason of the violation of any of the terms, provision and covenants herein contained. No act or thing done by Landlord or its agents during the term hereby granted shall be deemed a termination of this Lease or an acceptance of the surrender of the Premises, and no agreement to terminate this Lease or accept a surrender of the Premises shall be valid unless in writing signed by Landlord. No waiver by Landlord of any violation or breach of any of the terms, provisions and covenants herein contained shall be deemed or construed to constitute a waiver of any other violation or breach of any of the term, provisions and covenants herein contained. Landlord's acceptance of the payment of rental or other payments hereunder after the occurrence of an event of default shall not be construed as a waiver of such default, unless Landlord so notifies Tenant in writing, and no receipt of money by Landlord from Tenant after the termination of this Lease or after service of any notice or after the commencement of any suit or after final judgment for possession of the Premises shall reinstate, continue or extend the term of this Lease or affect any such termination, notice, suit or judgment, unless Landlord so notifies Tenant in writing. Forbearance by Landlord to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute waiver of such default or of Landlord's right

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to enforce any such remedies with respect to such default or any subsequent default: If, on account of any breach or default by Tenant in Tenant's obligations under the term and conditions of this Lease, it shall become necessary or appropriate for Landlord to employ or consult with an attorney concerning such breach or default by Tenant or to enforce or defend any of Landlord's rights or remedies hereunder, Tenant agrees to pay any reasonable attorneys' fees so incurred.

24. LANDLORD'S LIEN. In addition to any statutory lien for rent in Landlord's favor, Landlord shall have and Tenant hereby grants to Landlord a continuing security interest for all rentals and other sums of money becoming due hereunder from Tenant, upon all goods, wares, equipment, fixtures, furniture, inventory, client files, accounts**,** contract rights, chattel paper and other personal property of Tenant situated on the Premises, and such property shall not be removed therefrom without the consent of Landlord until all arrearages in Rent as well as any and all other sums of money then due to Landlord hereunder all first have been paid and discharged. In the event of a default under this Lease, Landlord shall have, in addition to any other remedies provided herein or by law, all rights and remedies under Uniform Commercial Code, including, without limitation, the right to sell the property described in this Section 24 at public or private sale upon five (5) days' notice to Tenant. Tenant hereby agrees that Landlord shall be entitled to prepare and file such financial statements and other instruments necessary or desirable in Landlord's discretion to perfect the security interest hereby created. Any statutory lien for rent is not hereby waived, the express contractual lien herein granted being in addition and supplementary thereto.

25. MORTGAGES. Tenant accepts this Lease subject and subordinate to any mortgage(s) and/or deeds of trust now or at any time hereafter constituting a lien or charge upon the Premises or the improvements situated thereon; provided, however, that if the mortgagee, trustee, or holder of any such mortgage or deed of trust elects to have Tenant's interest in this Lease superior to any such instrument, then by notice to Tenant from such mortgagee, trustee or holder, this Lease shall be deemed superior to such lien, whether this Lease was executed before or after said mortgage or deed of trust. Tenant shall at any time hereafter on demand execute any instruments, releases or other documents which may be required by any mortgagee or trustee for the purpose of further subjecting and subordinating this Lease to the lien of any such mortgage or deed of trust. Provided, however, that Tenant shall state, with particularity, any claims, offsets or defenses it has against Landlord.

26. MECHANIC'S LIENS. Tenant shall have no authority, express or implied, to create or place any lien or encumbrance of any kind or nature whatsoever upon, or in any manner to bind, the interest of Landlord in the Premises or to charge the rentals payable hereunder for any claim in favor of any person dealing with Tenant, including those who may furnish materials or perform labor for any construction or repairs, and each such claim shall affect and each such lien shall attach to, if at all, only the leasehold interest granted to Tenant by this instrument. Tenant covenants and agrees that it will pay or cause to be paid all, sums legally due and payable by it on account of any labor performed or materials furnished in connection with any work performed on the Premises on which any lien is or can be validly and legally asserted against its leasehold interest in the Premises or the improvements thereon and that it will save and hold Landlord harmless from any and all loss, cost or expense based on or arising out of asserted claims or liens against the leasehold estate or against the right, title and interest of Landlord in the Premises or under the terms of this Lease.

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27. NOTICES. Each provision of this instrument or of any applicable governmental laws, ordinances, regulations and other requirements with reference to the sending, mailing or delivery of any notice by Landlord to Tenant or with reference to the sending, mailing or delivery of any notice or the making of any payment by Tenant to Landlord shall be deemed to be complied with when and if the following steps are taken:

All Rent and other payments required to be made by Tenant to Landlord hereunder shall be payable to Landlord at the address herein below set forth or at such other address as Landlord may specify from time to time by written notice delivered in accordance herewith. Tenant's obligations to pay Rent and any other amounts to Landlord under the terms of this Lease shall not be deemed satisfied until such Rent and other amounts have been actually received by Landlord.

Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered whether actually received or not when deposited in the United States Mail postage prepaid, Certified or Registered Mail, return receipt requested, addressed to the parties hereto at the respective addresses set out below, or at other such address as they have theretofore specified by written notice delivered in accordance herewith.

LANDLORD:

Clayton County Board of Education
Attn: Dr. Morcease Beasley, Superintendent
1058 5th Avenue
Jonesboro, Georgia 30236
Facsimile 770-473-2778
E-mail: morcease.beasley@clayton.k12.ga.us

With a copy to:

Fincher Denmark LLC
Attn: Winston Denmark, Esq.
100 Hartsfield Centre Pkwy, Suite 400
Atlanta, Georgia 30354
Facsimile 770-471-9948
E-mail: wdenmark@fincherdenmark.com

TENANT:

Seven Pillars Academy
Attn: Christina Guillen
4234 Hendrix Drive
Forest Park, Georgia 30297
E-mail: cguillen@7pillarsca.org

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With a copy to:

_____
_____
_____

If and when included within the term "Landlord," as used in this instrument, there are more than one person, firm or corporation, all shall jointly arrange among themselves for their joint execution of such a notice specifying some individual at some specific address for the receipt of notices and payments to Landlord; if and when included within the term "Tenant," as used in this instrument, there are more than one person, firm or corporation, all shall jointly arrange among themselves for their joint execution of such a notice specifying some individual at some specific address within the continental United States for the receipt of notices to Tenant. All parties included within the terms "Landlord" and "Tenant," respectively, shall be bound by notices given in accordance with the provisions of this Section 27 to the same effect as if each had received such notices.

Tenant is required to update its business address in writing with Landlord every three months. Tenant will provide the address update to Landlord's counsel, Winston Denmark, Esq. at the address listed above.

28. BROKER'S CLAUSE. Tenant represents that it has not dealt with any broker in connection with this Lease. Landlord represents that it has not dealt with any broker in connection with this Lease. Landlord covenants and agrees to pay and hold harmless and indemnify Tenant from and against any and all costs, expenses, including reasonable attorneys' fees, or liabilities for any compensation, commission, or charge claimed by any broker or agent other than Tenant's Broker with whom Landlord has had any dealings or negotiations with respect to this Lease or the negotiation thereof. Tenant covenants and agrees to pay and hold harmless and indemnify Landlord from and against any and all costs, expenses, including reasonable attorneys' fees, or liabilities for any compensation, commission, or charge claimed by any broker or agent including Tenant's Broker, but excluding Landlord's Broker, with whom Tenant has had any dealings or negotiations with respect to this Lease or the negotiation thereof.

29. INDEMNITY.

(a) Tenant shall indemnify Landlord and save it harmless from suits, actions, damages, liability and expense (including attorneys' fees and expenses of litigation relating thereto and to this indemnity) in connection with loss of life, bodily or personal injury, for property damage, arising from or out of any occurrence in, upon, or at the Premises or the occupancy or use by Tenant of Premises or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, its agents, contractors, employees, servants, invitees, licensees or concessionaires, including the sidewalks and common areas within the Premises;

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(b) Tenant shall store its property in and shall occupy the Premises at its own risk and shall release Landlord, to the full extent permitted by Law, from all claims of every kind resulting from loss of life, personal and bodily injury or property damage;

(c) Landlord shall not be responsible or liable at any time for any loss or damage to Tenant's merchandise, equipment, fixtures or other personal property of Tenant or to Tenant's business;

(d) Landlord shall not be responsible or liable to Tenant or to those claiming by, through, or under Tenant for any loss or damage to either the person or property of Tenant that may be occasioned by or through the acts or omissions of person(s) occupying adjacent, connecting or adjoining premises;

(e) Landlord shall not be responsible or liable for any defect, latent or otherwise, in any building in the Premises or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall it be responsible or liable for any injury, loss or damage to any person or to any property of Tenant, or other person, caused by or resulting from bursting, breakage or by or from the leakage of steam, snow or ice, or the running, backing up, seepage, or overflow of water or sewage, in any part of said Premises or for any injury or damage caused by or resulting from acts of God or the elements or for any injury or damage caused by or resulting from any defect or negligence in the occupancy, construction, operation or use of the Premises, including but not limited to any building, machinery, apparatus or equipment resulting from the acts or negligence of any occupant of the Premises. Landlord is not responsible in any event for consequential damages;

(f) Tenant shall give prompt notice to Landlord in the case of fire or accidents in the Premises or in the Building thereon or of defects therein or in any fixtures or equipment;

(g) Tenant shall pay all costs, expenses and reasonable attorneys' fees that may be incurred or paid by Landlord in enforcing the terms of this Lease.

30. HAZARDOUS MATERIALS. Tenant agrees that it will not place, hold, or dispose of any Hazardous Material (as hereinafter defined) on, under or at the Premises and that it will not use the Premises or any portion thereof as a treatment, storage, or disposal (whether permanent or temporary) site for any Hazardous Material. Tenant further agrees that it will not cause or allow any asbestos to be incorporated into any improvements or alterations which it makes or causes to be made to the Premises. Tenant hereby agrees to and does indemnify Landlord against any and all losses, liabilities, damages, injuries, costs, expenses and claims of any and every kind whatsoever (including without limitation, court costs and attorneys' fees) which at any time or from time to time may be paid, incurred or suffered by, or asserted against Landlord for, with respect to, or as a direct or indirect result of (i) any breach by Tenant of the foregoing covenants or (ii) to the extent caused or allowed by Tenant or any agent, employee, invitee, or licensee of Tenant, the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission, or release from, onto, or into the Premises, the atmosphere, or any watercourse, body of water, or groundwater, of any Hazardous Material (including, without limitation, any losses, liabilities,

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damages, injuries, costs, expenses or claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act, any so-called "Superfund" or "Superlien" law, or any other Federal, State, Local or other statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to or imposing liability or standards of conduct concerning any Hazardous Material); and the provisions of and undertakings and indemnification set out in this Section 30 shall survive the early termination or expiration of this Lease, and shall continue to be a personal liability, obligation and indemnification of Tenant, binding upon Tenant forever. The provisions of the preceding sentence shall govern and control over any inconsistent provisions of this Lease. For purposes of this Lease, "Hazardous Material" means and includes any hazardous substance or any pollutant or contaminant defined as such in (or for purposes of) the Comprehensive Environmental Response, Compensation, and Liability Act, any so-called "Superfund" or "Superlien" law, the Toxic Substances Control Act, or any other Federal, State, Local or other statute, law, ordinance, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter is in effect, or any other hazardous, toxic or dangerous, waste, substance or material.

31. BANKRUPTCY. Landlord and Tenant understand that, notwithstanding certain provisions to the contrary contained herein, a trustee or debtor in possession under the United States Bankruptcy Code, as amended, (the "Code") may have certain rights to assume or assign this Lease. Landlord and Tenant further understand that, in any event, pursuant to the Code, Landlord is entitled to adequate assurances of future performance of the provisions of this Lease. The parties agree that, with respect to any such assumption or assignment, the term "adequate assurance" shall include at least the following:

(a) In order to assure Landlord that the proposed assignee will have the resources with which to pay all Rent payable pursuant to the provisions of this Lease, any proposed assignee must have, as demonstrated to Landlord's satisfaction, a net worth (as defined in accordance with generally accepted accounting principles consistently applied) of not less than the net worth of Tenant on the Effective Date (as hereinafter defined), increased by seven percent (7%), compounded annually, for each year from the Effective Date through the date of the proposed assignment. It is understood and agreed that the financial condition and resources of Tenant were a material inducement to Landlord in entering into this Lease.

(b) Any proposed assignee must have been engaged in the conduct of business for the five (5) years prior to any such proposed assignment, which business is subject to the reasonable approval of the Landlord. It is understood that the Landlord's asset will be substantially impaired if the trustee in bankruptcy or any assignee of this Lease makes any use of the Premises without first obtaining the Landlord's written permission.

(c) Any proposed assignee of this Lease must assume and agree to be personally bound by the provisions of this Lease.

32. FINANCIAL STATEMENTS. At the request of Landlord, Tenant shall, not later than ninety (90) days following the close of the fiscal year of Tenant during the Term, furnish to Landlord a balance sheet of Tenant as of the end of such fiscal year and a statement of income and expense for the fiscal year then ended, together with an opinion of an independent certified

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accountant to the effect that said financial statements have been prepared in conformity with reasonably accepted accounting principles, and fairly present the financial condition and results of operations of Tenant as of and for the periods covered.

33. EARLY TERMINATION. Tenant shall have a one-time right, upon thirty (30) days prior written notice to the other party, to terminate this Lease during the Term. There shall be no option to purchase the Premises under the terms of this Agreement.

34. PARKING. Tenant shall be entitled to use available parking spaces on the Premises on a first-come, first-served basis.

35. PROVISIONS TO SURVIVE LEASE TERMINATION. The provisions of Sections 5, 6, 7 regarding Tenant's obligation to pay Base Rent, Additional Rent, and Taxes accrued and owed during the term of the Lease and Section 29 shall survive the termination of the Lease, and Tenant shall pay sums due pursuant to this Section upon demand by Landlord.

36. MISCELLANEOUS.

(a) *Third-parties.* The terms, provisions, covenants and conditions contained in this Lease shall apply to, inure to the benefit of, and be binding upon the parties hereto and upon their respective heirs, legal representatives, successors and permitted assigns, except as otherwise herein expressly provided. Landlord shall have the right to assign any of its rights and obligations under this Lease. Each party agrees to furnish to the other, promptly upon demand, a corporate resolution, proof of due authorization by partners, or other appropriate documentation evidencing the due authorization of such party to enter into this Lease.

(b) *Captions and Headings.* The captions inserted in this Lease are for convenience only and in no way define, limit or otherwise describe the scope or intent of this Lease, or any provision hereof, or in any way affect the interpretation of this Lease.

(c) *Estoppel Certificate.* Tenant agrees from time to time, within ten (10) days after request of Landlord, to deliver to Landlord, or Landlord's designee, an estoppel certificate stating that this Lease is in full force and effect, the date to which Base Rent has been paid, the unexpired term of this Lease and such other matters pertaining to this Lease as may be requested by Landlord. It is understood and agreed that Tenant's obligation to furnish such estoppel certificates in a timely fashion is a material inducement for Landlord's execution of this Lease.

(d) *Amendments.* This Lease may not be altered, changed or amended except by an instrument in writing signed by both parties hereto.

(e) *Assumption.* In the event of a transfer by Landlord of its interest in the Premises and the assumption in writing by Landlord's transferee of Landlord's obligations under the terms of this Lease, then in such event Landlord shall be released from any further obligations and liabilities under the terms of this Lease.

(f) *Severability.* If any clause or provision of this Lease is illegal, invalid or unenforceable under present or future laws effective during the term of this Lease, then and in that event, it is the intention of the parties hereto that the remainder of this Lease shall not be affected

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thereby, and it is also the intention of the parties to this Lease that in lieu of each clause or provision of this Lease that is illegal, invalid or unenforceable, there be added as a part of this Lease contract a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.

(g) *Offer.* This Lease shall be treated as an offer, with such offer subject to the withdrawal or non-acceptance by Landlord, and this Lease shall not be valid or binding unless and until accepted by Landlord in writing and a fully executed copy delivered to both parties hereto.

(h) *Calculation of time periods.* All references in this Lease to "the date hereof" or similar references shall be deemed to refer to the last date, in point of time, on which all parties hereto have executed this Lease. Unless otherwise provided herein, whenever this Agreement calls for or contemplates a period of time for the performance of any term, provision, or condition of this Agreement, all of the days in such period of time shall be calculated consecutively without regard to whether any of the days falling in such period of time shall be a Saturday, Sunday, or other non-business day; provided, however, if the last day of any period of time shall happen to fall on a Saturday or Sunday or legal holiday observed by the State of Georgia, the last day shall be extended to the next succeeding business day immediately thereafter occurring.

(i) Time is of the essence of this Lease.

(j) *Governing Law*. This Lease shall be governed, controlled and construed in accordance with the laws of the State of Georgia. The state and federal courts located in Clayton County, Georgia, shall have exclusive jurisdiction over all matters arising out of this Lease.

(k) *Entire Agreement.* This Lease, including all exhibits, schedules, and any documents or instruments incorporated herein by reference constitutes the sole and entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral, between the Parties with respect to the subject matter hereof.

(l) *Waiver*. No failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Lease operates or may be construed as a waiver thereof or any other right, remedy, power, or privilege. No single or partial exercise of any right, remedy, power, or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

(m) *Interpretation.* The Parties acknowledge that this Lease and all the terms and conditions herein have been fully reviewed and negotiated by the Parties. Having acknowledged the foregoing, the Parties agree that any principle of construction or rule of law that provides that, in the event of any inconsistency or ambiguity, an agreement shall be construed against the drafter of the agreement shall have no application to the terms and conditions of this Lease.

(n) *Counterparts*. This Agreement may be executed in multiple counterparts, each of which shall constitute the original, but all of which taken together shall constitute one and the same Agreement. PDF signatures shall constitute original signatures.

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(Signature page attached hereto)

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IN WITNESS WHEREOF, the Landlord and the Tenant have executed this Lease as of the 29th day of June, 2022.

LANDLORD:

Clayton County Board of Education

By: _____
Name: Dr. Morcease J. Beasley
Title: Superintendent

TENANT:

Youthserv360, Inc.,
d/b/a 7 Pillars Career Academy

DocuSigned by:
By: Hilary R Carruthers
A443EAC389CE4AE...
Name: Hilary R. Carruthers
Title: Board Chair

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EXHIBIT A

LEGAL DESCRIPTION OF PREMISES

All that tract or parcel of land lying and being in Land Lot 148 of the 12th District of Clayton County, Georgia; being 18.3474 acres of land as shown on the survey of MORROW SENIOR HIGH SCHOOL made for Clayton County Board of Education by Ernest L. Boggus, P.E. and L.S. (Ga. Reg. Nos. 1262 and 496) dated June 5, 1970 and being more particularly described as follows:

TO FIND THE TRUE POINT OF BEGINNING commence at the concrete monument located at the intersection of the Southeasterly right of way line of old Rex- Morrow Road (said road having an 80 foot right of way) with the Northeasterly right of way line of Maddox Road (said road having an 80 foot right of way) run thence North 39 degrees 47 minutes East, along the Southeasterly right of way line of old Rex-Morrow Road, 65.10 feet to a concrete monument which is THE TRUE POINT OF BEGINNING;

FROM SAID TRUE POINT OF BEGINNING running thence Northeasterly, along the Southeasterly right of way line of old Rex-Morrow Road, the following courses and distances; North 39 degrees 47 minutes East a distance of 184.9 feet to a point; North 41 degrees 08 minutes East a distance of 100 feet to a point; North 47 degrees 19 minutes East a distance of 100 feet to a point; North 53 degrees 39 minutes East a distance of 100 feet to a point; North 57 degrees 32 minutes East a distance of 25 feet to a point; North 57 degrees 57 minutes East a distance of 140 feet to a point; North 53 degrees 03 minutes East a distance of 100 feet to a point; North 44 degrees 51 minutes East a distance of 40.6 feet to a concrete monument on the Southeasterly right of way line of old Rex-Morrow Road; thence leaving said right of way and running South 89 degrees 44 minutes East a distance of 63.6 feet to a concrete monument; running thence South 0 degrees 08 minutes East a distance of 100 feet to a concrete monument; running thence South 89 degrees 44 minutes East a distance of 655 feet to a concrete monument; running thence South 0 degrees 08 minutes East a distance of 391.84 feet to a concrete monument; running thence West 8.0 feet to a concrete monument; running thence South 0 degrees 08 minutes East a distance of 328.79 feet to a concrete monument; running thence South 84 degrees 21 minutes West a distance of 62.81 feet to a concrete monument; running thence South 83 degrees 36 minutes West a distance of 263.2 feet to a concrete monument; running thence North 67 degrees 16 minutes West a distance of 304.1 feet to a concrete monument; running thence North 88 degrees 59 minutes West a distance of 297.8 feet to a concrete monument; running thence South 40 degrees 25 minutes West a distance of 95.8 feet to a concrete monument; running thence South 75 degrees 14 minutes West a distance of 36.6 feet to a concrete monument; running thence North 49 degrees 50 minutes West a distance of 216.5 feet to a concrete monument; running thence North 40 degrees 17 minutes West a distance of 207.5 feet to the concrete monument on the Southeasterly right of way line of old Rex-Morrow Road at the TRUE POINT OF BEGINNING.

DocuSign Envelope ID: 08614B76-60E0-43F6-BFF5-5C5A0D4EDFF0

EXHIBIT B

DESCRIPTION OF BUILDINGS AND ALLOCATED SPACE

[See Attached]

7 Pillars Career Academy



Charter Renewal Exhibit

22

EMERGENCY OPERATION MANAGEMENT PROCEDURES

SCHOOL YEAR: 2022 - 2023

SCHOOL / LOCATION

7 Pillars Career Academy/2299 Old Rex Morrow Rd. Morrow, GA 30260

"Committed to High Performance"

DEFINITION OF THE SCHOOL / FACILITY SAFETY ZONE

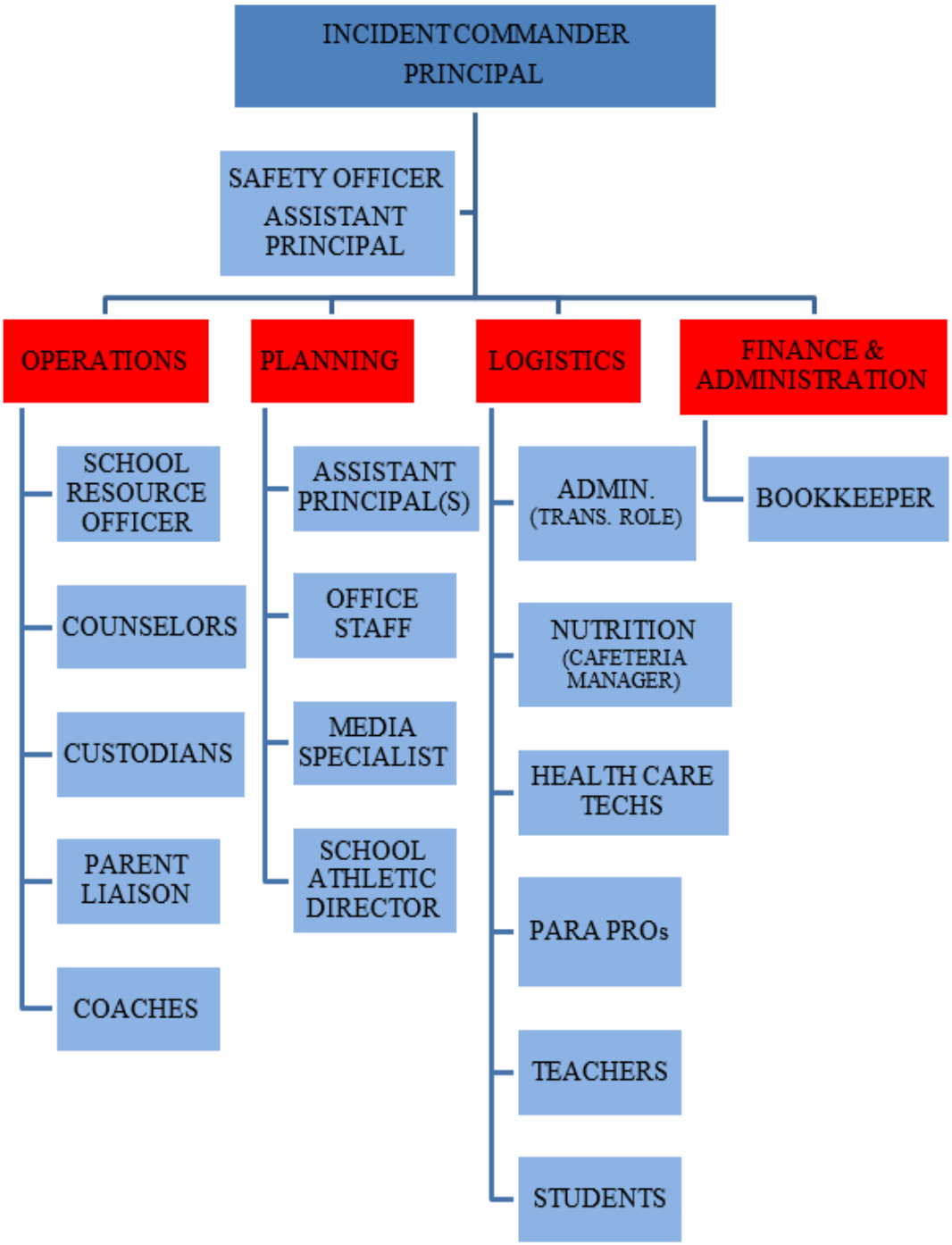
The School Safety Zone means in, on or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on or within 1,000 feet of the campus of any public or private technical school, vocational school, college university or institute of post-secondary education.

SUPPLEMENTAL SAFETY DOCUMENTS

1. CCPS School Safety Assessment - Appendix N
2. GEMA Safety Documents
3. Family Reunification Protocol

INCIDENT COMMAND TEAM

The Incident Command Team is comprised of leadership and staff at each location that has read and been trained to respond to different emergency situations to ensure that the students of CCPS learn in a safe and healthy environment.



SUMMARY OF ROLES

INCIDENT COMMANDER / BUILDING ADMINISTRATOR

Responsible for making decisions such as activating components of the Emergency Operation Management Procedures, initiating appropriate emergency procedures, and coordinating the system-wide chain of command as appropriate. Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.

Work closely with Safety & Security, Communications, and Assistant Superintendents in directing and coordinating incident specific responses and resources.

Primary role of the Principal during an emergency is to ensure that continuous communication is maintained between the district and emergency responders, and the Incident Command Team.

SAFETY OFFICER / ASSISTANT PRINCIPAL

Responsible for providing direction, leadership and guidance to the Incident Command Team during an emergency.
At the onset of an incident, he/she activates the necessary team members and reminds them of their roles.
They also act as the communications liaison between the team and Principal / Designee during an emergency.

SCHOOL RESOURCE OFFICER / ASSIGNED SAFETY & SECURITY OFFICER

In the event of an emergency or evacuation, the Clayton County Schools Police Department School Resource Officer will be the first officer on the scene. As the first officer on the scene, the SRO will act in the capacity as the Incident Commander involving a safety and security incident. CCSPD Officer will act in the role of Incident Commander until:

1. **Properly relieved by a supervisor**
2. **Properly relieved by law enforcement personnel with superior knowledge of the situation.**
3. **Properly relieved by Fire Personnel**
4. **Properly relieved by EMS Personnel**
5. **Properly relieved by State or Federal Authorities**

All Clayton County Schools Police Department School Resource Officers will be familiar with Incident Command and the Georgia Emergency Management System (GEMA). Surveillance drones will be utilized at the system's high schools, middle schools, and alternative educational centers to support the SRO preventative, emergency evacuations, and post-incident evidence activities.

COUNSELOR (Family Reunification Organizer)

Monitor and assists with the relocation of staff and students to either an internal or immediately external assembly point(s) during an emergency. The reunification staff should include the Counselor, School Social Worker, Parent Liaison, Healthcare Tech and School Bookkeeper. These individuals are responsible for maintaining check-out documents at the designated location; have available a list of community resources should they be needed.

Having up-to-date, accurate contact information for parents and legal guardians is critical to the reunification process. The Counselor and School Social Worker is responsible for ensuring that technology/laptop is routed to the relocation site to access student information at the relocation site.

Additionally, the Technology Department Central Office staff is to provide an updated staff emergency contact list which should be maintained and retrieved if the reunification location is off site.

Trauma Team Coordinator

The Support Team involves the School Counselor, School Social Worker and the School Psychologist and other designated support team members. The team is responsible for serving as trauma support personnel at the designated sites on and off-campus. The school counselor will serve as the point of contact for the Support Team at the school site due to the role in which they serve in the school. In a crisis according to the American School Counselor Association (ASCA) position statement, “the professional school counselor’s primary role is to facilitate planning, coordinate response to an advocate for the emotional needs of all persons affected by the crisis/critical incident by providing direct counseling service during and after the incident”.

Students with Disabilities and ESOL COORDINATOR

Responsible for working with the school’s coordinator for Limited-Mobility students and staff to ensure that the staff assigned to limited-mobility students are present (daily) and that they keep track of necessary personal equipment and supplies.

Works with staff to ensure that similar needs are met for staff or students with temporary limited-mobility status.

Serves as the primary contact when issues with special needs students and staff arise during an emergency.

Tracks all special needs students and staff during emergencies, collects information on special needs students and ensures that they have what they need during incidents that involve an evacuation and/or relocation.

CUSTODIANS

- Assistant teachers and staff to ensure that all staff and students are secured in a safe place during a lockdown.
- After the lockdown, perform a primary and secondary sweep of the facility.
- Survey and report building damage to the Incident Commander.
- Control the main shutoff valve for gas, water and electricity and ensure that not hazard results from broken or downed lines.
- Provide damage control as needed.

PARENT LIAISON

Monitor and assists with the relocation of staff and students to either an internal or immediately external assembly point(s) during an emergency. The reunification staff should include the Counselor, School Social Worker, Parent Liaison, Healthcare Tech and School Bookkeeper. These individuals are responsible for maintaining check-out documents at the designated location; have available a list of community resources should they be needed.

COACHES

- Assistant teachers and staff to ensure that all staff and students are secured in a safe place during a lockdown.
- After the lockdown, perform a primary and secondary sweep of the facility.
- Communication conduit (Most coaches have radios)

OFFICE STAFF / STUDENT ACCOUNTING

Responsible for collecting information from teachers and other staff on missing students or potentially unaccounted for individuals (including contractors, vendors, substitute staff, or persons who were assigned into the building as visitors) for emergency responders. Provide requested documents to the proper authorities.

- Answer phones and assist in receiving and providing consistent incident information.

MEDIA SPECIALIST

If students are in the media center at time of an incident, they need to ensure the safety of all students by following the directive of the Incident Commander. If media center has no students, then move and assist as directed by Incident Commander.

SCHOOL ATHLETIC DIRECTOR

- Assistant teachers and staff to ensure that all staff and students are secured in a safe place during a lockdown.
- After the lockdown, perform a primary and secondary sweep of the facility.
- Advises/verifies if any athletic teams are off campus
- Communication conduit (Most AD’s have radios)

ADMINISTRATION/ ASSISTANT PRINCIPAL (Transportation role)

OFF-SITE BUS STAGING (Transportation Liaison)

Coordinates transportation to alternate predetermined evacuation site(s) for students and staff. Directs and arranges departure and arrival times and procedures.

OFF-SITE EVACUATION

Coordinates off site evacuation of students and staff to the predetermined location. Works with the Transportation Liaison to coordinate departure times.

NUTRITION (Cafeteria Manager)

This team involves the School Nutrition Manager, Staff, Director, Coordinators and Nutrition Maintenance Team. The team is responsible for serving meals during an emergency on-site or off-site. When an emergency occurs during the school day, the Nutrition Team will mobilize meals to the location of the students or if schools are moved to another school, meals will be moved to the school selected.

Other safety precautions to be performed by the School Nutrition staff during an emergency:

1. Secure all surrounding doors and windows in the kitchen and dining room when there are no students present.
2. If students are present, the Nutrition staff will yield to the emergency procedures set forth by school personnel and focus on securing the kitchen doors and windows.
3. In the event of an emergency that requires students to exit the building through the kitchen, the Nutrition staff will work with school personnel to guide students and others safely through the kitchen and out of the building.

HEALTH-CARE TECH (Medical Personnel)

A primary role of the school nurse is to ensure a system is in place to provide triage and immediate first aid care to ill and injured students, staff and community volunteers. This is accomplished by the school nurse, or through his/her direction of others. The availability of essential emergency supplies is an integral component of being able to render appropriate on-site care and manage the emergency condition. The type of equipment is primarily contingent on portability for use as a first-aid kit or for use by the school nurse in the health clinic.

Schools are responsible for the emergency management planning and response efforts to assist students with special health care needs. This includes conducting an evaluation and caring for these students during an emergency event.

If students are required to be sheltered in school for extended periods, the school nurse plans and prepares to support and care for children with chronic health conditions, including diabetes, asthma, and allergies/anaphylaxis.
These plans may include:

- Healthcare provider orders for 72-hour lockdown or disaster.

- A system for retrieving and transporting medications to areas of lockdown or evacuation.
- Provision of necessary supplies and food in the classroom or carried with the child or teacher in an evacuation or a 3-day supply in case of a lock down.
- Education of all staff members/substitutes responsible for the child with a special health needs during an emergency.
- An alarm system for students with auditory and/or visual needs.
- Backup power source for specialized equipment.
- Emergency evacuation plan for students with physical, mental or communication limitations (e.g. visually and/or hearing impaired, students with autism, and "English as a second language" students).

TEACHERS

- Follow the instructions of the Incident Commander to ensure the safety of all students and staff. Clear everyone from hallways into rooms.
- Follow specified protocols if evacuation is initiated by the Incident Commander of law enforcement personnel.
- Keep students quiet and in an orderly manner ready to move when instructed
- Assist those with access and functional needs
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location. Report missing students to the Incident Commander
- Notify Incident Commander of injured student and arrange for first aid services for students unable to be moved. Render first aid if necessary.

PARAPROFESSIONALS

- Follow the instructions of the Incident Commander to ensure the safety of all students and staff. Clear everyone from hallways into rooms.
- Follow specified protocols if evacuation is initiated by the Incident Commander of law 82 enforcement personnel.
- Keep students quiet and in an orderly manner ready to move when instructed
- Assist those with access and functional needs
- Assist teacher as instructed to ensure the safety and reporting of all students in your group.

BOOKKEEPER

Bookkeeper will be responsible for collecting detailed information from the beginning to the end (recovery phase) of an incident. This position will work hand in hand with the office staff. Assist with gathering information regarding incident and student/staff safety. Will also assist if needed at the Reunification site. Report any emergency to the Incident Commander.

STUDENTS

Students' Role in an Emergency

Students should understand and follow all plans applicable to the given crisis:

- Remain calm and reassure fellow students.
- Shelter in place until additional instructions are disseminated by an administrator, school personnel or law enforcement.
- In the absence of a teacher, the students should lock and secure the doors and windows.
- The lights should be turned off.
- Students should assist those who may have visual, hearing, wheelchair and/or other disabilities.
- In the absence of adult supervision, students can decide where it is safest to be and remain there.
- If the situation or crisis is an active shooter situation, the doors should be barricaded.
- Students should attempt to hide if possible.
- Students should be prepared to move quickly and with a purpose when the instructions to evacuate
  are given.
- If the situation or crisis is a fire, hazardous spill and/or biological mishap, blankets or cloth of some sort should be placed at the bottom of the door to minimize the threat of smoke and/or other toxic fumes.
- Students should secure and/or use clothing to place over their mouths and noses to filter smoke and other toxic fumes.
- If the situation or crisis is a bomb threat, the students should refrain from using cellular phones and any other electronic devices to prevent inadvertent activation of the device.
- The students should remain silent.
- Students should share all relevant information with administrator's, school personnel and law enforcement.
- During and after the crisis, to the extent that is safe, keep your belongings with you but do not go back for anything until receiving clearance. Do not pick anything up.
- Don't phone or text unless you are an eyewitness, have important information to share or have information pertaining to injuries to students or staff; doing so may overwhelm cellular towers and delay emergency response communications.
- Await instructions from an administrator, school personnel or law enforcement to evacuate the classroom and/or area. The instructions shall include but is not limited to when and where to relocate and assemble.
- Do not perpetuate rumors. This includes cell or text messaging. We want parents and students to have accurate information, not rumors.
- Upon your arrival at the evacuation, reunification and/or assembly location, make contact with a school official so that you can be accounted for. Follow the instructions of all staff, if not presently with the class group move to the nearest classroom and remain with that class until the incident is over. Maintain a cooperative and quiet attitude to ensure the safety of all students and staff. Cooperate with all instructions given.

A quick reference of school crisis roles, responsibilities, and designated locations are located in Appendix O.

COMMUNICATING WITH THE MEDIA

During an emergency situation, to keep the public informed, control rumors and disseminate accurate information in a timely manner. THE PRINCIPAL OR DESIGNEE WILL CONSIDER the following suggestions:

- ✔ Maintain the educational process and student privacy.
- ✔ Protect and enhance the school district's credibility by establishing the district as the best source of information concerning the crisis or emergency situation.
- ✔ Identify and utilize the member(s) of the Incident Command Team as the media contact person(s) during the early stages of the crisis. (Ideally those groups of authorized experts or spokespersons should be: Superintendent/CEO of Schools, Communications Chief, Chief of Safety & Security and/or Deputy Superintendent & Executive Director of Operations) **Note:** *Additional personnel may be authorized to speak on behalf of the agency as appropriate and approved by district officials/leaders*.
- ✔ Contact the Communications Department in the event of any/all crisis related matters.
- ✔ Prepare basic facts truthfully, clearly and concisely in writing.
- ✔ DO NOT identify students by name and/or pertinent information on file.
- ✔ Facts should include (upon approval to release) who, what, when, where, why, and how unless the crisis is still under investigation, or any pending litigation.
- ✔ The same facts must be used consistently with all media.
- ✔ Ideally, the media should not be allowed on campus. However, in some circumstances an area on campus may be designated for the media. Representatives of the media are not permitted to enter the facility or take pictures of students without permission and/or interview unauthorized spokesperson(s).
- ✔ Reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. A media deadline should not influence your preparation of accurate facts, whatever the circumstances. In addition, no reports should be shared publicly unless authorized by the appropriate or appointed member of the Incident Command Team.
- ✔ Members of the Communications team will keep track of information extended to any/all media affiliates.

NATURAL DISASTER EMERGENCY

EARTHQUAKES

An Earthquake is a movement of the earth's tectonic plates, which causes the violent movement of the earth's crust endangering structures and occupants. Georgia rests on two earthquake zones. The southern part of the state is designated a number one or "minor-expected damage" zone. The northern part of the state is designated a number two or "moderate-expected damage" zone.

Warning

Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to happen but cannot predict the exact time and place.

Preparation

- Become aware of the geology of the area and local faults that may be potentially hazardous.
- Research and provide personnel with earthquake safety information and county policy.

Response

During the shaking, remain in place; assess the situation, and then act. Most injuries or deaths are the direct cause of falling debris, therefore:

- All persons should stay in place, seek cover under a desk or other sturdy furniture, and cover the neck and head as much as possible.
- Move away from buildings and avoid utility lines, if outdoors.
- The Incident Command Team should be notified of their activation status by an administrator and should report to the designated evacuation areas.
- Utilities should be turned off to prevent fires due to possible gas leaks.
- Walkie-talkies and cell phones shall be used for communication.
- Information should be gathered from personnel and sweep teams to determine missing persons.
- Injuries should be addressed and qualified staff should render first aid assistance at the evacuation site.

After the shaking, evacuate and move to open areas away from buildings and do the following:

- Do not reenter the buildings until officials have checked for possible structural damage, gas line leakage, and other utility disruptions.
- Do not use any open flames (candles, matches, etc.).
- Listen to the radio/TV for information updates.

THE PRINCIPAL OR DESIGNEE WILL:

✓ Remain calm remembering that students will model adult behavior.

- ✓ Immediately place all students in the "duck and cover" position in the most structurally secure areas of your building(s).
- ✓ Identify safe paths to evacuate students and staff.
- ✓ Explain to students and staff what is happening.
- ✓ Outside, stand away from buildings, trees and electrical lines.
- ✓ On the road, drive away from bridges, underpasses, elevated ramps, etc., stop in a safe area away from buildings.
- ✓ Check for injuries
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Contact Maintenance Department.
- ✓ Have assigned staff members check the building(s) for visible structural damage.
- ✓ Cut off gas and water at the meters if appropriate. If the facility has suffered structural damage, this should be done immediately.
- ✓ Do not remove students from the building until this can be done safely. Under no circumstances should students be allowed to return to the building if structural damage has occurred.
- ✓ Expect aftershocks to occur. Advise staff and students that this is a possibility and that they should remain calm.
- ✓ Activate the Incident Command Team as may be appropriate.

FLOODS

Many areas of Clayton County are subject to floods. Flooding may be caused by heavy rain or dam breaks. Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking several days.

Warning

- Progressive situation reports are available from the National Weather Service (NWS) and River Forecast Center District Office of the National Oceanic and Atmospheric Administration (NOAA).
- Flash Flood warnings are issued by the NWS to the public by radio and television. The Clayton County Emergency Management Agency will also be issuing flood warnings.
- Flooding means rivers, streams, drainage ponds, low lying areas, swift moving water, etc., should be monitored and avoided.

Preparation

- Obtain local history of flooding.
- Know what a forecast river height means in terms of the community. Additional information that may be helpful includes local elevations, elevation relationship to river gauges based on forecasts and topographic map(s) of the area.

Response

- Monitor weather conditions in an affected area by radio/TV broadcasts, or weather alert radio.
- Staff should turn off utilities at main switches. Staff should unplug appliances, and do not touch electrical equipment.

- Do not stack sandbags against the outside facility walls, this increases the amount of pressure placed on the structure which can cause damage.
- If water is standing in the school, let it flow freely through the facility to help avoid further structural damage.
- Avoid downed power lines.
- No one should drink tap water due to contamination.
- Administrators and staff should keep all students and staff indoors, and not release them on buses or allow them to leave in cars when flash flood warnings have been issued until your community has been deemed safe.

THE PRINCIPAL OR DESIGNEE WILL:

- ➢ Keep all students and staff indoors, and not release them on buses or allow them to leave in cars when flash flood warnings have been issued until your community has been deemed safe.
- ➢ Know your flood risk areas on campus and in your school attendance zone.
- ➢ Keep students away from pooling or fast moving waters
- ➢ Listen for the latest flash flood/flood WATCHES, WARNINGS, and ADVISORIES.
- ➢ Administrators and Transportation will maintain communications to determine whether to redirect buses around the flood area or stage buses at safe locations until conditions are all clear.

HURRICANES

Because of the geographic location of Clayton County to coastal born storms and the types of effects those storms produce in our area, we employ the same preparation and response procedures here as we do for severe weather and tornadoes.

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Initiate the tornado drill procedures immediately. (Duck and Cover)
- ✓ Contact Assistant Superintendent.
- ✓ Attend to student safety.
- ✓ Activate Incident Command Team.
- ✓ Direct custodial staff to cut off gas and power to affected buildings.
- ✓ Call the Maintenance Department.
- ✓ Direct staff to account for all students and report.
- ✓ Set up an emergency operations center to assign, coordinate, monitor, document, and control operations.

SEVERE THUNDERSTORM AND TORNADO WATCH AND WARNING PROCEDURES

Thunderstorms are a frequent occurrence in Georgia. Thunderstorms are often accompanied by lightning, damaging winds in excess of 50 miles per hour and hail. Quite often a thunderstorm is a prelude to a tornado.

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 300 miles per hour. Georgia is one of the principal areas of tornado frequency.

THE PRINCIPAL OR DESIGNEE WILL:
Monitor Weather Alert Bulletins.

- ✓ Severe Thunderstorm means that weather conditions are such that a thunderstorm may develop.
- ✓ Severe Thunderstorm Watch means that there is a possibility of a storm developing, which would be greater in intensity than the severe storm indicated by the severe thunderstorm bulletin above.
- ✓ Severe Thunderstorm Warning means that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
- ✓ Tornado Watch means that weather conditions are such that a tornado may develop. Start watching.
- ✓ Tornado Warning means that a tornado has been sighted or detected by radar and protective measures should be taken. **TAKE COVER.**
- ✓ Announce the situation as either a "Tornado Watch" or a "Tornado Warning" when appropriate over the intercom system or other means of communication when a warning is issued by the National Weather Service.
- ✓ Keep administrative staff informed concerning the weather situation.
- ✓ Identify safe locations within the school for all students and staff during severe weather conditions.
- ✓ Students should not be released or school buses allowed to leave should a severe weather warning be issued in the county or immediate metropolitan area.
- ✓ Activate "Spotters" when appropriate (local decision).
- ✓ Constantly monitor weather conditions and be prepared to take appropriate action.
- ✓ Remove students and staff from portable classrooms during all Warning Alerts or as local conditions may require.

BIOLOGICAL AGENTS THREATS/ANTHRAX

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX":
THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Notify the Assistant Superintendent.
- ✓ Notify the Maintenance Department.
- ✓ Do not open, shake, or empty the contents of any suspicious envelope or package.
- ✓ PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- ✓ If you do not have a container, then cover the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover.
- ✓ LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- ✓ WASH your hands with soap and water to prevent spreading any powder to your face.
- ✓ Prepare a list of all people who were in the room or area when this suspicious letter or package was recognized. Give this list to law enforcement/fire department officials for follow-up investigations and advice.

ENVELOPE WITH POWDER AND POWDER SPILLS ONTO SURFACE:
THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Notify the Assistant Superintendent.
- ✓ Notify the Maintenance Department.
- ✓ Pull the fire alarm to evacuate the building and automatically shut down the HVAC system.
- ✓ DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!
- ✓ Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- ✓ WASH your hands with soap and water to prevent spreading any powder to your face.
- ✓ Take direction from the Fire Department command staff relating to decontamination need and/or process.

- ✓ Prepare a list of all people who were in the room or area, especially those who had actual contact with the powder.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

- ✓ (For example: small device triggered, warning that air-handling system is contaminated, or warning that a biological agent released in a public space.)
- ✓ Turn off local fans or ventilation units in the area.
- ✓ LEAVE area immediately.
- ✓ CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Notify the Assistant Superintendent.
- ✓ Notify the Maintenance Department.
- ✓ SHUT down the air handling system in the building. HVAC will automatically shut down when the fire alarm is pulled.
- ✓ Prepare a list of all people who were in the room or area.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS:

- ✓ Some characteristics of suspicious packages and letters include the following:
- ✓ Excessive postage.
- ✓ Handwritten or poorly typed addresses.
- ✓ Incorrect titles.
- ✓ Title, but no name.
- ✓ Misspellings of common words.
- ✓ Oily stains, discoloration or odor.
- ✓ No return address.
- ✓ Excessive weight.
- ✓ Lopsided or uneven envelope.
- ✓ Protruding wires or aluminum foil.
- ✓ Excessive security material such as masking tape, string, etc.
- ✓ Visual distractions.
- ✓ Ticking sound.
- ✓ Marked with restrictive endorsements, such as “Personal” or “Confidential.”
- ✓ Shows a city or state in the postmark that does not match the return address.

HAZARDOUS MATERIALS INCIDENT OUTSIDE BUILDING

All schools in Clayton County are at risk from the effects of hazardous or toxic material accidents. Such accidents may result in the need to take immediate action. The action to be taken will depend on the proximity of the accident to the school, the wind velocity and direction, and the weather. The local Emergency Management Agency/Fire Department may order the evacuation of the school or work site. There are two basic actions:

- Evacuate students to a safe location at right angles to and upwind from the accident site at the direction of Public Safety.
- Seal the building (windows/doors), shut off air handling equipment if it ingests outside air, and remain inside the building until the emergency has been resolved.

✓ Emergency response personnel will normally instruct the principal or his/her designee to take the action deemed most appropriate.

✓ In case of imminent danger and emergency response personnel have not yet arrived, the principal or his/her designee must decide the most appropriate action to be taken.

✓ Follow-up action will be determined by emergency response personnel in coordination with school officials and may include, but is not limited to the following:

- Dispatching emergency response personnel to facilitate evacuation.
- Determining a relocation point in the event of evacuation.
- Dispatching buses to move students to the relocation point or family reunification site.
- Releasing information to the press/public.
- Contact school's Assistant Superintendent.
- Insure student safety and appropriate follow-up documentation.

HAZARDOUS MATERIALS INCIDENT INSIDE BUILDING

All Schools also can have hazardous material/chemicals that can be found inside the building and the following precautions should be taken.

✓ Do not try to clean up the area or cover.
✓ Remove students and staff from the area.
✓ Close the door when the area is empty.
✓ Write down items involved. Include: what, where, how, amount involved, other item close that may interact with items involved.
✓ Pull fire alarm and evacuate building, this will shut down HVAC system
✓ Follow modified procedures for hazardous materials incidents.

THE PRINCIPAL OR DESIGNEE WILL:

✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
✓ Contact the school's Assistant Superintendent.
✓ Notify the Maintenance Department.
✓ Activate the Incident Command Team.
✓ Alert local maintenance personnel to shut off air handling equipment and be prepared to seal outside doors with duct tape.
✓ Alert teaching staff to close windows and prepare for emergency action.
✓ Appoint a designee to stay by the telephone until required emergency action is determined.
✓ Meet with incoming emergency response units to receive instructions and/or relay information.

- ✓ Assume the prerogative to take whatever action is necessary including immediate evacuation of students from toxic chemical vapor cloud. (Buses will intercept as quickly as possible to take the students to a prearranged destination.)
- ✓ Take follow-up actions as are deemed necessary.
- ✓ Assemble school buses for an emergency evacuation.

RADIOLOGICAL EMERGENCIES

Many types of hazardous materials are shipped daily throughout Georgia. Radioactive material is transported by all means of transportation on a daily basis throughout the county. Accidents may occur that will expose the school to the dangers of contaminants.

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Notify Safety & Security Department.
- ✓ Place the facility in LOCKDOWN mode.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Notify the Maintenance Department.
- ✓ Prepare for school evacuation at the direction of appropriate fire/accident scene commander.
- ✓ Consider activation of the Incident Command Team
- ✓ Assemble school buses for an emergency evacuation.

ATHLETIC EVENTS CRISIS MANAGEMENT

SHOTS FIRED INSIDE

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Initiate threat assessment.
- ✓ Contact the Safety & Security person on duty.
- ✓ Maintain an open line for information flow.
- ✓ Announce "**The School is in a Level? Lockdown**." **(select proper lockdown)**
- ✓ Contact the school's Assistant Superintendent.
- ✓ Remain calm and be observant. Be ready to describe the shooter(s) and the weapon(s).
- ✓ Law Enforcement and Administrators should move spectators and students away from the danger area and as far away from the danger area as possible.
- ✓ If movement is not possible, lie down on the bleachers or floor until the shooting stops.
- ✓ Do not confront the shooter.
- ✓ Check students and spectators for injuries when the shooting ceases.
- ✓ Be ready to describe the details and request emergency medical aid if needed.
- ✓ Meet emergency responders and assist them to the scene.
- ✓ Work with emergency personnel to ensure safety.

- ✓ Activate Incident Command Team.
- ✓ Contact parents when needed.
- ✓ After the incident, write a thorough report as soon as possible. Specify date, time, names, addresses, witnesses, and include statements.
- ✓ Check for photographs and videos taken by anyone.

SHOTS FIRED OUTSIDE

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Initiate threat assessment.
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Maintain an open line for information flow.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Remain calm and observant. Be ready to describe the shooter, the weapon, vehicle tag number, etc., to police.
- ✓ Tell students and spectators to lie on the ground immediately and remain until the shooting stops. Stadium spectators lie in the bleachers or move to a safe area.
- ✓ Check students and spectators for injuries when the shooting ceases.
- ✓ Be ready to describe the details and request emergency medical aid if needed.
- ✓ Meet emergency responders and assist them to the scene.
- ✓ Work with emergency personnel to ensure safety.
- ✓ Activate Incident Command Team.
- ✓ Contact parents as appropriate.
- ✓ After the incident, write a thorough report as soon as possible. Specify date, time, names, addresses, witnesses, and include statements.
- ✓ Check for photographs and video taken by anyone.

ATHLETIC EVENTS

Check the radio on the bus you are using to see if it transmits. If your destination is more than 30 miles outside of Clayton County, make sure you have a working cell phone with service in all areas you will be traveling.

Each athletic department should have a mini Incident Command Team within the Department for each coaching team (baseball, basketball, and football). All members of this team, including booster club, cheerleader sponsor, etc. should be a part of this team and should be involved in the planning and practice.

All sponsors of ANY after school activity must have the school principal's cell phone number with them at all times.

FIELD TRIPS

- ✔ Lead teacher on the trip must have a cell phone with them at all times along with the school and principal's cell phone number.

- ✔ List of students with any medical conditions and medications they may take.

- ✔ All adults on a trip should have a copy of the emergency plan with them at all times.

AFTER SCHOOL ACTIVITIES (Parents' meeting, dances, etc.)

All sponsors must have the principal's cell phone number and a copy of the emergency plan with them at all times.

In case of regularly scheduled after school activities (after school care, etc.), there should be a mini Incident Command Plan in place that involves and informs all personnel.

BOMB THREAT (THREAT ONLY)

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Instruct those who receive a bomb threat to record the exact statement made by the caller.
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Instruct person receiving the bomb threat to notify school administration.
- ✓ Administer lock down procedures.
- ✓ Contact the school's Assistant Superintendent.
- ✓ With assistance from Safety & Security Department, make a decision as to the type of search to be conducted, with assistance from Safety & Security. Determine the type of search and by whom, based on facts and circumstances.

BOMB THREAT (SUSPICIOUS OBJECT FOUND)

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Administer lock down procedures.
- ✓ Direct staff and students not to move or touch any suspicious device or object found on the premises.
- ✓ Evacuate students and personnel from the immediate area, only at the direction of Safety & Security.
- ✓ Check evacuation areas on campus for secondary devices, then move all students and staff 1000 feet or more from the facility.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Meet incoming emergency public safety personnel and supply them with pertinent information.
- ✓ Continue a controlled evacuation of the premises, at the direction of Public Safety.
- ✓ Restrict the use of telephones to urgent business only.
- ✓ Turn off all two-way radios and cell phones.
- ✓ Prepare to handle visitors to the campus for early release or at the family reunification site.
- ✓ Activate Incident Command Team.
- ✓ Prepare for early dismissal.
- ✓ Prepare for the opening of the following school day.

BOMB THREAT ASSESSMENT QUESTIONNAIRE

Date:_____ **Time:**_____ **Incoming phone number:**_____

Ask the Caller:

1. Where is the bomb right now?
2. What will cause the bomb to explode?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What does the bomb look like?
6. Who placed the bomb?
7. Why was the bomb placed?
8. How do you know this information?
9. What is your name?

Exact Wording of Bomb Threat?

Caller Information	Caller's Voice	Background Sounds:	Threat Language:
Sex: _____ Race: _____ Age: _____ Length of Call: _____	Calm, Soft, Stuttered, Excited, Laughter Nasal, Angry, Lisp, Loud, Slow Slurred, Whispered, Accent, Disguised, Cracking Familiar :(Who did it sound like?) _____	Traffic, Music, Clear, Factory Noises, PA System Voices, Static, Machinery Noises, Long Distance, Crowd/Others Other Information about background: _____	Well Spoken Offensive Words Taped Incoherent Message Read Irrational

Agencies Notified:

911/ Law Enforcement/Fire ☐
Superintendent's Office ☐
Emergency Management Agency ☐
GEMHSA School Safety Coordinator☐

Call Received by:

Name:_____

Title/Position: _____

Additional Information:

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School Safety Unit

WEAPON

Do not confront a suspect. The Incident Command Leader should go to the area where the suspect is reported to be and observe until police arrive. Prepare to lockdown the school if the situation escalates.

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Contact the school's Assistant Superintendent.
- ✓ If a student is reporting the weapon, isolate him or her in the office.

Gather as much information as possible from witness:

- ✓ Assign recorder to document events as they take place.
- ✓ Name of suspect with weapon.
- ✓ Location of witness when weapon was seen.
- ✓ What did the student do with the weapon after it was displayed?
- ✓ Is the current location of the student/suspect with the weapon known?
- ✓ Convene members of the Incident Command Team while waiting for police to arrive.
- ✓ Have office personnel gather information about the student/suspect for police.

As long as the weapon is not being displayed, no effort should be made to intervene until Safety & Security are present.

Prepare to lockdown the school if the situation escalates

- ✓ When the CCPS police officer arrives at the school, the principal should completely brief the officer on the events.
- ✓ A school administrator should accompany the officer to the student/suspect suspected of having a weapon.
- ✓ A private area should be reserved for the student/suspect to be taken and questioned.
- ✓ A second administrator or officer should take all of the suspected student's/suspect's belongings (book bag, clothing, etc.) from the classroom.
- ✓ Do not allow the student/suspect to pick up or carry his own belongings.
- ✓ The student/suspect should be thoroughly searched by the police officer or an administrator with another adult witness present.
- ✓ An administrator should search belongings, including (but not limited to) book bags, purses, lockers, and autos if applicable. If a gun or other weapon is found, the police officers will take control of the search.
- ✓ The police should take possession of and secure any weapon located during such an incident.
- ✓ Take a photo of the weapon to be included in the expulsion proceedings.
- ✓ Follow procedures for student/suspect disciplinary actions.
- ✓ Notify parents or guardians. Provide counseling as needed.

✓ Secure a detailed written statement from witnesses including staff.
✓ Coordinate informational release with the Communications Department.

UNAUTHORIZED/UNRULY VISITOR ON CAMPUS

Unauthorized visitors on campus may pose a substantial risk to the safety and well-being of students and staff. Additionally, unauthorized persons may disrupt the proper instructional environment at the school.

THE PRINCIPAL OR DESIGNEE WILL:

✓ Initiate lockdown procedure.
✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).

Provide the following to the Safety & Security:

- Self-identification.
- School name and address.
- Location of unauthorized visitor.
- Description of suspect.
- Advise mode of transportation.

✓ Alert appropriate staff/Administrator of the situation.
✓ Monitor suspect(s) at all times while he/she is on campus.

If the suspect confronts school staff or becomes unruly, take the following precautions:

- Make sure to get multiple witnesses to the unruly conduct.
- Remain calm.
- Politely ask the suspect to leave campus or come to office if appropriate.

✓ A Criminal Trespass Warning may be given and if the suspect refuses to leave, he/she may be arrested.
✓ Documentation of this incident must be made.

CIVIL DISTURBANCE

Upon notification of a dangerous situation near a CCPS school, several steps should be taken to protect the school population from the incident.

- ✓ Obtain as much information about the incident as you can.
- ✓ Convene a meeting of the Incident Command Team and discuss the situation and/or recommendations from the police or fire department.
- ✓ Bring classes being conducted in trailers into the school.
- ✓ Secure the school building, if necessary.
- ✓ Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Contact the school's Assistant Superintendent.
- ✓ Assign SRO/ assigned Safety & Security officer of Incident Command Team to monitor situation and provide updates as needed.
- ✓ Prepare for possible lockdown or evacuation depending on the situation. Follow police or fire guidance.
- ✓ Informational letter for parents should be developed in conjunction with the Communications Department.
- ✓ If police or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and transportation should be contacted with information.
- ✔ Assemble staff members trained in CPR and First Aid, if needed.
- ✔ Provide training to school personnel on how to de-escalate angry students or a crowd of students without endangering their safety.
- ✔ Provide training to school personnel on how to prevent students from going to their lockers during or after a disturbance.
- ✔ Closely supervise students during dismissal and boarding of buses after a disturbance.

HOSTAGE/BARRICADE SITUATION

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).

Tell Incident Command Team members to respond to a designated area. Begin gathering as much information about the situation as you can.

- ✓ Contact the school's Assistant Superintendent.
- ✓ Order a school-wide lockdown. This will stabilize areas around the incident and make for an easier evacuation away from the danger.
- ✓ SRO/ assigned Safety & Security member or the Incident Command Team should be waiting at assembly area for CCPS police to arrive.
- ✓ As police officers arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
- ✓ Actual hostage situation is turned over to the CCPS police department.

Gather information on students involved and provide information to CCPS police department. If a parent of a student is involved, gather information about the child. Notify school bus drivers to remain away from the school.

WHEN POLICE ARRIVE, PREPARE TO PROVIDE THE FOLLOWING INFORMATION TO THEM:

- ✓ The number of hostage takers.
- ✓ Description of hostage takers.
- ✓ The number and names of the hostages.
- ✓ Any demands or instructions the hostage taker has given.
- ✓ Description of the area. (Maps and diagrams, even if hand drawn, are valuable to the police.)

INCIDENT COMMAND TEAM SHOULD BE DOING THE FOLLOWING:

- ✓ Recording events.
- ✓ Preparing the off-site evacuation route and location.
- ✓ Preparing the media staging area.

- ✓ Accounting for students as they are evacuated.
- ✓ Acting as a police liaison when communicating between school and police officials.
- ✓ Contacting transportation and arranging bus staging areas.
- ✓ Counseling services being requested to the school.
- ✓ Making sure the emergency response kit leaves the school during evacuation.
- ✓ Establishing a school command post at the off-site location.
- ✓ Preparing a family reunion location.
- ✓ With assistance of the Communication Department, implementing hotline numbers for parents to call.

Limit cell phone usage to priority communication. Notify police of any missing students.

GANG RELATED VANDALISM/GRAFFITI

Gang graffiti and related vandalism have a negative impact on students, school staff and the community.

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Contact school's Assistant Superintendent.
- ✓ Contact Maintenance Department for removal of gang related graffiti.
- ✓ Photograph and video all graffiti. No clean up should begin until photographs and/or videos are taken.
- ✓ Utilize custodians to assist in clean up.
- ✓ Utilize paper and tape to obstruct viewing by students, staff, and public until appropriate clean-up can begin.
- ✓ Contact the Communication Department to prepare to respond to inquiries from the media.

CUSTODY PROCEDURES

In order to properly manage the difficulties inherent in these sensitive, emotional and often volatile issues, **THE PRINCIPAL OR DESIGNEE SHOULD CONSIDER THE FOLLOWING PRECAUTIONS:**

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Contact the school's Assistant Superintendent.
- ✓ INSIST ON ACCURACY OF THE STUDENT RECORD CARD INFORMATION PERTAINING TO CUSTODY, COURT ORDERS, AND STUDENT RELEASES.
- ✓ Comply with information provided on the Student Record Card.
- ✓ Maintain a current file of legal document copies pertaining to appropriate students.
- ✓ Direct school secretary to have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian.
- ✓ Direct the secretary to flag appropriate Student Record Cards.
- ✓ When a parent telephones a request that a child be released from school, direct that the identity of the caller be confirmed by a separate call to the parent or guardian, if needed, before the child is permitted to leave. In the event of any doubt, the message and telephone number should be written down; a return call should be made after cross-checking the telephone number with those on file in the child's folder or on the emergency card.

KIDNAPPING/RUNAWAY/MISSING STUDENT

After notification that a kidnapping has occurred or that a student is missing from campus without authorization, **THE PRINCIPAL OR DESIGNEE WILL:**

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary). to provide temporary description of the student.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Notify parent or legal guardian, IMMEDIATELY.
- ✓ Prepare a complete description of the missing student and make copies. Provide photographs if possible.
- ✓ DO NOT release any information to the media unless instructed by the Superintendent or designee.
- ✓ Contact teachers and friends of the missing student to gather all information possible on the student.
- ✓ Notify transportation if the student normally rides the bus.
- ✓ Conduct a room-by-room search for the student and other potential hiding areas.
- ✓ Survey students from the missing student's class for information.
- ✓ Closely monitor siblings of the missing student.
- ✓ Notify other schools if siblings of the missing student attend a different school.
- ✓ Secure the perimeter of the building.
- ✓ Curtail outside activities until the situation has stabilized.
- ✓ Initiate emergency check-out procedures that include an orderly check-out process requiring identification and using student attendance logs.
- ✓ Prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.
- ✓ At any point during these steps, if the child is found, inform everyone who has been notified of the incident that the child is no longer missing.

RESPONDING TO EXTREME EMERGENCIES REQUIRING 911 RESPONSE

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Contact 911.
- ✓ Stay on the telephone line until all needed services have been requested. The 911 operator will ask the nature of your emergency. The caller should give clear and precise information and REMAIN CALM. The 911 operator will take down the necessary information and will dispatch the appropriate emergency equipment. Provide dispatch with as much pertinent information as possible.

- Self-identification.
- School name.
- What happened?
- Location of emergency.
- Type of injury.
- Number of victims.
- Type of weapon(s).
- Name, description and location of actors
- Description and license number of vehicles involved.

The caller should stay on the line until dismissed by the 911 operator.

- ✓ Meet Emergency Responders and direct them as appropriate (Police, Fire, EMS).
- ✓ Contact the school's Assistant Superintendent.
- ✓ Involve Administrative Team as may be necessary.
- ✓ Consider activation of the Incident Command Team.

SCHOOL FACILITY LOCKDOWN PROCEDURES

All schools must plan for emergencies and be prepared to respond no matter when, where, or how they occur. Recent emergencies in schools across the country have heightened the awareness of the importance of emergency operations. Emergencies must be managed with the safety of students and staff taking the highest priority.

An effective emergency management tool for school safety is the School Facility Lockdown Procedure. A school lockdown may be appropriate to include but not limited to the following: (1) trespass violation with threat (2) out of control parent (3) domestic violence (4) medical emergencies (5) acts of violence (6) hostage situation (7) suicide or threat (8) law enforcement chase or man-hunt in area of school.

The CrisisAlert System (Centegix Appendix O) will be a communication system used to place the school in a lockdown along with staff alerts that require immediate Administrators' attention.

When making the announcement or initiating the Crisis Alert System to place the school in a lockdown, do NOT use "codes." It is best to state in plain speech that the school is in a level lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but DO NOT announce the reason for the lockdown. Using the CrisisAlert System will operate in place of a verbal announcement.

Lockdown Procedure: (Principal or designee will initiate.)

✓ Remain calm – Maintain a time log of the emergency.

- Maintain an open line for information flow.
- Announce "**The School is in a Level ? Lockdown**" (select proper lockdown)

✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).

✓ Contact the school's Assistant Superintendent.

✓ Turn off bells, tones, etc., that initiate student movement.

✓ All outside activities will cease and students will be moved into classrooms, gym, covered play area, stadium, cafeteria, etc., as may be appropriate.

✓ All students will remain in classrooms.

✓ All doors including exits and classrooms will be locked (if possible) and remain so until advised otherwise by principal, designee, or public safety official.

✓ Communication by radio, intercom, and telephone will be limited to emergency use only.

✓ Prepare for the possibility of relocating or combining classes and students.

✓ As soon as is practical to do so, notify staff (as appropriate) concerning the known facts and circumstances involving the lock down.

✓ Prepare response and in-service those answering the telephones to handle inquiries regarding the emergency situation.

✓ The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

LEVELS OF LOCKDOWNS

Level 1 Lockdown occurs when a potential threat is outside the school, but not an imminent threat. (Examples: threat is exterior to school, armed suspect fleeing police in the area of the school).

- Close and Lock all exterior doors and windows, lock and monitor the main access door until the all clear order has been issued.
- Teaching and working will continue and anyone entering the school must show identification.
- Monitor movement of students, particularly between classes.

- Movement is limited to inside the building.
- Students and staff remain in the building.
- Block visibility into classrooms from exterior windows and doors. *

*Consult with local responding law enforcement to determine their preference based upon their tactical capabilities.

<u>Level 2 Lockdown</u> occurs when a potential threat happens inside of the school; however, it's confined to one area (examples: threat is inside school, fight is inside the school and there is a need to isolate students. Also, when a student is missing, level 2 may be implemented to restrict movement which will allow for accountability procedures and a search of the campus).

- Lock all exterior doors as well as ensure classroom doors are secured.
- Open exterior window blinds or curtains to allow exterior visibility into classroom. *
- Conduct accountability procedures and display appropriate emergency status cards.
- Staff and students do not leave the classroom.
- Continue classroom instruction or normal activities within the classroom.
- Do not contact office unless you have pertinent information or an emergency.
- Announce for all visitors/vendors inside the building to return to the office.
- No one will leave classrooms until the all clear order has been given.

<u>Level 3 Lockdown</u> will be implemented when an imminent threat occurs on the school grounds and/or inside the school that is life threatening (examples: threat is inside the school, a threatening person is at the school, possible weapon involved/active shooter (student/parent/staff)).

- If safe to do so, lock exterior doors (primarily applicable when multiple buildings exist).
- Immediately ensure classroom doors are locked and consider barricading interior classroom doors.
- All teaching and work stops immediately.

- All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables).
- Turn off lights and/or block visibility if visibility is possible from interior windows and doors.
- Remain silent.
- Open exterior window blinds or curtains to allow exterior visibility into classroom*
- School officials get into a lockdown position also.
- Staff and students will conceal themselves from view
- Everyone will remain quiet and concealed until the all clear order has been issued.
- Students and staff occupying the cafeteria will conceal themselves in the food storage area and the cafeteria office.
- Students and staff occupying the auditorium/gym will conceal themselves in the ticket booths and stairwells.

BUS ACCIDENTS

THE PRINCIPAL OR DESIGNEE WILL:

Accidents with Injuries

- ✓ Proceed to the accident scene.
- ✓ Refrain from discussing the accident with anyone on the scene except law enforcement officers and appropriate school district personnel.
- ✓ Assign administrator and/or clerical personnel to remain at the school.
- ✓ Assist in identifying injured students and documenting accident scene activity.
- ✓ Assign administrator(s) to go to the hospital(s).
- ✓ Uninjured students will be transported from the accident scene to the school or transported home by another bus. Designate person(s) to receive uninjured students when they arrive at school and continue to evaluate and meet their needs.
- ✓ Contact Communications Department to respond to inquiries from parents and the media.
- ✓ Contact school's Assistant Superintendent.

Accidents with no Injuries

- ✓ Designate person(s) to receive uninjured students when they arrive at school and continue to evaluate and meet their needs.
- ✓ Contact parents.
- ✓ Contact the school's Assistant Superintendent.

SERIOUS ILLNESS, INJURY, OR DEATH OF A STUDENT OR EMPLOYEE WHILE ON A SCHOOL TRIP OR EXTRA-CURRICULAR ACTIVITY

THE SPONSORS OF THE ACTIVITY WILL:

- ✓ Immediately call the local emergency police number (911) and provide the following:
  - Self-identification
  - Give location and address of activity
  - State type of injury and give number of victims
  - Request Emergency Medical Service response
- ✓ Call the principal or designee.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Obtain telephone numbers locally where Sponsor(s) may be contacted.
- ✓ Sponsor or designee should stay by designated telephone to maintain a communication link between the central office and the school.

SERIOUS ILLNESS, INJURY, OR DEATH OF A STUDENT OR EMPLOYEE AT SCHOOL DUE TO CRIMINAL ACTIVITY

THE PRINCIPAL OR DESIGNEE WILL FOLLOW THE APPROPRIATE STEPS:

- ✓ Initiate lockdown procedures.
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Request Emergency Medical Service Response.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Activate the Incident Command Team.
- ✓ Hold all students in class until further notice.
- ✓ Notification: As directed.
- ✓ Notify parent or guardian in case of injury.
- ✓ In case of death, furnish name, address, and telephone number of parent, guardian or nearest relative to appropriate district official, medical examiner or police officer only.
- ✓ Manage internal and external communications, including the news media. The school should follow the local system's procedures for media contact.
- ✓ Communicate, respond to, and monitor student/staff reactions and coordinate with counseling staff for grief and fear resources.
- ✓ Designate person(s) to perform these duties immediately:
  - Meet the incoming Emergency Response Unit.
  - Direct Emergency Response Units to the scene.
  - Secure the injury/death scene immediately.
  - Isolate witnesses and perpetrators under adult supervision in separate rooms.
  - Canvass area to identify witnesses and obtain other information.
  - Designate person(s) to go to hospital as appropriate.
  - Designate area and personnel to receive family and friends of the deceased.
  - Begin preparation for next school day.

THREAT OR OCCURRENCE OF SUICIDE AT SCHOOL

- ✔ Implement the coordination of response activities to a threat of suicide or occurrence at school and lockdown procedures.

- ✔ Contact appropriate school administration, law enforcement, and other first responders immediately upon learning of the suicide or threat of suicide.

- ✔ School personnel with Suicide Awareness training should be on standby.

✔ Document the names and location of school personnel currently trained in Suicide Awareness, and make the list available to every school employee in the building.

✔ Contact emergency responders and law enforcement personnel.

✔ Secure the area and keep all students away.

✔ Ensure contact with parents/guardians or other family members to inform them of the student/staff suicide or threat of suicide.

✔ Notify appropriate school personnel and immediately contact the central office.

✔ Communicate, respond to, and monitor student and staff reactions to the threat of suicide or occurrence of suicide in order to coordinate with counseling staff.

✔ Implement emergency check-out procedures, which includes requiring identification and using student attendance logs.

FIRE OR EXPLOSION

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Initiate the regular fire drill procedures immediately to evacuate the building.
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Prepare for the arrival of emergency responders.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Attend to student safety.
- ✓ Account for all students.
- ✓ Consider activation of the Incident Command Team.
- ✓ Prepare to support victim's families.
- ✓ Work with the Communications Department to respond to media questions.

PREPAREDNESS

- Ensure all school personnel and students have practiced fire drills and evacuation procedures at least once a month. Include the use of alternative evacuation routes as a part of preparedness best practices.
- Account for all students by checking with teachers in the assembly area(s).
- Survey students at the assembly area(s) to check for injuries or trauma.
- All school personnel and students should remain in the assembly area(s) until the all- clear signal/message is sent.
- Initiate emergency check-outs of students, which includes requiring identification and using student attendance logs.

RESPONSE

- Call 911 immediately.
- Initiate the emergency evacuation protocol.
- Initiate the emergency evacuation of persons with disabilities through the designated evacuation routes and plans.
- Conduct building checks by monitoring hallways, restrooms, lounges, cafeterias, auditoriums, gymnasiums, and all other applicable facilities.
- Take the Emergency Evacuation Kit, First Aid Kit, AED, and all other appropriate emergency kits/devices to the assembly area(s).

UTILITY FAILURE

Utility failure or incidents are common occurrences and may happen at any time. An undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to property and building fixtures. Winter storms may cause power failure. A telephone system failure will adversely affect the operation of the school.

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Ensure the safety of all students and staff.
- ✓ Custodians should check the school immediately.
- ✓ Contact Safety & Security Department (678-479-2650) Safety & Security will notify E911 immediately (If Necessary).
- ✓ Evacuate the building if appropriate. Shut off utilities and open the windows, if appropriate.
- ✓ Contact Maintenance Department.
- ✓ Consider contacting primary and secondary relocation sites.
- ✓ Contact the school's Assistant Superintendent.
- ✓ Do not re-enter the building until officials determine it is safe to return.
- ✓ Initiate early or late dismissal, school cancellation or delayed opening procedures as necessary.
- ✓ Consider activation of the Incident Command Team.

BUILDING SECURITY PROTOCOL

All safety measures are compromised when a building is not properly secured. School staff will be trained and educated to adopt practices that promote routine surveying of building security.

THE PRINCIPAL OR DESIGNEE WILL:

- ✓ Train and educate staff to monitor exterior doors.
- ✓ Custodians should canvas the grounds surrounding the building(s).
- ✓ Train students and staff to direct all visitors or person(s) to main front entry points.
- ✓ Ensure unoccupied classrooms, offices, and supply/custodian rooms are locked at all times.
- ✓ Train staff and students not to open building entry points for unauthorized visitors or strangers seeking entry into the building.
- ✓ Train staff and students to report any strangers or suspicious person(s) attempting to enter the building or complex.
- ✓ Establish a routine to monitor security cameras.
- ✓ Report all door access failures, camera issues, and door fixture failures to the Maintenance Dept.
- ✓ Make sure windows are secured.
- ✓ Test operability of property gates and secure gates during breaks.
- ✓ Direct safety team and staff to spot suspicious packages in the building or campus grounds.
- ✓ Conduct periodic checks for exterior doors that are propped open or rigged to open without locking in place.
- ✓ Secure all modular classroom units.
- ✓ Educate staff and students to always be aware of suspicious activity on campus grounds and report to administrators or safety team members immediately.

EMERGENCY OPERATIONS APPENDIX



SCHOOL YEAR 2022 - 2023

"Committed to High Performance"

LIST OF APPENDICES

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Safe School Audit (Self-Assessment)	Appendix P
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The Emergency Operation Management Procedures provide a comprehensive framework that addresses the roles and responsibilities of Clayton County Public school staff and provide resources that may be activated to address disasters and emergencies.

The Emergency Operation Management Procedures ensures consistency with current policy guidance and describes the interrelationship with other levels of leadership and local agencies. The procedures will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and local guidance.

A statement of acknowledgment provides documentation that the Incident Command Team at each location has completed and discussed the Emergency Operation Management Procedures with staff. It also requires that sites perform and report all scheduled drills according to the mandated dates. Drill compliance is 100% monthly reporting.

I / We acknowledge that all staff have been trained and made aware of their roles and responsibilities as indicated in the Emergency Operation Management Procedures Manual. **I / We acknowledge that staff and students will participate in all required safety training exercises throughout the school year. Constant monitoring of the facility for intrusion gaps such as exterior doors not secured is mandated.**

I / We acknowledge that during the course of the school year, we will participate in a Safe School Audit.

7 Pillars Career Academy Charter School **7/17/2023**
School/Facility **Date**

Stephanie Conley
Administrator / Principal or Designee (print)

*_____
Administrator / Principal or Designee Signature

*****_Print the Acknowledgement page and save a copy for your records and send/post the original acknowledgement page to the Operations Department or digital safety folder for the current school year._

School / Facility Transportation Needs (Appendix B)

School Name: 7 Pillars Career Academy Charter School

Administrator Name: Stephanie Conley

To effectively plan in the event of an off-site evacuation, please enter the information below.

The totals will help determine how many buses would possibly be used to transport both students and staff to a safe off-site location.

It is understood that this number will be subject to change based on the population of students and employment of staff.

Student Population (excluding Special Needs) **286**

Faculty & Staff Population **38**

Total Population 324

Total Population	6.48	divide by 50	**Regular Buses Needed**	**7**

(example: 817 / 50 = 16.34 so it would be 17 busses needed)

Special Needs Population

Total Special Needs Population	divide by 7	**Special Needs Bus(es) Needed**

(example: 43/7=6.14 so it would be 7 Special Needs busses needed)

(Appendix C)

DISTRICT EMERGENCY NOTIFICATION NUMBERS

Notify the appropriate designated contact below for emergencies.

Please complete the appropriate Assistant Superintendent contact information.

Contact	Number
Superintendent/HOS Christina Guillen	Office- 404-608-0490 Cell # 404-388-2461
Principal Stephanie Conley	Office- 404-608-0490 Cell # 404-374-4526
CCPS Safety & Security Department Reynard Walker, Chief of Safety & Security	678-479-2650 Cell# 404-313-0998
CCPS Communications Department Jada Dawkins, Chief of Communications	770-477-2700 ext. 700325 Cell# 404-450-3069
CCPS Operations Department Kemith Thompson, Executive Director of Operations	770-473-2819 Cell# 770-823-9098
CCPS Transportation Department Denise Hall, Director of Transportation	770-473-2835 Cell# 470-423-1578
CCPS Maintenance Department Sam Coger, Director of Maintenance	770-473-2825 Cell# 770-314-7334

(APPENDIX D)
EMERGENCY EVACUATION PROTOCOL

✔ Identify an assembly area and alternative assembly area communicated with school personnel. The location should be at least 1,000 feet away from the school in the event it becomes necessary to evacuate the school (e.g., baseball field).

✔ Direct students and school personnel back into the school from athletic fields/playground areas.

✔ Evacuation routes to the assembly area(s) has been developed and distributed with alternative evacuation routes also available.

✔ An evacuation transportation plan for persons with disabilities has been developed and distributed to school personnel.

✔ Physical copies of the current evacuation plan, along with a plan for persons with disabilities, are available for all school personnel and emergency response officials.

✔ Initiate monitoring of school premises to determine if a return to normal operations is feasible.

✔ Periodically test the public address system as the primary means of notifying building occupants and other methods of communicating with school personnel.

✔ Post maps and evacuation routes within eye level of students that indicates primary and secondary evacuation routes in all classrooms and common areas.

✔ Teachers are instructed to bring their "Go Kit" with them to the assembly area(s).

✔ Teachers are instructed to verify that students are out of the classrooms, restrooms,

and workrooms.

✔ Instruct teachers to guide students to the designated assembly area(s).

✔ Teachers are instructed to verify the presence of all students at the assembly area(s) and immediately report students who are not present to school administrators.

✔ Teachers should remain with their students until administrators sound the all-clear signal.

✔ School personnel should collect critical information to manage and monitor students at the assembly area(s).

✔ Designate school personnel to take the emergency kit(s) to the assembly area(s).

✔ School personnel assigned to collect lists of unaccounted for students from teachers, compare with the daily attendance absentee lists, and share it with emergency response personnel.

✔ Communicate and confirm that the building has been cleared.

✔ Maintain contact with police/fire department(s) to stay informed about the conditions at the school site.

✔ Reverse Evacuation Procedures: Remove all students/personnel from assembly area(s) and back into the school, if applicable. Evacuation routes are identified and are posted at student eye level.

✔ Inform the incident commander, local fire department, law enforcement agencies, and first responders of the number of students and school personnel in the school. A copy of the school floor plan will be supplied to local fire/EMA departments.

OFF SITE EVACUATION AREA (Appendix D)

(Photo of location is optional)

Primary Location: The International Center: 2260 Old Rex Morrow Rd. Morrow, GA 30260

Secondary Location: Travelers Rest Missionary Baptist Church: 6021 Maddox Rd. Morrow, GA 30260

DIRECTIONS FROM SCHOOL: NW across Rex Morrow Rd.

CONTACT PERSON (If off CCPS property)
Name: Christina Guillen , Stephanie Conley
Position: Head of Schools, Principal

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

Primary: None

Secondary: Will need to walk across Maddox Rd.

Memorandum of Understanding
Mass Evacuation Site (Appendix E)
(Optional; prefer CCPS sites)

Statement of Understanding

Between

_____

I. AUTHORITY

The authority of this local understanding is contained in:

A. Georgia Emergency Management Act of 1981, Volume 28, Section 28, Chapter 3, Official Code of Georgia, annotated.
B. State of Georgia Attorney General's official opinion dates September, 1981

II. PURPOSE

To establish an alternate site for *7 Pillars Career Academy* that will be available immediately to the principal/administrator in the event an emergency should occur at the School/Facility.

III. SCOPE

The *school* agrees to utilize the building of *The International Center* during and after such local emergency, whenever such assistance is requested by the principal/administrator.

IV. TERMINATION

This statement of Agreement can be terminated by either party, only when a letter of intent has been in effect for at least thirty (30) days.

V. IMPLEMENTATION

Implementation of this Statement of Understanding will be in accordance with the Comprehensive Emergency Operations Plan. WHEREUNTO, the parties hereto have affixed their signature this 17 day of (month)July, 2023(year).

BY Stephanie Conley_____
(Principal/Administrator)

_____
(School/Facility)

BY _____
(Alternate Site Provider)

_____
(Alternate Site)

MEDIA STANDING AREA (Appendix F)

(Also include a photo of location[optional] – designate area far enough from facility as to not impede emergency operations)

LOCATION: Main entrance of campus (2299 Old Rex Morrow Rd.)

DIRECTIONS FROM SCHOOL: On campus

CONTACT PERSON (If off CCPS property)

Name: Christina Guillen, Stephanie Conley

Position: Co-Incident Commander

Contact Phone Number**: 404-388-2561, 404-374-4526**

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA: None

COMMAND POST (Appendix G)

(Photo of location is optional)

LOCATION: 2260 Old Rex Morrow Rd

DIRECTIONS FROM SCHOOL: NW across Old Rex Morrow Rd.

CONTACT PERSON (If off CCPS property)

Name: Christina Guillen, Stephanie Conley

Position: Co-Incident Commander

Contact Phone Number**: 404-388-2561, 404-374-4526**

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA: None

FAMILY REUNIFICATION PROTOCOL AND SITE (Appendix H)

(Photo of location is optional)

PRIMARY LOCATION: 2260 Old Rex Morrow Rd

DIRECTIONS FROM SCHOOL: NW across Old Rex Morrow Rd.

Secondary Location: 6021 Maddox Rd.

CONTACT PERSON (If off CCPS property)

Name: Jacqueline Perez, Sharon Daniels

Position: Fin & Admin (Unification)

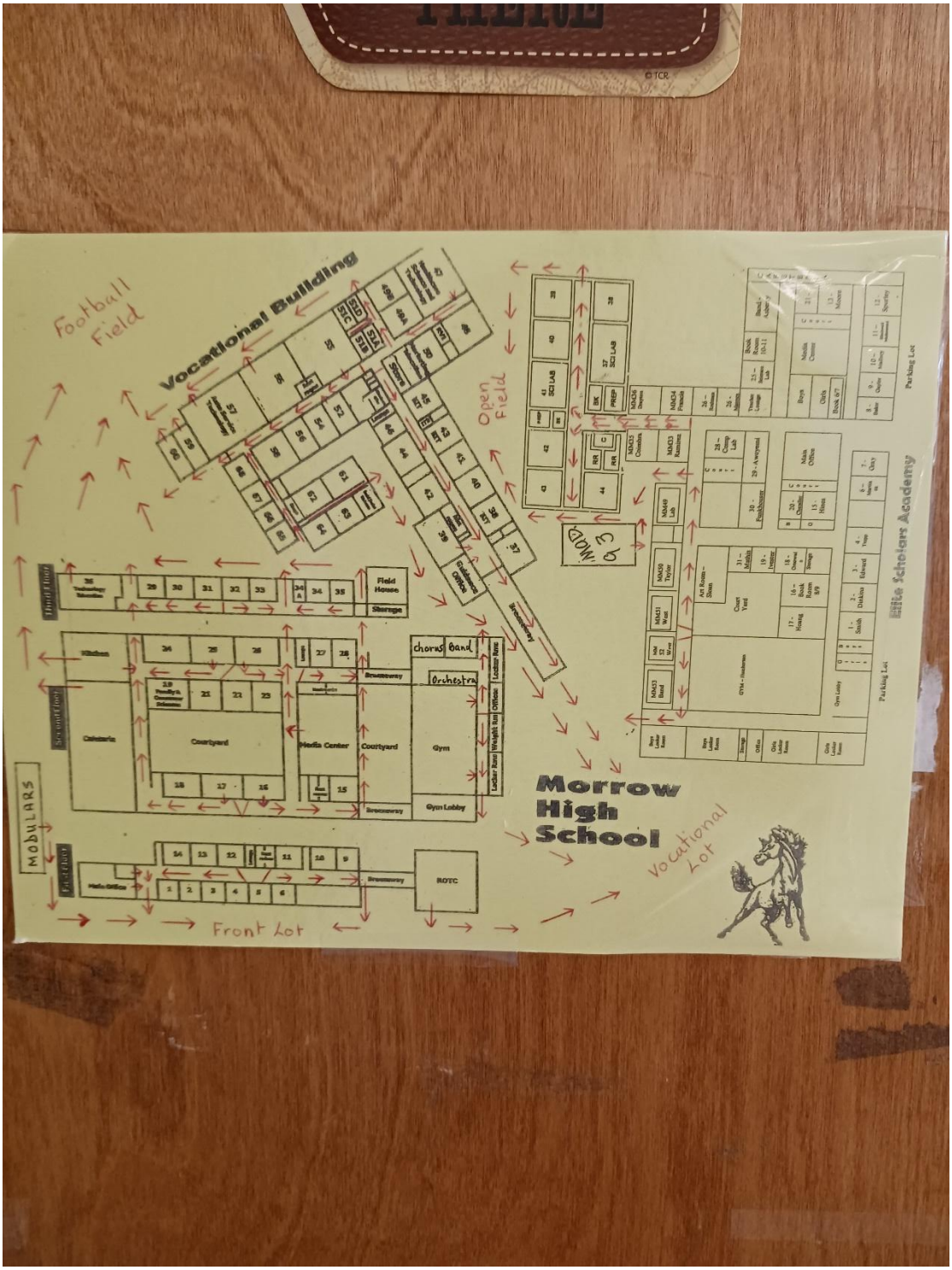
Contact Phone Number**: 678-538-5419**

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA: None

A detailed Family Assistance Plan will be included as a separate document.

The Clayton County Public Schools Family Reunification Plan Attached

(Appendix I)
INSERT A COPY OF SCHOOL FIRE/EMERGENCY EVACUATION ROUTE



(Appendix J)
SEVERE WEATHER SHELTERING IN PLACE ROUTE

(Appendix K)
UTILITY CUTOFF FLOOR PLAN
(Include Fire Alarm Control Panel)

(Appendix L)
INCIDENT COMMAND TEAM

Name	**Christina Guillian**
Role	**Incident Commander**
Room # and Position	**Head of Schools**
Work Number	**404-608-0490**
Cell Number	**404-388-2561**
Home Number	

Name	**Stephanie Conley**
Role	**Co-Incident Commander**
Room # and Position	**Principal**
Work Number	**404-608-0490**
Cell Number	**404-437-4526**
Home Number	

Name	**Jessica Willis**
Role	**Operations**
Room # and Position	**CFO/COO**
Work Number	**404-608-0490**
Cell Number	**718-664-5931**
Home Number	

Name	**Rhonda Knox**
Role	**Logistics**
Room # and Position	**School Nurse**
Work Number	**404-608-0490**
Cell Number	**XXX**
Home Number	

Name	**Jacqueline Perez**
Role	**Fin & Admin (unification)**
Room # and Position	**Administrative Assistant**
Work Number	**404-608-0490**
Cell Number	**XXX**
Home Number	

Name	**Sharon Daniels**
Role	**Fin & Admin (unification)**
Room # and Position	**Parent Liaison**
Work Number	**404-608-0490**
Cell Number	**404-372-9195**
Home Number	

Name

Role
Room # and Position
Work Number
Cell Number
Home Number

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(APPENDIX L)

SCHOOL PERSONNEL ROLES AND RESPONSIBILITIES

1. School Site Safety Coordinator (Name & Title): Sharon Jones-Tyler, Assistant Principal
   Dates of Training: July 17, 2023
   Responsibilities:
   - *Overall day-to-day monitoring of safety and security of the school, along with the coordination of response activities in the event of an emergency such as designating central command location and other safety response tasks.*
2. Alternate School Site Safety Coordinator: Stephanie Conley
3. School Personnel to Conduct the following Emergency Response Tasks:
   - Dial 911 (anyone recognizing the emergency)
     - Call Central/Asst. Superintendent's Office: Dr. Doug Hendrix
     - Number: (770) 473-2700
   - Call Adjacent School Emergency Team: Monique Drewry, Forrest Park)
     - Number: (770) 472-2817
   - Manage Incoming Phone Calls: Evelyn Perez & Sharen Daniels
   - Coordinate Staff Members Training in First Aid and/or CPR: Rhonda Knox
   - Get Emergency Evacuation Kits: Rhonda Knox
   - Get First Aid Kits: Rhonda Knox and teaching staff
   - Meet Emergency Vehicles and Personnel: Rhonda Knox and Ronald Kemp
   - Accompany Emergency First Responders and Other Emergency Personnel: Rhonda Knox and Sharon Jones-Tyler

- Coordination of Students with Disabilities.
  (include a description of required medications, equipment, assistive devices, etc.).
  Audranna Washington, Rhonda Knox

- Evaluate Crisis Scene/Situation: Christina Guillian & Stephanie Conley
- Manage Student Rosters: Sharen Daniels & Jacqueline Perez, teachers
- Signal to Staff and Students (lockdown or evacuation): Sharon Jones-Tyler Christina Guillian, Stephanie Conley
- Retrieve Communication Devices (radios, cellphones, etc.) : Jessica Willis

4. School Personnel Responsible for the following Safety Activities:
   - Update Media: Christina Guillian, Sharon Daniels
   - Update Parents/Guardians: Christina Guillian, Stephanie Conley, Sharon Daniels.
   - Releasing Students to Parents/Guardians: Sharon Daniels,
   - Utilities Shut Off (if necessary): Jessica Willis, Stephanie Conley
   - Directing Traffic: Jessica Willis, Duane Dunkley
   - Serving as Runners to Support the Crisis Response Team: Rhonda Knox, Jacqueline Perez
   - Accompanying Students to the Hospital: Nikol West, Deidra Green
   - Retrieve a Copy of the School Safety Plan: All 7PCA staff, administration @ both Utopian and Forest Park schools

DESIGNATED LOCATIONS

1. Have multiple locations available for the **Central Command Post** – Location options to be determined by working with local EMA and law enforcement agencies.

2. Location for **Media Personnel** – Location options to be determined by Unified Command and School Site Safety Coordinator based on circumstances.

3. Location of **Reception Area for Parents/Guardians and the General Public**:

4. If students need to be **Moved Off Campus**, they will be transported to the following locations:

   (1) First Choice Site: The International Center 2260 Old Rex Morrow Rd

   (2) Second Choice Site: Travels Rest Missionary Baptist Church 6021 Maddox Rd.

(Appendix M)

Best Practices for

MAINTAINING A HEALTHY WORK/LEARNING ENVIRONMENT

Enforce and never compromise on the following:

1) Stay home when sick
2) Covering mouth when coughing and sneezing
3) Washing hands frequently for 20 seconds or use of hand sanitizer
4) Adhere to CCPS COVID-19 Protocol
6) Avoid the use of aerosol disinfectant sprays due to potential triggers for allergies or asthma symptoms.

Do not share workstations tools or equipment:

It is recommended not to share any equipment without cleaning and sanitizing before and between uses (sanitizing disposable wipes will be available at each station for cleaning purposes).

Mandatory usage of hand sanitizers when entering all facilities:

Hand sanitizers and signage explaining the district's healthy work environment process will be placed at all ingresses and egresses. Emphasis will be placed on the mandatory usage of hand sanitizers when entering all facilities.

Social Distancing:

CDC recommends when it is not possible to maintain a physical distance of at least 3 feet.

The district will provide:

• The district will provide sanitizing disposable wipes, waste baskets and EPA approved hand sanitizer in areas where employees gather or meet.
• Utilize sanitizing disposable wipes and other cleaning materials so that frequently touched surfaces (counters, doorknobs, toilets, phones, etc.) can be properly wiped down by employees before each use. The custodial staff will frequently clean and sanitize the common areas throughout the day.

• Wear gloves when cleaning and disinfecting areas, unpacking, and storing deliveries. If gloves are not available, wash hands immediately after unpacking and storing deliveries. When possible, discard outer boxes and packages. Remember, cleaning and sanitizing are not the same. Clean with soap and water to remove dirt and food from surfaces. Sanitize with chemicals or heat to reduce germs. Surfaces that look clean may still have germs on them that you cannot see. Sanitizing reduces these germs to safer levels. Always follow the product's label when using sanitizers.
• Clean and sanitize surfaces that are frequently touched. Surfaces such as remote controls, kitchen counters, doorknobs, bathroom surfaces, keyboards, tables and chairs, and phones and tablets should be cleaned often.
• Food-contact surfaces must be washed, rinsed, and sanitized after each use.
• Use disposable gloves for cleaning and sanitizing. Throw them away before leaving the area and wash hands.
• When using disinfectant wipes, use according to package directions. Do not reuse the wipes to wipe down multiple surfaces. Throw used wipes in the trash after each usage.

(Appendix N)

Active Shooter Response and Protocols

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

Avoid, Deny and Defend

Avoid

Starts with your state of mind

- Pay attention to your surroundings.
- Have an escape route and plan in mind to get to a secured location.
- Leave your belongings behind.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Move away from the source of the threat as quickly as possible.
- The more distance and/or barriers between you and the threat, the better.
- Call 911 when you are safe.

Deny

When getting distance away is difficult or maybe impossible

- Hide in an area out of the shooter's view.
- Lock the door or block entry to your hiding place.
- Turn the lights off.
- Remain out of sight and quiet.
- Silence your cell phone (including vibrate mode) and remain quiet.

Defend

Because you have the right to protect yourself

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.

- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions…your life depends on it.

Reasons for a Lockdown

- Police Chase
- Intruder / Suspicious Person
- Explosion or Gun Fire
- Terrorism Incident / Community Emergency
- Jail Break / Inmate Escape
- Injury or Death within the School
- Fight or Student Assault
- Missing Student

Lockdown Levels

All teachers and school staff should maintain possession of their Crisis Alert Badges in the event of an emergency requiring immediate attention. Refer to Appendix M Centigix Crisis Alert Guide.

Important Points To Consider:

When making the announcement to place the school in a lockdown, do NOT use "codes." It is best to state in plain speech that the school is in a level ___ lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but do NOT announce the reason for the lockdown.

The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

Lockdown Level 1

- Lock all exterior doors, lock and monitor the main access door.
- Monitor movement of students, particularly between classes.
- Movement is limited to inside the building.
- Students and staff remain in the building.
- Block visibility into classrooms from exterior windows and doors.*

Example: Threat is exterior to school. Armed suspect fleeing police in the area of the school.

Lockdown Level 2

- Lock all exterior doors as well as ensure classroom doors are secured.
- Open exterior window blinds or curtains to allow exterior visibility into the classroom.*
- Conduct accountability procedures and display appropriate emergency status cards.
- Staff and students do not leave the classroom.
- Continue classroom instruction or normal activities within the classroom.
- Do not contact the office unless you have pertinent information or an emergency.
- Announcement for all visitors/vendors inside the building to return to the office.
    - -Examples: Threat is inside school. Fight inside the school and there is a need to isolate students.
- When a student is missing, level 2 may be implemented to restrict movement which will allow for accountability procedures and a search of the campus.

Lockdown Level 3

- If safe to do so, lock exterior doors (primarily applicable when multiple buildings exist).

- Immediately ensure classroom doors are locked and consider barricading interior classroom doors.
- All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables).
- Turn off lights and/or block visibility if visibility is possible from interior windows and doors.
- Remain silent.
- Open exterior window blinds or curtains to allow exterior visibility into classroom*
- School officials get into a lockdown position also.
- Example: Threat is inside the school. A threatening person is at the school, possible weapon Involved/active shooter (student/parent/staff).
- ***DO NOT COVER WINDOWS TO CLASSROOMS.**

Status Card System

- During a crisis, communication and accountability are crucial components to the overall response.
- The color card status system is used as a quick method to communicate important information regarding the welfare of students and staff during emergency situations.
- Utilizing this standard system will also allow for greater understanding when a multijurisdictional response occurs.

Usage:

- The most common two are:

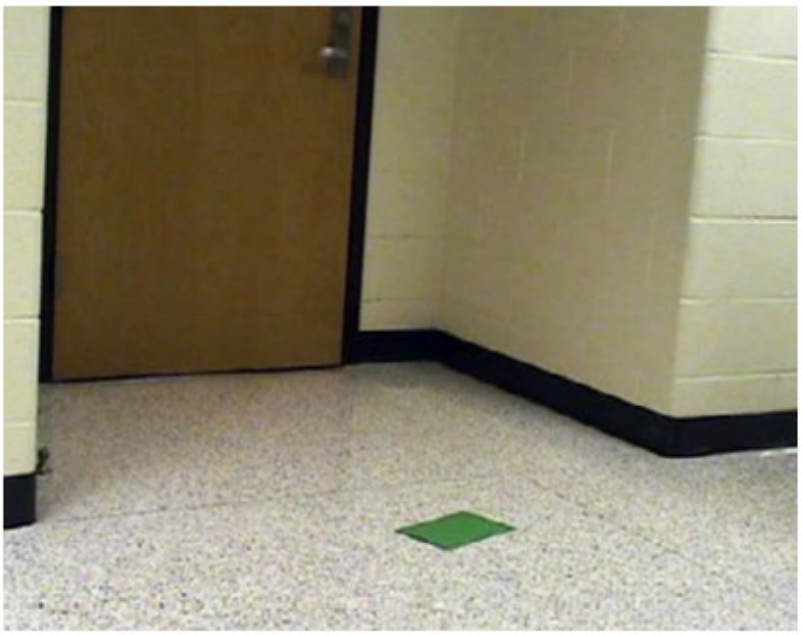
1. Lockdowns: placed in a location that can be visible from the hallways (ex. slid under door or placed in door/window) and placed in an exterior window. This will let administrators and public safety in the hallway and outside the building know the status of a specific area during an emergency event.

2. Evacuations: held high by teachers to indicate the status of their students following evacuations.

Status Card System

GREEN – Used when all students are accounted for and everything is satisfactory. No assistance is needed.

Card Description



YELLOW – Used when a student is missing or has been added to the class count or the teacher or students have investigative or emergency information.

Teachers should indicate the situation by using the dry-erase marker on the card to write down information. For Example: One student is added and two students are missing the teacher would write +1 and -2 on the card.

RED – Indicates immediate action is needed and public safety and/or administrators should direct their attention to this area when possible.

The red card can be used to indicate the location of an intruder/hostile person or to indicate that immediate, life-saving medical attention is needed in a particular room or area. Each teacher should attempt to indicate their situation on the card using the dry-erase pen.

Information to provide to 911 Operators

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons shooter has.
- Number of potential victims at location.

When Law Enforcement Arrives

- Remain calm and follow instructions.
- Drop items in your hands. (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.

- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

Things To Remember During Lockdowns

- Alert given (Use CrisisAlert System Appendix M)
- Students moved from hallways
- Classrooms locked
- Lights out, silence, students away from line-of-sight
- Cafeteria, media room, gym secured
- Exterior doors locked
- Status cards displayed
- Use plain language
- Consider the level of threat
- Keep message consistent throughout the school system
- Have a briefing sheet for substitutes
- KNOW AND REVIEW YOUR EMERGENCY OPERATIONS PROCEDURES

(Appendix O)

CRISISALERT QUICK REFERENCE GUIDE

CENTEGIX
EVERY. SECOND. MATTERS.

CrisisAlert™ Quick Reference Guide

CLAYTON COUNTY PUBLIC SCHOOLS • JONESBORO, GA •

CrisisAlert Badges:

- Your badge (along with your school ID) must be worn every day
- It is better to wear the badge above the waist (clipped to your shirt or on your lanyard)
- Do not leave it unattended or accessible to students
- Do not glue or attach anything to the badge
- Do not scratch, puncture, bend or otherwise damage the integrity of the badge

The badge will only be used if the usual way you contact the office is not easily accessible to you.

This is ONLY used for a TRUE emergency!!



Staff Alert (School Responder Group will respond)

- Click the badge 3 times (you will receive a short vibration feedback)
- School Responder Group will respond
  - This is when you need individual assistance for an issue or incident:
    - Medical emergency
    - Physical altercation
    - Custody issue
    - Suspicious activity
  - There will not be sirens (chirps) or beacon flashes – the entire school will not be aware of any incident.

Watch this short video for an overview of CrisisAlert:
https://success.centegix.com/crisisalert-training-video/

Lockdown (Entire campus, district personnel, and district safety and security will be notified)

- Continue clicking your badge until site is on lockdown (Red strobes flashing, sirens/chirps sounding)
- A pre-recorded message will be heard over the intercom
- The campus message should appear on all campus STAFF computers

Strobe Alert Colors (Strobe will flash throughout school)

LVL 1 LOCKDOWN | LVL 2 LOCKDOWN | LVL 3 LOCKDOWN | EVACUATE | ALL CLEAR



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CENTEGIX
EVERY. SECOND. MATTERS.

CLAYTON COUNTY PUBLIC SCHOOLS • JONESBORO, GA •

BLUE

Level 1: Lockdown (Lockout)
Shelter: Weather/Tornado

- Secure the perimeter.
- Move everyone inside and lock all outside access points.
- Lock all exterior doors, lock and monitor main access door.
- Monitor movement of students, particularly between classes.
- Movement is limited to inside the building.
- Students and staff remain in building.
- Take roll and report missing or extra students.
- Classroom activities can continue where possible.

Responders: Lock all outside access points and field information regarding missing or extra students

Tornado Warning/Watch

- **Teachers, lead your students to your designated shelter area**
- **Stay inside and avoid windows and open spaces**
- **Duck and cover against the walls**

YELLOW

Level 2: Lockdown (Hold)

- Hold in your classroom.
- Ensure all students are inside a classroom and lock the doors.
- Announce for all visitors/vendors inside the building to return to the office.
- Lock all exterior doors as well as ensure classroom doors are secured.
- Conduct accountability procedures (Take roll and report missing or extra students) and display appropriate emergency status cards when necessary.
- Staff and students do not leave classroom. Stay in your location and keep hallways clear.
- Do not contact office unless you have pertinent information or an emergency.
- Classroom activities can continue where possible.

Responders: Ensure hallways are clear and field information regarding missing or extra students

(Appendix P)

School/Facility Safety Audit Form
Self-Assessment Check Sheet

An audit is one tool that, if used effectively, can provide a snapshot of the School/Facility level of emergency preparedness and identify those areas that need improvement. This proactive process will help ensure that students can maximize their learning potential within a safe and secure environment.

A complete safety audit should be conducted annually. A review of the identified implementation and improvements noted in the audit should be conducted on an ongoing basis.

Facility Name:	**Date:**
Station: School Building	**Time:**

Section A: Building Security Assessment (20 points)
Safe Campus Environment

Total Scoring Points	
Section A	**Total Points for Section - 20**
2 Points for Yes / 0 points for No	**2 Points Per Question**

Questions	Yes	No	Comments
1. All entry points secured?			
2. Approached by support staff requesting ID?			
3. Observed presence of SROs or know the name of the appointed SRO Assigned officer?			
4. No vehicles parked in restricted areas observed.			
5. Did not observe suspicious packaging or debris in and out of the facility.			
6. Custodial equipment/chemicals and utility rooms are secured.			
7. All windows are secured.			
8. Evacuation plan placed in strategic locations.			

9. Classroom doors remain closed and locked when classes are not occupied.			
10. All staff are wearing photo identification badges to include incident alert badge.			
Total Points = 20			



CCPS Safe School / Facility Audit

Facility Name:	**Date:**
Station: Random Survey of Staff Members/Students	**Time:**

Section B (Part 1): Teacher/Staff Survey – Faculty Crisis Awareness (20 points)

Total Scoring Points	
Section B (Part 1)	**Total Points for Section - 20**
.5 point for Yes / 0 points for No	**.5 Points Per Question**

	1. Administrator		2. Staff		3. Staff		4. Staff		5. Staff	
Names										
Questions	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**
1. Do you know who is on the school's incident response team?										
2. Has your school administration discussed any safety measures, procedures or protocols this school term?										
3. Has your campus been trained on the Emergency Operation Management Procedures (EOMP)?										
4. Do you know the location of the EOMP Document? Emergency Evacuation Kits?										
5. What is the code for Lockdown? NO CODEWORDS										
6. What is a Lockdown? How many types of Lockdown?										
7. Do you know your role in the event of a crisis?										



8. Are you aware of the offsite evacuation procedures and sites?										
9. In the event your Administrator is not on site, do you know who the second in command would be?										
10. Have you participated in any type of safety drill this school term?										
Total Points = 20										

Section B (part 2): Student Survey (10 points)

Total Scoring Points	
Section B (Part 1)	**Total Points for Section - 10**
1 point for Yes / 0 points for No	**1 Point Per Question**

	Student Name/Grade	1. Student knows the purpose of the Code of Conduct/Student Handbook		2. Student received a copy of the Code of Conduct/Student Handbook		3. Student feels safe at school - CCRPI (For Informational Purpose Only)	
	First Initial. Last Name	Yes (1 point)	No (0 point)	Yes (1 point)	No (0 point)	Yes	No
1.							
2.							
3.							
4.							
5.							
Total Points = 10							

School Name:	**Date:**
Station: School Building	**Time:**

Section C: Lockdown Drill - (25 points)

(Scored During a Lockdown Audit)

Lockdown Procedures	Yes	No (0 points)
1. All staff responded quickly and orderly to the lockdown command. **5 points**		
2. Within three (3-5) minutes students and staff were in a secure, locked area. (People on the playground/athletic fields responded appropriately by moving away from potential danger to a safe location. People in rooms without keys or locks moved to a safe location.) **5 points**		
3. The Active Shooter Status Card System was displayed in the correct manner. **5 points**		

4. Were all classroom doors locked and secured during the Lockdown Drill? **5 Points**		
5. Were all students quiet inside of classrooms, next to interior walls out of view of danger? **5 points**		
Total Points = 25		

Section D: Campus Security Officer (CSO)/School Resource Officer (SRO) (10 points)

Total Scoring Points	
Section B (Part 1)	**Total Points for Section - 10**
2 point for Yes / 0 points for No	**2 Points Per Question**

Question	Yes 2 points	No 0 points	**Comments**
1. Was the CSO/SRO Personnel dressed in proper uniform?			
2. Did the CSO/SRO Personnel provide the Audit Team with a copy of the EOMP?			
3. Does the CSO/SRO know their role in the event of a crisis?			
4. Observed presence of CSO/SRO assigned to the school.			
5. Are CSO's/SRO's present during arrival and dismissal of school?			
Total Points = 10			

Facility Name:	**Date:**
Station: School Building	**Time:**

Emergency Evacuation Kits	**Contents**	

	Yes (1 point)	No (0 points)	Comments
1. A copy of the Clayton County Public Schools Emergency Operation Management Procedures and supplements			
2. Floor/Site Plan of the grounds and surrounding areas (Facility floor plan with utility shut offs and detailed instructions on disablement)			
3. Emergency telephone numbers of assistance agencies			
4. Color photographs of the interior and exterior building (Hard, Electronic and/or Video Copies)			
5. Current school rosters of all students, including pertinent medical information, phone number, release information and contact information			
6. Current list of all staff members, including phone numbers and contact information			
7. Emergency Medical Information for students & staff (Information regarding students & staff with medical problems that may be impacted by evacuation or emergency)			
8. Special needs students' information			
9. Copy of school or district personnel directory with phone contact information			
10. Student release/sign-out sheets			
11. Staff sign-in/sign-out sheets			
12. First-Aid Kit			
13. Set of master keys			
14. Flashlight and extra batteries			
15. Bullhorn and extra batteries			
16. Cell phone and/or walkie-talkie			
17. School response team vests			
18. Signage for Staging Area (Grade Level, Student Sign-out, Medical, etc.)			
19. Most recent year book and/or Student and Staff Photographs			
20. Bus routes and driver contact information			
Total Points:			

Facility Name:	**Date:**
Station: Audit Summary	**Time:**

Total Audit Score

Audit Sections	Audit Assessment Points	Points Earned
Section A: Building Security Assessment	20	
Section B: (Part 1): Staff Survey	25	
Section B: (part 2): Student Survey	10	
Section C: Lockdown Drill	25	
Section D: CSO/SRO	10	
Emergency Evacuation Kits		
Total Audit Score		

ASSESSMENT RUBRIC

Performance	Criterion	Audit Score	Action Plan
Emerging	Some of the assessment items have been demonstrated.	0 - 74	Retraining; submit plan of action; and follow-up audit.
Operational	Most of the assessment items have been demonstrated.	75 - 89	Continuous improvement; documented self-audit.
Exemplary	All of the assessment items have been demonstrated plus observation of practices beyond expectations.	90 - 100	Provide mentor guidance to other sites.

Administrator's Signature: **Date:**

Safe School Auditor's Signature: **Date:**

Comments and Recommendations:

Section A: Building Security Assessment

Comments

-

Recommendations

-

Section B (Part 1): Teacher/Staff Survey – Faculty Crisis Awareness
Comments

-

Recommendations

-

Section B (part 2): Student Survey
Comments

-

Recommendations

-

Section C: Lockdown Drill
Comments

-

Recommendations

-

Section D: Campus Security Officer (CSO)/School Resource Officer (SRO)
Comments

-

Recommendations

(APPENDIX Q)

CRISIS RESPONSE TEAM
School has established a Crisis Response Team that includes the following individuals:

NAME	POSITION	CONTACT INFORMATION (Phone & Email)
Christina Guillen	Incident Commander	404-338-2561 cguillen@7pillarsca.org
Stephanie Conley	Co-Incident Commander	404-374-4526 sconley@7pillarsca.org
Duane Dunkley	Safety Officer	678-923-5789 ddunkley@7pillarsca.org
Jessica Willis	Operations	718-664-5931 jwillis@7pillarsca.org
Sharon Jones-Tyler	Planning	917-942-9522 sjonestyler@7pillarsca.org
Rhonda Knox	Logistics	XXX rknox@7pillarsca.org
Jacqueline Perez	Fin & Admin (unification)	XXX jperez@7pillarsca.org
Sharon Daniels	Fin & Admin (unification)	404-372-9195 sdaniels@7pillarsca.org

EMERGENCY KIT MAINTENANCE

List school personnel responsible for maintaining contents and revising documents within all emergency kits. (*Kit maintenance includes making sure equipment is working, charged, and operational.*)

NAME	POSITION	LOCATION
Jessica Willis	Operations	
Rhonda Knox	Logistics	
Sharon Daniels	Fin & Admin (unification)	

OTHER EMERGENCY RELATED KITS

List school personnel responsible for maintaining contents and revising documents within all other emergency related kits. (*Kit maintenance includes making sure equipment is working, charged, and operational.*)

NAME	POSITION	LOCATION

TRAINING, PRACTICE, AND DRILL RECORD

TRAINING *Instruction received from an authorized individual or training program, CPR, First Aid, Stop the Bleed, etc. List below.*				
PERSON TRAINED	**TRAINING TYPE**	**DATES OF TRAINING**		

PRACTICE **Teachers and students have practiced safety tasks throughout the school year. List below.*			
PRACTICE TYPE	**DATES OF PRACTICE**		

DRILL **School personnel, teachers, students, and community partners have participated in scheduled severe weather, fire, and other emergency preparedness drills such as table-top exercises throughout the school year. List below.*			
DRILL TYPE	**DATES OF DRILL**		
Fire Drill	08	08	2023
Fire Drill	08	22	2023
Fire Drill	02	16	2023
Fire Drill	01	24	2023
Fire Drill	12	15	2023
Fire Drill	10	26	2022
Fire Drill	09	28	2022
Fire Drill	08	11	2022
Fire Drill	03	22	2022
Fire Drill	02	28	2022
Fire Drill	02	16	2022

7 Pillars Career Academy



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See Attached Excel Budget Template

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Jessica Pressley-Willis

Greater Atlanta Area, Georgia • Mobile 718.664.5931 • jpressleywillis1@gmail.com

Finance • Operations • Human Resources • Business Analysis

Experienced professional well versed in the art of operational analysis and strategic planning. Particularly strong background in developing compliance practices and effective internal controls centered around organizational efficiency and overall success of mid to large sized businesses. Intimate knowledge of financial processes and business development with expertise in budgeting and revenue growth. Entrepreneurial approach to operational analysis with a keen balance of strategy and innovation.

Core Competencies Include:

HRIS Implementation	Payroll Administration	Human Resource Management
Financial Reporting	Operations Management	Audit Facilitation
Budget Development & Forecasting	Revenue Management	Process Analysis & Improvement
Employee Relations	Policy and Procedure Creation	Capital Expenditure Planning

PROFESSIONAL EXPERIENCE

7 Pillars Career Academy -- Forest Park, GA **2019—Present**

Chief Financial and Operations Officer: Work closely with the Founder to ensure that all financial management and business operations matters are identified and handled properly, with a high degree of professionalism, and in accordance with best practice standards of the charter school sector.

- Manage all HR matters and policies including onboarding, interviews, employee relations, and discipline.
- Create and Implement accounting policies and internal control procedures.
- Spearhead financial management tasks with administration and board to develop and monitor budgetary goals.
- Oversee all financial reporting and present monthly financial reviews to Board of Directors.
- Prepare and manage grant and state funds as well as annual budgets.
- Manage inventory audits.
- Audit all payroll records and reports.
- Perform all month-end and year-end financial close procedures.

Chattahoochee Hills Charter School – Chattahoochee Hills, GA **2018 – 2022**

Chair of the Board of Directors / Interim Chief Financial Officer: Set financial strategy for the operating budget and provide guidance to Board of Directors for long-term sustainability and development of learning initiatives for K-8 public school.

- Audit financial operations and practices of the facility.
- Provide oversight to Director of Operations and Finance Department.
- Lead Executive committee on leadership development and crisis mitigation.
- Created and implemented new internal controls to minimize financial risks.
- Forecast reporting for Board of Directors as trending suggests.
- Decreased expenditures by negotiating with current vendors.
- Review monthly closeout and prepare recommendations for B.O.D. consideration.
- Developed an innovative incentive pay program for staff.
- Achieved a clear audit since the school's inception.

Mount Olive S.D.A. Church – East Point, GA **2016 – 2020**

Associate Treasurer: Provide payroll and HR services to Board of Directors and consultative support of financial operations for the business through on-going analysis of the financial status and budgetary needs of the organization.

- Process payroll manage accounts payable remittance for church business office.
- Supervise and monitor cash handlers and accounting procedures.

Jessica Pressley-Willis

Greater Atlanta Area, Georgia • Mobile 718.664.5931 • jpressleywillis1@gmail.com

- Provide forecast report for Board of Directors review and monthly board meeting.
- Conduct monthly close and prepare financial summary and balance sheet for presentation/review during board meeting.

SunTrust Bank – Atlanta, GA **2015 – 2019**

Commercial Relationship Specialist: Commercial Relationship Specialist/ Employee Engagement Champion

- Assist client CFOs and controllers with complex financial decisions.
- Supervise and consult with the onboarding of new clients.
- Work closely with wholesale managers, investment, and treasury partners to maximize client relationships.
- Analyze current customer relationships and proactively make contact to recommend assistance on achievement of financial growth through exploration of available high-value products and services for wealth management.
- Source and prospect new clients
- Coordinate on-site visits and sales presentations
- Client consultation with loan and line-of-credit options
- Monitor and adjust company and regulatory process changes.

Wells Fargo Bank, N.A. – Atlanta, GA **2013 – 2015**

Business Specialist: Provide a diverse range of wealth management solutions to business clients with complex financial needs through revenue analysis and bank account activity.

- Monitor and review sales goals and execute action plans with sales associates.
- Create and implement prospective client processes as well as train sales and service team.
- Function as a liaison between business partners and clients to find appropriate credit products.
- Acquire new relationships through networking and outbound B2B calling. Coordinate on-site events at schools and corporate events.

Board of Directors

Chattahoochee Hills Charter School Executive Board **2018 - Present**

- Conduct executive staff performance reviews and salary increases.
- Manage the operations team with school annual and monthly budgets.
- Prepare and present budget reports and cash flow recommendations.
- Assist with grievance procedures

Mount Olive Seventh Day Adventist Church Board **2016 - Present**

- Create and Manage operating budget
- Manage all HR duties such as onboarding of new employees and payroll
- Advise board on Cash flow management.

EDUCATION

American InterContinental University – Hoffman Estates, IL – July 2011

Master of Business Administration, Accounting & Finance

Georgia State University – Atlanta, GA – May 2004

Bachelor of Arts, Spanish & International Business

Charter School Finance Management Certification

7 Pillars Career Academy



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ASSURANCES FORM AND SIGNATURE SHEET

Georgia law and State Board of Education Rule requires your school to provide assurances that it will do certain things and comply with certain laws. This Assurance Form enumerates all of these requirements and, when you submit this signed Signature Sheet with this Assurance Form as part of your Charter School Application Package, you are providing the legal assurance that your charter school understands and will do these things. This form must be signed by the school's governing board chair.

As the authorized representative of the applicant, I hereby certify that the information submitted in this application for a charter for 7 Pillars Career Academy located in Clayton County is true to the best of my knowledge and belief; I also certify that if awarded a charter, the school:

1. Shall be nonsectarian in its programs, admissions policies, employment practices, and all other operations;
2. Shall be subject to the control and management of the local board of the local school system in which the charter school is located, as provided in the charter and in a manner consistent with the U.S. and Georgia Constitutions;
3. Shall not discriminate against any student or employee on the basis of race, color, ethnic background, national origin, gender, disability, age, or sexual orientation;
4. Shall be subject to all federal, state, and local rules, regulations, court orders, and statutes relating to civil rights; insurance; the protection of the physical health and safety of school students, employees, and visitors; conflicting interest transactions; and the prevention of unlawful conduct;
5. Shall be subject to the provisions of O.C.G.A § 20-2-1050 requiring a brief period of quiet reflection;
6. Shall ensure that the charter school and its governing board are subject to the provisions of O.C.G.A. § 50-14-1 *et seq.* (Open and Public Meetings) and O.C.G.A. § 50-18-70 *et seq.* (Open Records);
7. Shall ensure that the charter school's governing board members may only receive compensation for their reasonable and actual expenses incurred in connection with performance of their duties;
8. Shall ensure that the charter school's governing board members receive initial training and annual training thereafter, provided by a SBOE-approved vendor pursuant to O.C.G.A. § 20-2-2072 and State Board of Education Rule 160-4-9-.06;
9. Shall ensure that the charter school's governing board adopts and abides by a conflict of interest policy;
10. Shall comply with O.C.G.A. §20-2-210(b)(1) and implement an evaluation system as adopted and defined by the State Board of Education for elementary and secondary school teachers of record, assistant principals, and principals;
11. Shall comply with the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41 and federal accountability requirements, and participate in statewide assessments;
12. Shall adhere to all provisions of federal law relating to students with disabilities, including the IDEA, Section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, as applicable;
13. Shall provide state and federally mandated services for English Language Learners, as applicable;

14. Shall provide for supplemental educational services as required by federal law and pursuant to SBOE Rule 160-4-5-.03, and for remediation in required cases pursuant to SBOE Rule 160-4-5-.01;
15. Shall notify the state of any intent to contract with a for-profit entity for education and/or management services;
16. Shall notify the state of any changes in for-profit entity contracted with for education and/or management services;
17. Shall be subject to the requirement that it shall not charge tuition or fees to its students except as may be authorized by local boards by O.C.G.A. § 20-2-133;
18. Shall comply with federal due process procedures regarding student discipline and dismissal;
19. Shall be subject to all laws relating to unlawful conduct in or near a public school;
20. Shall have a written grievance procedure to resolve student, parent, and teacher complaints;
21. Shall have a written procedure for resolving conflicts between the charter school and the local board of education;
22. Shall comply with the provisions of O.C.G.A. § 20 -2-211.1 relating to fingerprinting and criminal background checks;
23. Shall remit payments to TRS on behalf of employees and shall employ teachers in accordance with TRS;
24. Shall ensure that if transportation is provided for its students, the school shall comply with all applicable state and federal laws;
25. Shall ensure that if the charter school participates in federal school meals programs, then it shall comply with all applicable state and federal laws and rules;
26. Shall prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and submit and obtain approval from the Georgia Emergency Management Agency;
27. Shall comply with the state facility requirements regarding site codes, facility codes, the submission of architectural plans for any new facility that the school may build or occupy during the charter term and all other facility requirements as established by the Department;
28. Shall be subject to all reporting requirements of O.C.G.A. § 20-2-160, subsection (e) of O.C.G.A. § 20-2-161, O.C.G.A. § 20-2-320, and O.C.G.A. § 20-2-740;
29. Shall be subject to an annual financial audit conducted by the state auditor or by an independent certified public accountant licensed in this state;
30. Shall designate a Chief Financial Officer that meets all requirements as established by the Charter Schools Rule 160-4-9-.05(2)(h)(1);
31. Shall secure adequate insurance coverage prior to opening and shall maintain such coverage throughout the charter term in accordance with the laws of the State of Georgia;
32. Shall acknowledge that all criteria used to calculate QBE funding may not be waived;
33. Shall ensure that 90% of QBE funds earned for out-of-system students enrolled in a virtual school must be spent on their instruction pursuant to O.C.G.A. § 20-2-167.1; and

34. Shall follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school.

This Charter School Application, Assurance Form, and attached Exhibits were approved by the Charter School's Governing Board on the 5th day of Sept., 2023.

Hilary R. Carruthers
Governing Board Chair, Charter School

September 5, 2023
Date

This Charter School Application, Assurance Form, and attached Exhibits were approved by the Board of Education on the day of , 201_.

Chair, Local Board of Education

Date

Superintendent, Local Board of Education

Date

If a Charter is granted, Petitioners assure that the proposed charter school's programs, services, and activities will operate in accordance with the terms of the Charter and all applicable federal, state, and local laws, rules, and regulations.

Hilary R. Carruthers
Governing Board Chair, Charter School

September 5, 2023
Date

Chair, Local Board of Education

Date

Superintendent, Local Board of Education

Date

7 Pillars Career Academy



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O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a charter school contract from the State Board of Education, as referenced in O.C.G.A. § 50-36-1, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document (e.g., driver's license, passport, birth certificate), as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

JESSICA WILLIS NOTARY PUBLIC FULTON COUNTY, GEORGIA My Commission Expires 12-08-2024

_____
Signature of Governing Board Chair

_____
Printed Name of Governing Board Chair

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20____

_____
NOTARY PUBLIC
My Commission Expires:

7 Pillars Career Academy



Charter Renewal Exhibit

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7 Pillars
Career Academy

A Division of YouthServ360, Inc.

2299 Old Rex Morrow Road
Morrow, Ga. 30260

Board Resolution
7 Pillars Career Academy

The following resolution was passed at a meeting of the Governing Board of **7 Pillars Career Academy** (hereinafter referred to as "The School") on the 5th of September, 2023.

It was resolved that:

The governing board approves the Charter Renewal Application, which reflects the mission, vision, and future plans for the next charter term.

Certified True Copy

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Mableton (city), Ga. (state),

Hilary R. Carruthers

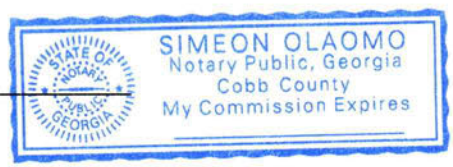
Signature of Governing Board Chair

Hilary R. Carruthers

Printed Name of Governing Board Chair

SUBSCRIBED AND SWORN BEFORE ME ON THIS

7th DAY OF September 2023



NOTARY PUBLIC

My Commission Expires: 02-02-2025