



Charter School Renewal Application

For Schools Seeking Renewal from Both
DeKalb County School District and the
State Board of Education
to
Operate in SY23-24

TABLE OF CONTENTS

Identify the appropriate page number in the application or appendix/exhibit where the following information is located.

CHARTER APPLICATION REQUIREMENTS		PAGE NO.
Table of Contents		2-6
How Do I Know Which Application to Submit?		7
Introduction		7
Submission Procedures		8
Application Package Checklist and Submission Sign Off Sheet (Charter School Representative and DCSD Representative must sign when application is submitted.)		9
CHARTER APPLICATION COVER PAGE AND APPLICATION CONTENTS		
Proposed Charter School Information		10
Contact Information		10
Executive Summary		17
PAST PERFORMANCE		
1.	Complete and attach as Exhibit 5 the Accountability Report available on the GaDOE's Charter Schools Division website to show the school's performance during each year of your current charter term and include with your charter school renewal application. This Accountability Report will be presented to the State Board of Education with your charter petition, so please ensure it is accurate.	23
2.	Provide a narrative describing how the charter school performed in meeting the academic and organizational goals set forth in its current charter contract.	23
3.	Describe the school's current financial situation.	31
4.	Provide a brief overview of the school's current governance structure.	33

The GLOBE Academy

5.	Describe how the school provides state- and federally-mandated services to students with disabilities.	37
6.	Describe how the charter school provides state- and federally-mandated services for English Learners (ELs).	40
7.	Provide the number and percentage of students receiving In-School Suspensions, Out-of-School Suspensions, or Expulsions during the current charter term (e.g., the past 5 years). How does this discipline and dismissal data compare to the Office of Civil Rights data ?	42
8.	Describe in detail how the charter school's students, governing board, faculty, and staff reflect the sociodemographic diversity of the community served by the charter school.	45
9.	Describe in detail any difficulties faced during the charter term that were not already addressed above, how the school dealt with such difficulties, and if they remain an issue for the school. Also explain how the school plans to avoid these difficulties during the upcoming charter renewal term.	47
PROPOSED CHANGES		
10.	If the answers given above to questions 1 - 9 reflect a change to any of the following, please provide the rationale for the change.	49
LOOKING TO THE FUTURE		
11.	Briefly describe how the school has and will continue with its proposed changes to serve the needs of its students for the upcoming (renewed) charter term.	50
EXHIBITS CHECKLIST The following Exhibits are required to complete your Charter School Application Package. Please tab the Exhibits to match the item numbers below. Exhibits should be as limited in size as possible.		
1.	Attach an official copy of the certificate of incorporation for the required Georgia nonprofit corporation from the Georgia Secretary of State. Please note that <u>all charter school contracts – including those of start-up and renewal conversion charter schools – must be held by a Georgia nonprofit corporation.</u>	51
2.	Attach a copy of the by-laws for the nonprofit corporation.	58
3.	Attach a copy of the governing board's Conflict of Interest Policy.	72
4.	Attach a copy of the governing board's Conflict of Interest Form.	77

The GLOBE Academy

5.	Attach a completed Accountability Report.	78
6.	Attach a copy of the governing board's Governance Training Plan using the governance training memo available on GaDOE's website.	81
7.	Attach a completed Locally-Approved Charter School Partners Roles and Responsibilities chart. This chart shows the balance of authority between the charter school's board and management, as well as the autonomy of the charter school from the district.	83
8.	Attach a copy of any admissions (pre-lottery) application the charter school proposes to use. Pursuant to O.C.G.A. § 20-2-2066 and SBOE Rule 160-4-9-.05, any admissions application must conform to the open enrollment requirement. Therefore, admissions applications should be limited to a student's name, contact information, home address for the purpose of verifying the student's residence within the school's attendance zone, grade level, and information required for any enrollment preference, such as identifying a sibling already enrolled at the charter school. If the charter school proposes to utilize a weighted lottery for educationally disadvantaged students, the admissions application may also include questions tailored to the subgroup(s) the school will offer an increased chance of admission according to the weighted lottery guidance available on GaDOE's website.	88
9.	Attach a copy of the policy setting annual enrollment, re-enrollment, and lottery deadlines, including a description of the lottery procedures detailing how enrollment priorities will be applied and an assurance of complete transparency in its procedures.	101
10.	Attach the charter school's annual calendar and the charter school's daily school schedule.	108
11.	Attach a copy of a sample scope and sequence for a proposed course/grade level.	110
12.	Attach a copy of the charter school's Student Code of Conduct.	113
13.	Attach a copy of the charter school's Student Discipline Policy and Procedures, including any Positive Behavior and Intervention Supports (PBIS).	157
14.	Attach a copy of the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers. Include the role the governing board will play in resolving such grievances and complaints. If this is included in another response, please indicate that.	158
15.	Attach a copy of the charter school's Employee Policies and Procedures.	165
16.	Attach proof of the school's insurance coverage, including the terms, conditions, and coverage amounts.	217

The GLOBE Academy

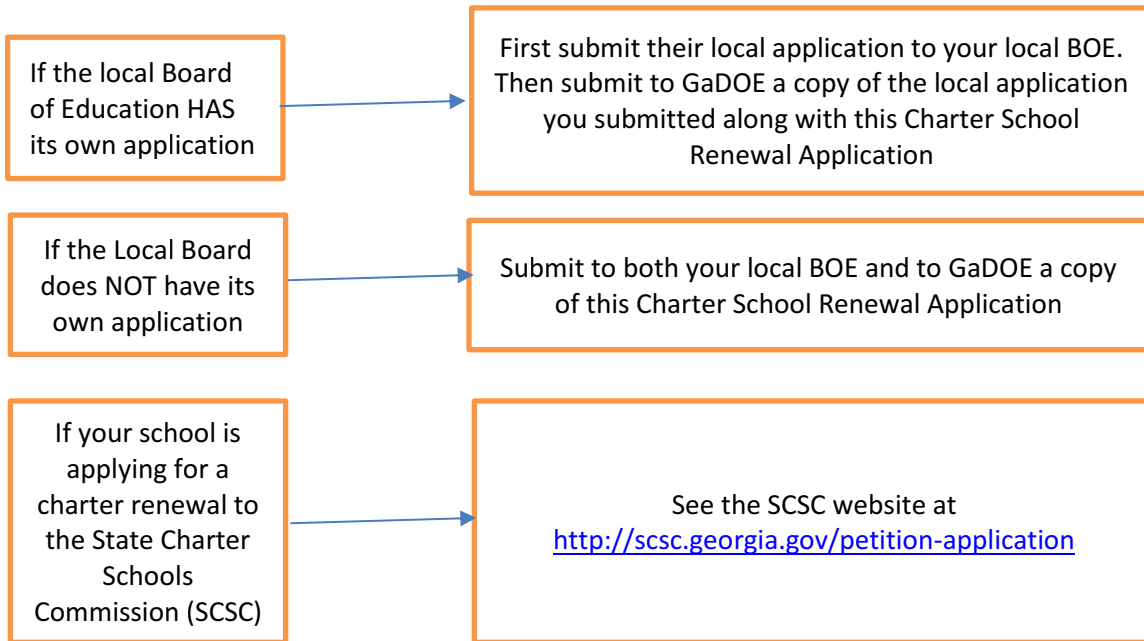
17.	Attach a copy of any intended education service provider contracts or arrangements for the provision of education management or support services, including with any EMO, CMO, ESO, etc. Such contracts shall describe the specific services for which the contracting organization is responsible. Such contracts should clearly delineate the respective roles and responsibilities of the management organization and the governing board in the management and operation of the charter school. Such contracts must also include the fee structure.	N/A
18.	Attach a copy of any agreements with Georgia State Board of Education. (GADOE Assurances and Required Statements)	239
19.	Attach a copy of any Letters of Intent and/or agreements detailing any proposed partnerships, including agreements with other local schools/systems for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.	N/A
20.	Attach a copy of any MOU/lease/proof of ownership for a proposed facility.	252
21.	Attach a copy of the school's Certificate of Occupancy.	279
22.	Attach a copy of the facility's Emergency Safety Plan.	282
23.	Complete and attach the budget template located on the Charter Schools Division's website: Please note that the budget template includes:	297
	23a. A monthly cash flow projection detailing revenues and expenditures for the charter school's first two (2) years of operation;	
	23b. A spreadsheet projecting cash flow, revenue estimates, budgets, and expenditures on an annual basis for each of the five (5) years of the initial charter term.	
	23c. Back-up documentation proving the legal reality of additional sources of revenue included in the budget template, including any funds other than state and local funding, including bank statements and/or signed grant award letters.	
24.	Attach the résumé for the charter school's Chief Financial Officer.	302
25.	Attach the charter school's signed GADOE Assurances Form.	305
26.	Attach the charter school's signed and notarized.	310
27.	Attach the charter school's signed Local Board of Education Resolution approving the charter school's application.	

The GLOBE Academy

28.	Attach the charter school's signed Governing Board Resolution approving the charter school's application. This will serve as the formal petition to the SBOE.	303
29.	For conversion schools only, attach the charter school's Confirmation of Teacher and Parent Vote.	N/A

HOW DO I KNOW WHICH APPLICATION TO SUBMIT?

This Charter School Renewal Application form is for locally-approved start-up and conversion charter schools seeking charter renewal from both a local Board of Education (BOE) and the State Board of Education (SBOE).



INTRODUCTION

A charter school renewal application is a legal petition to a local Board (or Boards) of Education and the State Board of Education seeking renewal of a charter school contract.

There are two types of locally-approved charter schools – start-up charter schools and conversion charter schools. This Charter School Renewal Application is for both start-ups and conversions.

- A start-up charter school was a brand new school that did not exist before it received your initial charter school contract.
- A conversion charter school is an existing public school that became a charter school when it received its initial charter school contract.

The evaluation of your application will focus on whether your charter school has achieved the academic, organizational, and financial performance you promised in exchange for broad flexibility from Georgia's education rule and laws when you received your most recent charter contract. The evaluation will also determine whether:

- The charter school has complied with all applicable laws, rules, regulations, policies and procedures (including the Charter Schools Act of 1998, as amended [O.C.G.A. §§ 20-2-2060 through 20-2-2071] and State Board of Education Rule 160-4-9-.04 *et seq.*);
- The academic, organizational, and financial plans are still viable; and

- The charter school is still in the public interest.

Applicants are strongly encouraged to review all resources available on the GaDOE's Charter Schools Division website prior to drafting and submitting a charter school renewal application (<http://www.gadoe.org/External-Affairs-and-Policy/Charter-Schools/Pages/default.aspx>), including the standard charter contract template, which is what the State Board of Education will approve, and the most recent Charter School Renewal Memo.

Georgia has a commitment to ensuring all children receive quality educational opportunities. For this reason, we prioritize approving and renewing charter schools that focus on serving at risk populations, including students who are economically disadvantaged and/or live in rural communities.

SUBMISSION PROCEDURES

Before the State Board of Education can renew a charter contract for your locally-approved charter school, your charter school renewal application first must be approved by your local Board of Education in accordance with the rules and regulations of that local board. To facilitate the state's review of your locally-approved application, you must submit to GaDOE an exact copy of the application you submit to your local BOE.

GaDOE will review the charter school renewal petition you submitted locally at the same time that your local BOE is reviewing it. If you agree to make changes to your application to obtain local BOE approval, you must also submit to GaDOE a copy of the final version of the application that your local BOE approved. The final version of your locally-approved application is the one GaDOE will share with the State Board of Education when recommending approval or denial of your charter contract renewal.

A successful charter school renewal application approval process includes (1) your local BOE's review and approval, (2) GaDOE's review, (3) a panel interview at GaDOE, (4) a recommendation from GaDOE's Charter Schools Division for State Board of Education approval, and (5) SBOE approval.

Please note that, while GaDOE does not have an application deadline, applications are processed and interviews are scheduled by GaDOE on a first-come, first-served basis. This means that you must submit your application early enough to obtain SBOE approval at least 6 months in advance of your upcoming academic year. Since it can take up to 4 months to move through the various review processes, please plan accordingly.

Please also note that filing a charter school renewal application does not guarantee that a renewed charter school contract will be granted. Failure of an applicant to adhere to any requirement may yield a defective application that is rejected before consideration. In addition, complete applications that are not strong enough to guarantee a continued successful charter school implementation will be recommended for denial.

Submission to GaDOE of the initial charter renewal application you submitted to your local BOE and, later, of the final version of your application approved by your local BOE, must be by mail, UPS/FedEx, or hand-delivered to: **Georgia Department of Education, Charter Schools Division, 2053 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, Georgia 30334**

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Please note that faxed or emailed applications will *not* be accepted as your formal submission. Only complete petitions that comply with these guidelines and the technical requirements below will be evaluated. Applications will not be returned, so please keep a copy for your records. In addition, please note that all information in applications submitted to GaDOE are subject to the Georgia Open Records Act.

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Applications will not be returned, so please keep a copy for your records. In addition, please note that all information in applications submitted to GaDOE are subject to the Georgia Open Records Act. To fill in the check boxes, double click on the check box; a dialog box will come up for you to choose checked; then click okay and the dialog box will close.

GADOE & DCSD CHARTER APPLICATION PACKAGE CHECKLIST

The Charter Application Package must comply with the following submission procedures.

- ☐ An Application Package includes original and 2 copies of the following items:
 - ☐ **APPLICATION COVER PAGE** (Use the form on page 10 of this application; the form may not be altered in any way.)
 - ☐ **CHARTER APPLICATION** (Answers to the questions posed on pages 11-14 of this application.)
 - ☐ The Application is limited to 75 double-spaced pages using an 11-point Times New Roman font and one-inch margins with a header showing the school's name and a footer showing consecutive page numbers.
 - ☐ The original must be signed in blue ink. Stamped signatures will not be accepted.
 - ☐ **ASSURANCES FORMS, SIGNATURE SHEETS, AND AFFIDAVIT** (Use the Assurances Forms, Signature Sheets, and Affidavit on pages 17-20 of this application; the forms and sheets may not be altered in any way.)
 - ☐ The original must be signed in blue ink; stamped signatures will not be accepted.
 - ☐ Electronic copy of assurances must be signed. Blank copies will not be accepted.
 - ☐ **DOCUMENTATION OF VOTE – FOR CONVERSIONS ONLY** (Use the form on page 21/Exhibit 29)
 - ☐ The original must be signed in blue ink; stamped signatures will not be accepted.
 - ☐ **EXHIBITS** (See list of required Exhibits on pages 15-16 of this application.)
 - ☐ Required Exhibits should be as limited in size as possible.
 - ☐ All Exhibits must be tabbed with a header showing the school's name and a footer showing consecutive page numbers.
- ☐ The Application Package must be submitted electronically to charterschools@dekalbschoolsga.org via DropBox.
- ☐ The Application Package must include a:
 - ☐ 1. Microsoft Word version of the Application Cover Page (page 10)
 - ☐ 2. Microsoft Word versions of the Application and Exhibits
 - ☐ 3. PDF Version of the Complete Application Packet in the following order: Cover Sheet, Application, signed Assurances Form(s), Affidavit, and Exhibits (including Exhibit 18 - DCSD Assurances and Required Statements). Exhibit 18 – DCSD Assurances and Required Statements may not be altered in any way.
 - ☐ 4. PDF version of the Locally-Approved Charter School Partners Roles and Responsibilities Chart
 - ☐ 5. Excel version of the completed Budget Templates
- ☐ Faxed or emailed copies will not be accepted. Only complete applications that comply with these guidelines will be evaluated.

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SIGNATURES REQUIRED UPON DELIVERY. COMPLETE APPLICATION MUST BE RECEIVED BY 12:00 P.M. ON TUESDAY, JULY 26, 2022 IN ORDER TO BE IN THE 2021 REVIEW CYCLE FOR OPERATING IN 2023-2024.

Petition for (Name of School): The GLOBE Academy

Delivered by (Charter School Representative): Jabari Clark

Received by (DCSD Representative): _____ Date and Time: _____

CHARTER SCHOOL RENEWAL APPLICATION COVER PAGE

Check One: ☒ Start-up Renewal ☐
Conversion Renewal

When was the original charter term start date? July 1, 2013

How many charter terms has the school been in existence?
2

Name of Charter School: The GLOBE Academy

Name of the Georgia nonprofit corporation that currently holds the charter:

The GLOBE Academy, Inc.

Local school system in which charter school is physically located: DeKalb County

Contact Information for the Governing Board Chair

Contact Person:	<u>Drew Reynolds</u>	<u>Chair</u>
	Name	Title

Contact Address: 2225 Heritage Dr NE, Atlanta, GA 30345

Telephone Number: 513-417-4661

Fax Number: _____

E-mail Address: dreynolds@theglobeacademy.net

Contact Information for the Person Filling out this Application

The GLOBE Academy

Contact Person: Jabari Clark Charter Renewal
Name **Title**

Contact Address: 2225 Heritage Dr, NE, Atlanta, GA 30345

Telephone Number: 404-585-8725

Fax Number: _____

E-mail Address: jclark@theglobeacademy.net

CHARTER SCHOOL RENEWAL APPLICATION

EXECUTIVE SUMMARY

Name of Charter School: The GLOBE Academy

Proposed Charter Term Length: 5 Years

Current Grade Range: K - 8 Grade range at the end of the charter term: K - 8

Expected enrollment at the end of the charter term: 1204

This application was approved by DeKalb County Local Board of Education on _____, 202

For each year of the NEW charter term, indicate the number of students the charter school plans to serve.

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Year 1	144	144	144	144	130	120	96	96	96					1,114
Year 2	144	144	144	144	138	130	120	96	96					1,156
Year 3	144	144	144	144	138	130	120	120	96					1,180
Year 4	144	144	144	144	138	130	120	120	120					1,204
Year 5	144	144	144	144	138	130	120	120	120					1,204

1. State the charter school's mission and describe why this initiative is important to the community it serves. Also provide a brief description of any defining features of the school. Include how stakeholders were involved in the petition process and how they will continue participating. (350 words or less)
2. Describe the charter school's academic program, specifically focusing on why it is innovative in your school district(s). Include mention of any waivers of state law and SBOE rule that are needed to implement the academic program. Be sure to describe any special characteristics of your charter school, such as a special population or some other feature or features which enhance educational opportunities. (350 words or less)
3. Describe the charter school's organizational structure, specifically focusing on its innovation and need for flexibility, its general partnership structure with an educational service provider (ESP) if any, and the school's community interest and need. (350 words or less)

PAST PERFORMANCE

4. Complete and attach as Exhibit 5 the Accountability Report available on the GaDOE's Charter Schools Division website to show the school's performance during each year of your current charter term and include with your charter school renewal application. This Accountability Report will be presented to the State Board of Education with your charter petition, so please ensure it is accurate.
5. Provide a narrative describing how the charter school performed in meeting the academic and organizational goals set forth in its current charter contract. In your narrative:
 - a. Address the school's performance in each year of your current charter term.
 - b. You are urged to include any supporting charts, tables, or graphs that provide quantitative data.
 - c. If your charter school did not meet all of the goals in its charter contract, explain any mitigating factors to which this can be attributed, and explain how the school plans to address them in the upcoming charter renewal term requested.
6. Describe the school's current financial situation. In your description:
 - a. Include an explanation of financial results.
 - b. Detail any financial successes or struggles the school experienced during the current charter term. Include any instances of fraudulent behavior or accusations of fraudulent behavior by school staff, governing board members, or anyone else associated with the school.
 - c. Explain how the school will address any struggles discussed above as well as any outstanding debts. Explain how the school will allocate any surplus funds.
7. Provide a brief overview of the school's current governance structure. In your description, you must include:
 - a. Specific examples of decisions the governing board has made on behalf of the school;
 - b. Specific examples of decisions the school leader has made on behalf of the school;
 - c. How the governing board holds the school leader, any charter partners (ESP/CMO/EMO), and any independent contractors accountable; and
 - d. The governing board's training program for the current and proposed charter term. Attach as Exhibit 6 a copy of the board's Governance Training Plan.
8. Describe how the school provides state- and federally-mandated services to **students with disabilities**. Reciting the requirements of law and rule is insufficient. Your description must include the school's practices and procedures to:
 - Evaluate and identify students with disabilities;
 - Develop, review, and revise Individualized Education Programs (IEPs);
 - Integrate special education into the general education program;
 - Ensure that the school facility meets the requirements of other related laws including the Americans with Disabilities Act (ADA) and Section 504;
 - Address student discipline;
 - Handle programming disputes involving parents;

The GLOBE Academy

- Ensure confidentiality of special education records;
 - Purchase services from special education vendors or to contract with your local district to provide a continuum of special education services and how this arrangement will work; and
 - Secure technical assistance and training.
9. Describe how the charter school provides state- and federally-mandated services for English Learners (ELs). Reciting the requirements of law and rule is insufficient. Your description must include the diagnostic methods or instruments that are used to identify and assess those students, as well as the instructional program that is provided to ELs.
10. Provide the number and percentage of students receiving In-School Suspensions, Out-of-School Suspensions, or Expulsions during the current charter term (e.g., the past 5 years). How does this discipline and dismissal data compare to the [Office of Civil Rights data](#)?

	In-School Suspensions		Out-of-School Suspensions		Expulsions	
Ethnicity/Race	Number & Percentage of Total Population					
Latino Hispanic	0	0.0%	0	0.0%	0	0.0%
American Indian	0	0.0%	0	0.0%	0	0.0%
Asian / Pacific Islander	1	5.5%	1	5.0%	0	0.0%
Black / African American	10	55.5%	10	45.0%	0	0.0%
White	6	33.5%	10	45.0%	0	0.0%
Two or More Races	1	5.5%	1	5.0%	0	0.0%
Total Population						

11. Describe in detail how the charter school's students, governing board, faculty, and staff reflect the sociodemographic diversity of the community served by the charter school. If the charter school does not reflect the community's diversity in one or more of the areas listed above, provide a comprehensive plan to address this need for diversity. Included in such a plan could be, for example, the use of targeted recruitment or the use of a weighted lottery to provide an increased chance of admission for educationally disadvantaged students pursuant to O.C.G.A. § 20-2-2066(a)(1) and State Board Rule 160-4-9-.05(2)(g).
12. Describe in detail any difficulties faced during the charter term that were not already addressed above, how the school dealt with such difficulties, and if they remain an issue for the school. Also explain how the school plans to avoid these difficulties during the upcoming charter renewal term.

PROPOSED CHANGES

13. If the answers given above to questions 1 - 9 reflect a change to any of the following, please provide the rationale for the change:

A. ACADEMIC CHANGES:

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- The academic program and curriculum.
- The use of waivers/innovations.
- School programs – this includes Students with Disabilities, Gifted and Talented, English Learners, etc.
- Any assessments being used.
- Any administrative positions.

B. GOVERNANCE CHANGES:

- The school's governance structure.
- The school's governing board composition, including its diversity.
- The school's relationship with an Educational Service Provider or other Charter Partner.
- The relationship with the local district.

C. FINANCIAL CHANGES:

- The school's financial structure. - None
- The school's CFO. - None
- The school's relationship with any major creditors (e.g., landlords, investors etc.)
Our main banking partner, which owns the loan on our Upper Campus, was purchased by South State Bank. We continue to bank with South State Bank. We have no investors or other creditors.

D. OPERATIONAL CHANGES:

- The school's facilities – this should include any proposed expansion or renovations.
- The school's attendance zone and any enrollment priorities being used (see O.C.G.A. § 20-2-2066(a)(1)).
- Whether the school's students, faculty, and staff reflect the diversity of its attendance zone.
- Whether the school will utilize a weighted lottery to provide an increased chance of admission for educationally disadvantaged students pursuant to O.C.G.A. § 20-2-2066(a)(1) and State Board Rule 160-4-9-.05(2)(g).
- Any services provided to students such as transportation, food service, etc.
- The grades the charter school will serve. Please note this includes adding additional grades or reducing current grades.

LOOKING TO THE FUTURE

- E. Briefly describe how the school has and will continue with its proposed changes to serve the needs of its students for the upcoming (renewed) charter term.

EXECUTIVE SUMMARY

- 1. State the charter school's mission and describe why this initiative is important to the community it serves. Also provide a brief description of any defining features of the school. Include how stakeholders were involved in the petition process and how they will continue participating. (350 words or less)**

MISSION: The GLOBE Academy (GLOBE) fosters Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential-learning model and a constructivist approach, GLOBE inspires students to be high-performing lifelong learners equipped to make a positive impact in the world.

GLOBE promotes ongoing communication and education between our parent community and board members. Efforts are made on a regular basis to share information and garner input through coffee talks, parental surveys, and weekly newsletters. Since its initial charter term, GLOBE has been among the highest performing schools in the county.

According to the Performance Snapshot of Georgia's Governor's Office of Student Achievement:

- The GLOBE Academy Charter School's overall performance is higher than 96% of schools in the state and is higher than its district.
- Its elementary students' academic growth is higher than 92% of elementary schools in the state and higher than its district.
- Its middle school students' academic growth is higher than 40% of middle schools in the state and similar to its district.
- 77.3% of its 3rd grade students are reading at or above the grade level target.
- 84.6% of its 8th grade students are reading at or above the grade level target.
- GLOBE Academy Charter School I is Beating the Odds, meaning that it has a CCRPI score that is higher than the statistically expected range for the school

The GLOBE Academy

GLOBE serves approximately 1,060 students in grades K-8 across two campuses in DeKalb County. Seventeen percent of GLOBE's student population are Effective English Learner (ELL) students. Since adjusting the admissions process for the 2019–20 academic year, GLOBE's weighted lottery has increased the admissions of new students who are economically disadvantaged each year by 4%, with the percentage of new kindergarten students enrolling in the 2022-2023 school year who qualify for Free and Reduced Price Lunch up to 34%, our highest number to date. We intend to continue this trajectory into the future as we reach parity with DCSD.

The community clearly values the education provided by GLOBE, as evidenced by an applicant pool four times greater than the available spaces for kindergarten, and 17 times greater than the available spaces for first and sixth grades.

The charter renewal committee is made up of key stakeholders and includes board members, school administrators, faculty, staff, and parents. During this petition process, the status of the renewal process was shared during regularly held Board meetings, and all committee members remained engaged with DeKalb County to fully comply with timelines and requested deliverables for this petition to renew. Going forward, leaders within the committee will be available to respond to questions.

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2. **Describe the charter school's academic program, specifically focusing on why it is innovative in your school district(s). Include mention of any waivers of state law and SBOE rule that are needed to implement the academic program. Be sure to describe any special characteristics of your charter school, such as a special population or some other feature or features which enhance educational opportunities. (350 words or less)**

Fewer than one percent of schools in Georgia offer dual-language immersion (DLI) academic programs, and GLOBE is the only DLI charter school in DeKalb County to offer three different language tracks: Spanish, French, and Mandarin. GLOBE students in grades K-5 spend 50% of instructional time in a second language and learn grade level content in both languages. GLOBE's 6th-8th grade program allows students to obtain three to four high school credits for Modern Languages. In 2020, over 30 eighth-grade students received a diploma of biliteracy upon graduation. Many eighth graders are prepared to take AP tests in Spanish and French by the end of the academic year.

Research has substantiated academic and cognitive benefits of DLI programs for both native English speakers and English-language learners. GLOBE's unique and innovative model allows students the opportunity to learn language through hands-on, contextualized experiences. In an experiential learning environment, children have a better grasp of concepts, students have a gratification in learning, and their learning environment promotes communication and reflection on outcomes. Benefits of dual-language schooling include greater development of cultural community, high teacher engagement, and more parent engagement.

A sample of state law and SBOE rule waivers that needed to implement the academic program may include:

- Class-size and Reporting requirements (O.C.G.A. § 20-2-182)
- Direct Classroom Expenditures and Expenditure Controls (O.C.G.A. § 20-2-171 and SBOE Rule 160-5-1-.29)
- Program Enrollment & Appropriation (O.C.G.A. § 20-2-160)
- ELL Program Requirements (O.C.G.A. § 20-2-156 and SBOE Rule 160-4-5-.02)

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- Educational Programs (O.C.G.A. § 20-2-152 to 20-2-155 and SBOE Rule 160-4-2-.38)
- Organization of Schools; Middle School Programs; Schedule (O.C.G.A. § 20-2-290)
- Competencies and Core Curriculum, Online Learning (O.C.G.A. § 20-2-141.1, O.C.G.A. § 20-2-142 and SBOE Rule 160-4-2-.48)
- Salary Schedule requirements (O.C.G.A. § 20-2-212)
- Certification requirements (O.C.G.A. § 20-2-108, O.C.G.A. § 20-2-200, O.C.G.A. § 20-2-201, O.C.G.A. § 20-2-204)
- Categorical Allotment requirements, Article 6 of Chapter 2 of Title 20 (O.C.G.A. § 20-2-183 to 20-2-186)

Given GLOBE's unique DLI model, GLOBE needs the flexibility to hire staff members who may not meet state or district requirements but who are highly qualified and either native or fluent in a foreign language. GLOBE regularly reflects on how well the model serves students. With each year that passes and as new research on dual language immersion develops, GLOBE adjusts and adapts both curriculum and instructional practices. It is imperative to remain flexible and routinely enhance instruction.

The GLOBE Academy

3. Describe the charter school's organizational structure, specifically focusing on its innovation and need for flexibility, its general partnership structure with an educational service provider (ESP) if any, and the school's community interest and need. (350 words or less)

The school is organized with an Executive Director (ED) who reports to the Board of Directors (board). Reporting to the ED is the Administrative Team, including the CFO, Director of Operations, Business Manager, Registrar, Admissions Director, Receptionists, and Leadership Team. The Leadership Team is made up of the Heads of School (HOS), for each campus (upper and lower), the Assistant Heads of School (AHOS) for each campus, a Language Specialist, Data Coaches for each campus, and Curriculum Coordinators for each campus. GLOBE values the autonomy to hire staff and assign roles that encourage shared leadership and provide ongoing opportunity for growth. On each campus, a faculty of international lead teachers and teaching assistants provide instruction to students within the immersion model.

Flexibility in staffing allows GLOBE to bring in lead teachers who are native speakers of their language. The language teaching assistants (TAs) generally join GLOBE through partnerships with their home countries and enjoy a supportive environment in which they can hone instructional pedagogy in both content and language. The 50/50 language model promotes collaboration between English and language teachers in planning, grading, and supporting the cohorts they teach. In addition, GLOBE'S Building Leadership Team made up of representative faculty members fosters a strong connection between grade levels and administration. The Parent Teacher Community Council (PTCC) is composed of both teachers and parents with the goal of supporting the learning environment and unique culture of GLOBE. Parents are encouraged to volunteer at least 10 hours per year at the school and many participate in various committees within the school.

GLOBE does not utilize an Educational Service Provider.

Regarding community interest and need, GLOBE receives more student applications each year than there are available openings. For Kindergarten, GLOBE receives four times the number of applicants needed to fill its program. In first and sixth grade, GLOBE receives 17 times more applicants than there are

The GLOBE Academy

available slots. Over 600 prospective parents tour the school each year, and GLOBE fields over 1,000 phone and email inquiries from the community. During admissions season (November to March), the How to Apply section of the GLOBE website has roughly 3,000 unique views.

PAST PERFORMANCE

4. **Complete and attach as Exhibit 5 the Accountability Report available on the GaDOE’s Charter Schools Division website to show the school’s performance during each year of your current charter term and include with your charter school renewal application. This Accountability Report will be presented to the State Board of Education with your charter petition, so please ensure it is accurate.**

GLOBE’s Accountability Report has been attached as Exhibit 5.

5. **Provide a narrative describing how the charter school performed in meeting the academic and organizational goals set forth in its current charter contract. In your narrative:**
 - a. **Address the school’s performance in each year of your current charter term.**
 - b. **You are urged to include any supporting charts, tables, or graphs that provide quantitative data.**
 - c. **If your charter school did not meet all of the goals in its charter contract, explain any mitigating factors to which this can be attributed, and explain how the school plans to address them in the upcoming charter renewal term requested.**

Academic Goals

The GLOBE Academy demonstrated strong academic performance across the five-year charter term. We demonstrate support for this claim by presenting state data toward the two goals set forth in our charter.

Goal #1: Beating the Odds - Achieved

The first goal set forth in the charter contract stated that “During each year of its Charter term, the Charter School shall ‘beat the odds’ as determined by a formula measuring expected student growth.” The Beating the Odds analysis predicts a range within which each school's CCRPI is statistically expected to fall given the school's size, grade cluster, student demographics, and student mobility. If the Charter School's actual CCRPI is above the predicted range, then it “Beat the Odds.” We obtained data for this indicator from the Governor’s Office of Student Achievement’s [webpage on Beating the Odds](#).

Table 1: GOSA data on “Beating the Odds”

The GLOBE Academy

School Year	Charter Term	CCRPI Score	Predicted Score	Low CI	High CI	Designation
2017-2018	2013-2018	88.0	88.0	84.1	91.8	Within Expected Range
2018-2019	2018-2023	94.1	83.8	80.1	87.4	Beating the Odds
2019-2020	2018-2023	<i>No CCRPI data due to Covid-19 Pandemic</i>				
2020-2021	2018-2023	<i>No CCRPI data due to Covid-19 Pandemic</i>				
2021-2022	2018-2023	<i>Awaiting results, anticipated Nov-Dec 2022.</i>				

Table 1 presents results over the course of the Charter term. In 2017-2018, the last year of our prior Charter term, GLOBE scored “Within Expected Range” with a CCRPI score of 88.0. However, in the first year of the current Charter term, GLOBE scored a CCRPI score of 94.1, which was above the predicted range of 80.1-87.4, and received the designation of “Beating the Odds”. This not only demonstrates that GLOBE is achieving higher than predicted, but that it also improved over the baseline year from the prior Charter term.

We are unable to report on CCRPI scores or “Beating the Odds” data for the 2020 and 2021 school years as a result of missing GA Milestones and CCRPI data from those years due to the Covid-19 pandemic. We are awaiting results from the most recent academic year (2021-2022) to be released in November or December of this year. These data indicate that for each year during the current Charter term for which there are available data, GLOBE has received the “Beating the Odds” designation, and achieved its goal.

Goal 2: CCRPI Proficiency

The second listed goal was CCRPI proficiency, defined as “The Charter School's CCRPI score shall be better than both the state and local district during each year of its Charter term”. Since the beginning of the current charter term of The GLOBE Academy, GLOBE’s academic body has continued to outperform the local district of DeKalb County School and the state of Georgia. In the last year of the prior Charter

The GLOBE Academy

term (2017-2018), GLOBE's overall CCRPI score was 88.0 compared to a GA state average of 76.6 and average of 70.0 for DeKalb County. In 2019, GLOBE's overall CCRPI score improved to 94.1. The state of Georgia's reported CCRPI for that year was 78.8, and that of the Dekalb County School District was 75.4. Due to the COVID-19 pandemic, there is no CCRPI reporting data for the academic school years of 2020 and 2021 for the state of Georgia, DeKalb County School District, nor The GLOBE Academy. As stated in our goal, GLOBE met its academic goal of achieving at a higher rate than the state and DeKalb County for each year of the Charter term.

Table 2: CCRPI Scores for DeKalb County, State of GA, and GLOBE Academy, 2018-2019

CCRPI	2018			2019		
	DeKalb Co	State of GA	GLOBE	DeKalb Co	State of GA	GLOBE
Elementary	71.9	77.8	90.1	79.0	79.9	97.1
Middle	67.2	76.2	79.3	73.2	77.0	86.1
High	68.7	75.3	N/A	70.8	78.8	N/A
Overall	70.0	76.6	88.0	75.4	78.8	94.1

Organizational Goals

Organizational Goal 1: The Charter School will be economically sustainable.

The GLOBE Board of Directors has worked diligently to ensure the transparent, efficient, and sustainable use of funds. Our strong enrollment and history of conservative financial leadership has allowed our school community to maintain predictable revenue streams while also making investments in current and future needs for our school.

GLOBE has had 7 years of clean unqualified audits to ensure that our business financial statements are transparent and compliant with generally accepted accounting principles (GAAP). Our treasurer and finance committee meet annually to review this audit and share results with the Board.

The GLOBE Academy

Our Board also works diligently with GLOBE staff to review, pass, and, when needed, amend, an annual budget. With each budget, we have worked to ensure that funds are appropriately spent on core needs in academic programming, administration, and maintenance and facilities.

Our external audit, financial statements (e.g. balance sheets), and annual budgets are shared annually and on-time with DCSD for review. These statements provide evidence that our Board has ensured the effective allocation of resources and adequate cash reserves.

Our Board has also worked with our Treasurer, Finance Committee, CFO, and school leadership team to develop strong internal controls and separation of duties to exercise our fiduciary responsibilities. Our separation of duties ensures that our finances are reviewed by multiple parties and provides strong safeguards against fraud.

Organizational Goal 2: The Charter School shall ensure all Governing Board Members receive effective training as required by O.C.G.A § 20-2-2072 and SBOE Rule I 60-4-9-.06.

Each year of our Charter Term, our Board has completed annual training requirements as required by DCSD and the state DOE. One exception includes FY 2021 in which training requirements were waived due to the coronavirus pandemic.

Board members have access to training materials from the Georgia Charter Schools Association (GCSA), the Georgia State Boards of Education (GSBA), and our Board management tool provider, Board on Track. Our Governance Committee Chair works closely with board members to ensure they are aware of training requirements, have access to training materials, and that they complete these trainings in a timely manner.

Our Board is also enhancing our onboarding process for new board members. This includes an on-site orientation and training, meetings with Board members and the Board chair, and access to nonprofit leadership texts to help new members understand and execute their board duties.

Organizational Goal 3: The Charter School shall promote a positive school experience that engages students, parents, and teachers.

Creating a positive school community for our students, parents, and teachers is a top priority of our Board.

The GLOBE Academy

Data from the GOSA Report Card indicates that we did not meet the mark of having fewer than 10% of students absent 6 days or more for each year of our charter. However, our Board and school leadership has worked to make improvements in school attendance across our community - and we're seeing positive signs. Though in the first year of our charter over a third of our students were absent more than six days, in FY 2022 the percentage reduced to 10.0%. We are proud that despite challenges and disruptions caused by the pandemic, our students are attending class at high rates, and we look forward to continuing this trend into the future.

We also acknowledge that our parent and teacher satisfaction surveys have not always demonstrated 90% satisfaction rates. However, our Board is committed to continuous improvement and working with our community to increase our rates of satisfaction. For example, after our FY 2022 parent survey, we noticed that 79% of our parents indicated they were satisfied with the school. Our end-of-year survey also included opportunities for other questions and qualitative feedback, which indicated that parents were seeking 1) greater visibility into their child's school experience, 2) opportunities for in-person engagement at school, 3) greater opportunities for 4th and 5th graders to participate in lower campus activities, and 4) more opportunities for enhancing academic rigor. Our leadership team and board has worked collaboratively to address these concerns by providing strong communication around student experiences, building in in-person opportunities for engagement at school (pending pandemic restrictions), tasking Upper School administrators to provide more opportunities for 4th and 5th grade students to participate in Lower Campus activities, and hiring additional instructional coaches to provide an enhanced academic experience for our students.

We are optimistic that changes like these and others in the school will lead to greater parent and teacher satisfaction. This past year we worked to improve our end-of-year survey to provide greater insight into our community's joys and concerns with the school so that our Board and school leadership have better information to guide our decision-making.

Organizational Goal 4: The Charter School shall reflect the socio-demographic diversity of the local district with a targeted focus on economically disadvantaged students as defined by State Board Rule.

The GLOBE Academy

Our school community is committed to ensuring that our student body is reflective of DCSD as a whole. Per our last charter, our goal was to work to increase by 20% (4% per year for each year) the number of newly enrolled students who are eligible for Free and Reduced Price Lunch (FRL). In 2019-2020, our school community began to implement a weighted lottery with positive results. By the time we ran our lottery for the 2022-2023 school year, 34% of incoming kindergarten students - a full 20 percentage points more than 2018-2019 - were students who were eligible for FRL. Our Board is pleased that the weighted lottery has delivered the results we anticipated and helped us reach our goal (20% of all students eligible for FRL) and that our school is able to attract students across socioeconomic backgrounds.

We also point out that during the pandemic year of our charters, the FRL numbers may be undercounted as many parents - knowing that school lunch was free for all students regardless of status - did not elect to complete the paperwork during these years. We anticipate that as school lunch will no longer be available for all students in the future may lead to more accurate counts of students eligible for FRL.

Organizational Goal 5: The Charter School's faculty and staff will reflect the sociodemographic diversity of the community it serves.

Since its founding, GLOBE's mission has guided our efforts to build a school community that is global in focus and prepares students for global citizenship. As such, we have worked hard to recruit board members, faculty, and staff whose diverse backgrounds and skillsets can effectively carry out this mission.

Table 3 presents data comparing student, faculty, board, and staff race/ethnicity for the 2021-22 school year. These data indicate that staff and faculty closely mirror our student population with respect to race and ethnicity.

Table 3: Race/Ethnicity for GLOBE Students, Faculty, Staff, and Board

Percent by Race/Ethnicity	White	Black	Asian	American Indian	Multiracial	Hispanic
GLOBE 2021-22 Student	48.8%	26.2%	4.1%	.3%	7.9%	12.7%
GLOBE 2021-22 Faculty	48.9%	24.5%	10.2%	1%	2%	13.3%
GLOBE 2021-22 Staff	40.5%	35.7%	2.4%		4.8%	16.7%
GLOBE 2021-22 Board	41.7%	33.3%	8.3%			16.7%

The GLOBE Academy

We would also like to note that our school community places high value on linguistic diversity. We have many teachers who are fluent not only in our target languages of Mandarin, French, and Spanish, but also in other world languages. The many languages spoken by our teachers, staff, and students is a hallmark of our mission and is an essential component of creating a global community at our school.

We are also excited to share that among our two heads of school and two assistant heads of school, we have school leaders who identify as Black, White, Latino, and Asian, and also have linguistic fluency representation for Mandarin, French, and Spanish. This diversity among our school leadership provides not only a visible representation of our mission but also the diverse skillsets and experiences that will enrich our school community and are essential to our mission.

Lastly - in our hiring practices, our school leadership prioritizes active recruitment to ensure that we can recruit diverse and highly qualified candidates for our academic programs and instruction. Our school leadership utilizes tools like Handshake to access recent student graduates and reaches out directly to the education program at both Spelman and Georgia State to recruit new teachers. We also regularly recruit at the Teachers of Color Recruitment fair, the GCSA job fair, CARLA (Center for Advanced Research on Language Acquisition), and Teach for GA.

Organizational Goal 6: The Charter School's board of directors will reflect the sociodemographic diversity of the community it serves.

The Board of Directors at The GLOBE Academy strives to ensure that its governing board is reflective of both the mission of the school and the sociodemographic diversity of the community it serves. Our 6th organizational goal states that “During each year of the charter term, at least 50% of the Charter School's new governing board members will have experience serving the school's defined diverse community or a community with similar socio-demographic diversity.”

Table 4 provides a summary of the racial and ethnic composition of the Board over the Charter term. In each year of our Charter, we have strived to ensure balance on our board. For the years 2017-2018, 2018-2019, and 2021-2022, 50% or more of our Board members were members of color. In the two years from 2019-2021, our number dropped below 50%, in part because we had members transitioning on/off the

The GLOBE Academy

board in those years. Nevertheless, board diversity remains a key recruitment goal for our governing board, and as evidenced by our current board makeup (2021-2022), we are confident that our recruitment efforts will continue this positive trend.

Table 4: Board Makeup by Race/Ethnicity, 2017-2022

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Asian/Pacific Islander	1 (11.1%)	1 (10%)	1 (9.1%)	1 (8.3%)	1 (7.1%)
Black/African American	3 (33.3%)	3 (30%)	3 (27.3%)	2 (16.7%)	6 (42.9%)
White	4 (44.4%)	5 (50%)	6 (54.5%)	7 (58.3%)	5 (35.7%)
Hispanic/Latinx	1 (11.1%)	1 (10%)	1 (9.1%)	2 (16.7%)	2 (14.3%)
Total	9	10	11	12	14

Our goal as stated in the Charter, however, does not specifically focus on the race/ethnicity of individual board members, but rather that they “will have experience serving” the community. We acknowledge that it is challenging to operationalize this definition, but can share that it is the current practice of the Board recruitment that all members of the board can demonstrate through their personal and professional experience that they have relevant experience working in diverse contexts and that they embrace GLOBE’s emphasis on a global perspective and preparing future global citizens.

In addition to seeking a diverse board in terms of race and ethnicity, the GLOBE Board also highly values cultural and linguistic diversity, along with experience living and working abroad, in its recruitment of new members. In the past year, the GLOBE Board of Directors has adopted the practice of beginning each Board meeting in four languages, stating the mission, vision, and values in Spanish, French, Mandarin, and English. All of these languages are spoken with some fluency by our current board members.

The GLOBE Academy met all of its goals in its charter contract including a DEI goal to increase the student population that qualifies for free or reduced lunch which has increased to 20% of the total student

population. This was achieved by implementing changes to the lottery system for admissions which gave a higher weight to this population.

- 6. Describe the school's current financial situation. In your description:**
 - a. Include an explanation of financial results.**
 - b. Detail any financial successes or struggles the school experienced during the current charter term. Include any instances of fraudulent behavior or accusations of fraudulent behavior by school staff, governing board members, or anyone else associated with the school.**
 - c. Explain how the school will address any struggles discussed above as well as any outstanding debts. Explain how the school will allocate any surplus funds.**

Our Board of Directors is proud to report that the school is in a strong financial position. GLOBE has had 7 years of clean audits, has managed net positive operating budgets for all years, and maintains a healthy annual balance sheet. This strong financial governance coupled with excellent financial management by our school leadership and CFO has allowed us to maintain predictable revenue streams, fund our academic programs, teachers, and staff, and provide the resources and materials needed to create a strong learning environment for our students.

Our strong financial position has also allowed us to make investments in facilities to ensure the long-term success of our academic programming. In 2017, we secured a +\$3 million loan to purchase our Upper Campus building and in 2021 we purchased three adjacent properties to our Upper Campus to provide needed facilities enhancements for our middle school.

Figure 1 shows our revenue and net income from FY 2014-FY2023 which demonstrate a history of growth.

Figure 1: GLOBE Revenue and Net Income (in USD\$MM)

The GLOBE Academy

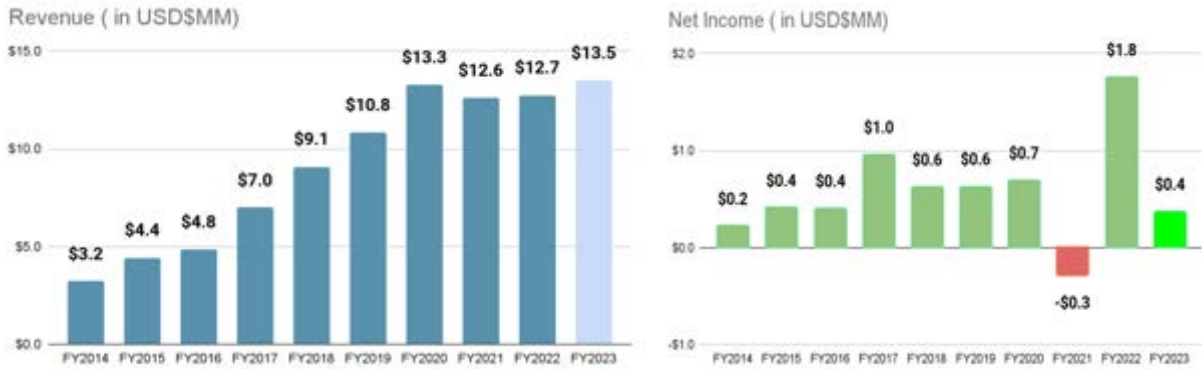
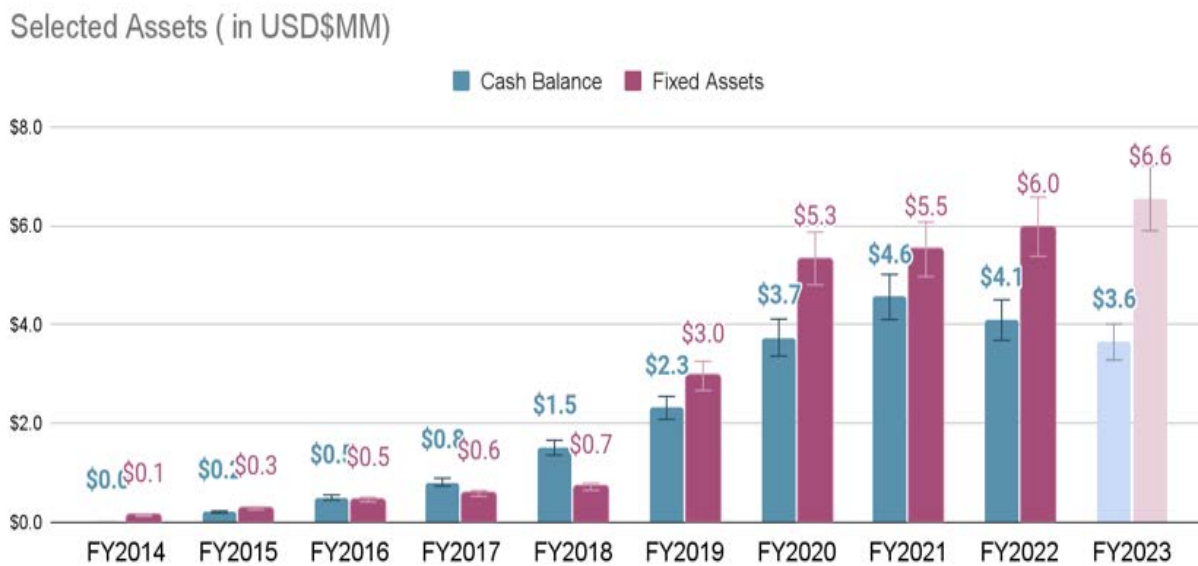


Figure 2 shows our selected assets, which include cash and fixed assets - much of which is accounted for by the value of our facilities and acquired real estate.

Figure 2: GLOBE Selected Assets (in USD\$MM)



The only unexpected financial struggle the school experienced during the current charter term was the unanticipated change to DCSD's funding calculation, which led to an approximately 20% decline in per pupil funding, during a time when DCSD did not experience such a decline in its own funding - state or local. There were no instances of fraudulent behavior related to anyone associated with the school.

GLOBE currently maintains a modest loan on the Upper Campus building, which we anticipate will be paid off within the next charter term. GLOBE will use surplus funds to invest in both academic

The GLOBE Academy

programming enhancements as well as enhancements in facilities. For example, in FY 2023, the Board approved a budget which included the addition of two new instructional coach positions to provide additional instructional support at both campuses while also allocating funds for anticipated maintenance needs at both campuses. The Board has also initiated a master facilities planning process to begin in FY 2023 which will outline how we will invest future surplus funds to build the “forever home” of our school community.

We have not observed any instances of fraudulent behavior or accusations of fraudulent behavior.

GLOBE will continue to maintain a strong balance sheet and operate according to a net positive operating budget to account for any unexpected challenges that may occur during each school year.

7. Provide a brief overview of the school’s current governance structure. In your description, you must include:

- a. Specific examples of decisions the governing board has made on behalf of the school;**
- b. Specific examples of decisions the school leader has made on behalf of the school;**
- c. How the governing board holds the school leader, any charter partners (ESP/CMO/EMO), and any independent contractors accountable; and**
- d. The governing board’s training program for the current and proposed charter term. Attach as Exhibit 6 a copy of the board’s Governance Training Plan.**

GLOBE’s governing board is made up of eleven elected members (bylaws allow up to 12 members) plus the Executive Director, who is a non-voting ex-officio member. Officer positions on the board include Chair, Vice Chair, and Treasurer. The current Board Secretary serves in an ex-officio capacity.

Committees of the board include Governance Committee, Academic Committee, Development Committee, Finance Committee, Charter Renewal Committee, Facilities Committee, Diversity Committee, and Communications Committee. The board sets monthly meetings for 10-11 months per year.

Specific examples of decisions the governing board has made on behalf of the school.

The GLOBE Board of Directors works very closely with school leaders to set and guide the strategic direction of the school in service to the school's mission. In addition to providing ongoing support and expertise to the school through leadership and committee meetings, The GLOBE Board of Directors has

The GLOBE Academy

either voted on or worked very closely with school staff on the following items which reflect ways in which the GLOBE Board has made decisions on behalf of the school:

- **Expanding Executive Director Role:** The GLOBE Board recognized the need for the school to establish an Executive Director position to serve as school leader across our Upper (middle) and Lower (elementary) school campuses, with principals and assistant principals serving at each campus. The GLOBE Board voted to create this change which has allowed our Executive Director to focus their attention on critical strategic and long-term needs for the school community.
- **Real Estate:** The GLOBE Board has worked closely with school leadership on facilities and real estate opportunities to continue to strengthen the facilities needed to advance our school's mission. In 2018, the GLOBE Board facilitated the purchase of one property adjacent to the upper camps and in 2021 the GLOBE Board voted to purchase three additional conjoined lots across Briarcliff Road from Upper Campus. These real estate purchases will provide much needed space to improve and expand our facilities in service to our organization's mission.

How the governing board holds the school leader, any charter partners (ESP/CMO/EMO), and any independent contractors accountable

- **School Leader:** The GLOBE Board has developed a formal annual evaluation process of the Executive Director to hold the school leader accountable. This formal process is led by the Board Chair and Evaluation Committee which includes the Chair of the Academic and Diversity, Equity, and Inclusion Committees. Members of this committee meet annually to provide written feedback on the Executive Director's progress toward meeting mutually agreed upon goals. This committee also discusses this feedback with all Board members prior to sharing with the Executive Director and solicits feedback prior to completing the final written evaluation. Once the written evaluation is completed, the Board Chair meets directly with the Executive Director to share feedback and, provided the Board is supportive of the Executive Director's continuation in the role, to identify goals for the following year.

The GLOBE Academy

- **Charter Partners & Independent Contractors:** The GLOBE Board works collectively with school staff to ensure accountability with independent contractors. Typically, the Board accomplishes this by working with external vendors to request regular presentations on their work, either by the vendors themselves or by school staff. For example, the Board has received regular updates on the work of Conscious Roots, a Diversity, Equity, and Inclusion consulting group that the Board hired to support school DEI initiatives. In another example, the Board worked with an external vendor to provide plans and architectural renderings of proposed facilities updates to Upper and Lower campuses. These plans were shared with the board and made available to the school community in a public forum. 020, the GLOBE Board identified a need to allocate budgeted funds for a sustained engagement with an external vendor focusing on topics of diversity, equity, and inclusion in our school community.
- **Coronavirus Response:** In 2020-2021, school leadership worked collectively with staff, public health experts, and Board Members to establish a committee to meet weekly over most of the course of the 2020-2021 academic year to develop and implement a plan to re-open the school safely during the coronavirus pandemic. The Board received regular updates and provided expertise and guidance as needed to help craft the school's reopening plan.
- **Annual Budget:** Each year, our school works closely with leadership to approve and/or amend as needed the annual budget. This process involves active engagement with GLOBE Board Members, especially the Board Treasurer, to ensure that the annual budget is fiscally sound and reflective of our school mission.

As with any new charter school, the governing board has had to make major decisions impacting school operations. Some of the key decisions made by GLOBE's board have included the following:

- *Financial:* Selection of auditor, approval of financial policies
- *Resource allocation:* Strategic goal to have 60 days of cash reserve, annual budget approval, approval to budget changes

The GLOBE Academy

- *Personnel:* Hiring a new HOS (renamed as Executive Director in 2019) before the start of Year 2 of the charter.
- *School Operations:* Initiating mold remediation in the school building in Year 1 of the charter, securing modulars on the Lower Campus to support the growth of the school, and identifying a second site location for the school's Upper Campus to support the growth of the school.
- *Curriculum and Instruction:* Determining to offer three languages in all grades, resulting in a need for 6 classes in each grade (two classes for each of the three languages)
- *School Improvement:* Updating the lottery policy to only accept new students in grades K, 1st and 6th due to the language immersion model and in the best interest of students, and developing and implementing a strategic plan for the school

The board also empowers the ED with autonomy to support the school's academic and day-to-day needs.

Examples of the decisions that the ED makes on behalf of the school are:

- Hiring teachers and staff including creating new positions as needed and expanding the student support team.
- Directing the research and implementation of a revised social/emotional program for students (Responsive Classroom).
- Establishing a set curriculum for the school compliant with state standards and consistent with the school's dual language model.
- Modifying the DLI model to be a half day language model for grades K-2 and alternate day model for grades 3-5 and then moving to alternate day model for K-5.
- Approving cultural events and opportunities for students both on and off campus.
- Assessing and confirming usage of school campus space.

The board's training program for the current and proposed charter term is available as Exhibit 6.

8. Describe how the school provides state- and federally-mandated services to students with disabilities. Reciting the requirements of law and rule is insufficient. Your description must include the school's practices and procedures to:

- Evaluate and identify students with disabilities;
- Develop, review, and revise Individualized Education Programs (IEPs);
- Integrate special education into the general education program;
- Ensure that the school facility meets the requirements of other related laws including the Americans with Disabilities Act (ADA) and Section 504;
- Address student discipline;
- Handle programming disputes involving parents;
- Ensure confidentiality of special education records;
- Purchase services from special education vendors or to contract with your local district to provide a continuum of special education services and how this arrangement will work; and
- Secure technical assistance and training.

Provision of services and due process procedures are implemented for students with disabilities in accordance with all relevant Federal and State laws, rules, and regulations. GLOBE is open to all students in kindergarten through 8th grade who live within the boundaries of DeKalb County, Georgia. GLOBE complies with all special education requirements imposed by the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and Title 11 of the Americans with Disabilities Act (ADA), in addition to Georgia State Policy. Students with disabilities will be entitled to a free and appropriate public education (FAPE) provided at no cost to the parents, determined on an individual, case by case basis.

Evaluation and Identification of Students with Disabilities

GLOBE follows all DeKalb County School District (DSCD) directives as they pertain to the evaluation and identification of students with disabilities. There is a Multi Tiered System of Support (MTSS) Team in place to identify and plan alternative instructional strategies for students experiencing academic or behavioral difficulties. The Student Support Team includes teachers, parents, administrators, the school counselor, the school psychologist, LTSE and Special Education personnel. The Student Support Team follows a problem-solving framework to address students with academic and behavioral difficulties that do not respond to whole class/small group strategies and best practices (Tier 1). Student Support Team

The GLOBE Academy

intervention begins in the classroom with standards-based instruction and research-based interventions specifically designed to meet each student's needs (Tier 2).

The evaluation and placement of students in special education programming complies with federal and state regulations and is initiated immediately following referral from appropriate staff members (Tier 3). An initial parent conference is conducted to inform parents of the reason for the referral, procedures that are used in the evaluation, and the rights and responsibilities of the parent. Parents will receive a copy of "Procedural Safeguards" upon a student's initial evaluation, at each subsequent IEP meeting, upon re-evaluation, upon receipt of a request for mediation or due process hearing, and/or when a change in the student's designation occurs. Students are evaluated on-site by the school psychologist provided by the DCSD, and subsequent recommendations are immediately implemented. Any student who is designated as a student with exceptionalities will have an initial meeting to develop the Individualized Education Plan (IEP). Special Education personnel will work with the student and the student's teachers to ensure IEP compliance and monitor student progress.

Development, Review, and Revision of IEPs

IEPs are developed by a team according to federal and state regulations. The IEP includes annual goals, necessary related services and environments, supports, accommodations, and parameters for participation in state and local assessments. IEP meetings, which include at least one of the student's general education teachers, parents, the Special Education teacher, relevant service providers, and an administrator, are held based on the IEP's re-evaluation and review dates, as new developments in the student's IEP require, and as-needed based on classroom performance. An interpreter will be provided at no cost to families whose home language is not English. The IEP is closely monitored by the Special Education teacher and implemented by all staff members. Professional development and ongoing support from the Special Education Department facilitates the involvement of all instructional staff in the tracking of all students with IEPs. Quarterly progress reports are provided to parents and students reflecting progress on IEP goals. Prior to the start of each school year, Special Education personnel and the School Psychologist

The GLOBE Academy

review current and new student records and convene IEP teams as necessary to plan services for the upcoming year.

Integration of Special Education into the General Education Program

GLOBE places a strong emphasis on early identification and intervention for learning and behavioral differences. All efforts are made to serve exceptional students in the regular classroom to the maximum extent appropriate in accordance with the least restrictive environment (LRE) guidelines mandated by federal law. Students with IEPs are serviced within the general classroom setting with collaborative support by Special Education personnel. Frequent, ongoing professional development and support for all instructional staff includes strategies and modifications specifically designed to support these students. In this manner, all students at GLOBE are able to take advantage of the school's dual-language immersion program and constructivist approach to learning.

Facility

GLOBE facilities comply with the ADA and Section 504, as well as any other related laws.

Supplemental Educational Services

Required Supplemental Educational Services (ex. Speech, Occupational Therapy, etc.) will be implemented, monitored, and assessed according to federal, state, and local regulations, and will be administered by a licensed staff member contracted through DSCD. Student progress will be monitored by the staff member and required notices will be distributed to eligible students and their families. In conjunction with DCSD, GLOBE will ensure that all necessary information is transmitted to the appropriate local and state agencies.

Technical Assistance and Training

Ongoing professional development is administered to all staff reinforcing the tenets of IDEA, ADA, Section 504, and related guidelines serving the needs of exceptional students. Applicable personnel participate in state and district training as they become available in order to become familiar with all relevant federal, state, and local reporting and recording software. GLOBE utilizes the GA DOE Special

The GLOBE Academy

Education Rules Implementation Manual to ensure full compliance of all Special Education laws, rules, and statutes.

Special Education Staff

GLOBE assesses its Special Education staffing needs often to ensure that all students are being served according to the settings and services identified in the IEP. GLOBE's comprehensive Special Education program will continue to be fully compliant with all state and federal mandates at every step of the process, from identification and eligibility to servicing, and will partner with DCSD to ensure that compliance continues as students transition into, and out of, the school.

- 9. Describe how the charter school provides state- and federally-mandated services for English Learners (ELs). Reciting the requirements of law and rule is insufficient. Your description must include the diagnostic methods or instruments that are used to identify and assess those students, as well as the instructional program that is provided to ELs.**

GLOBE is committed to meeting the needs of its ELs, and particularly will recruit for ELs in the languages taught at GLOBE. The school has a designated ESOL lead teacher to oversee all WIDA and ACCESS testing. Each campus has a designated ESOL teacher who provides instruction to ELs through the pull-out model. Many of the students are enrolled in immersion classes in their home language. For these students, English language instruction is presented by a classroom teacher who is EL certified, and 50% of instruction is taught in the native language. Having native language speakers in the immersion classes is beneficial to both the ELs and the students learning the native language, as conversation starts to happen more readily among students and not just between students and teachers. The GLOBE encourages and rewards its teachers who become ESOL endorsed in order to better serve all students in dual language instruction using best practices for language acquisition. GLOBE uses pull-out and collaborative models for EL students who are not enrolled in immersion classes in their native language.

Identification and Assessment of new ELs

GLOBE includes a home language survey in its registration materials for new students. If any family identifies a language other than English in that survey, GLOBE administers the W-APT assessment (K only) or a WIDA screener (Grades 1-8) to determine whether the student is eligible for language

The GLOBE Academy

assistance. The only exception to this is if the student has previously been enrolled in DCSD and student records indicate English proficiency or a current level of EL services. Students determined to be ELs needing language assistance will be identified as such and reported on the next FTE count.

Instructional Program for ELs

Services are provided for ELs in accordance with all applicable federal, state, and local laws, rules, and regulations. In the pull-out model, the ESOL teacher provides one-on-one or small group instruction. Students with more intermediate and advanced English proficiency are served in a collaborative model wherein the ESOL teacher assists the regular classroom teachers with English instruction for ELs. EL students are exposed to all the same learning opportunities and activities as the entirety of the GLOBE student population, and will not, at any time, be excluded from any curricular or extracurricular activities because of the inability to speak or understand the language of instruction. GLOBE endeavors to provide services for EL students and printed materials for their families in their native language wherever possible. Interpreters will be made available at no cost to the students' families for IEP or other meetings containing critical information.

GLOBE assesses its ESOL staffing needs often to ensure that all students are being served as student enrollment in the ESOL program increases. All teaching staff members participate in professional development that bolsters their understanding and application of frameworks used to facilitate language learning. GLOBE's comprehensive ESOL program will continue to be fully compliant with all state and federal mandates at every step of the process, from identification and eligibility to servicing, and will partner with DCSD to ensure that compliance continues as students transition into, and out of, the school.

EL Progress Monitoring and Exit Criteria

The school monitors the progress of EL students through a variety of formal and informal assessments.

The ESOL teacher collaborates closely with the general education teachers to ensure that instruction is aligned. All EL students are required to participate in standardized and periodic assessments, with appropriate accommodations and/or modifications as necessary. The ACCESS test is administered to all

The GLOBE Academy

EL students annually to determine progress in English learning, and the school follows district and state guidelines regarding exit criteria. All students receiving an Accountability CPL score of 5.0 or greater will be exited from the EL program.

Continued Student Monitoring Post-Exit

Students who have exited the EL program will continue to be monitored quarterly for academic success in the school curriculum. If data (MAP/Milestones scores, Lexile rankings, and/or classroom performance) reflect a need for further support, students will be serviced through the school's Early Intervention/Remedial Education programs.

10. Provide the number and percentage of students receiving In-School Suspensions, Out-of-School Suspensions, or Expulsions during the current charter term (e.g., the past 5 years). How does this discipline and dismissal data compare to the [Office of Civil Rights data](#)?

The GLOBE Academy takes a positive approach to discipline that promotes teaching students to make good choices. This approach helps children develop the intrinsic decision-making skills that will keep them safe, happy, and successful in their life's endeavors. We apply this approach through the following strategies and tactics:

- Constructing a positive, mutually supportive classroom culture
- Positive reinforcement of healthy class norms
- Specific and authentic encouragement
- Natural consequences to unacceptable behavior
- Individual discipline plans for those students who need a little more structure

GLOBE also follows the DeKalb County School's Code of Conduct.

Figure 3 demonstrates the total number of ISS and OSS suspensions over the four-year period of 2017-2022. School year 2020-2021 was omitted as there were no disciplinary incidents during pandemic virtual schooling. Data suggest a decreasing trend in numbers of ISS and OSS suspensions over the four-year period, despite a growth in GLOBE's enrollment. Closer analysis reveals that this decrease was most

The GLOBE Academy

pronounced in the elementary (K-3) levels, where annual suspensions were reduced from 48 in 2017-2018 to 3 in 2021-2022. There were no student expulsions at GLOBE across the period.

Figure 3: ISS and OSS at GLOBE by year, 2017-2022

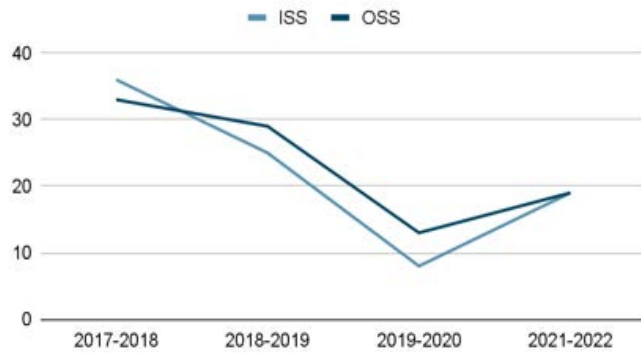


Table 5 describes the total number of in-school suspensions (ISS), out-of-school suspensions (OSS), and expulsions at GLOBE from the 2017-2018 to the 2021-2022 school year (4 years total), by race/ethnicity. Each number provides the total number of students in each category by discipline type. The percentage indicates the percentage in the group of the disciplined population.

The GLOBE Academy

Table 5: Total in-school suspensions, out of school suspensions, and expulsions from 2017-2022 (4 academic years) at The GLOBE Academy, compared to DCSD 2017

	The GLOBE Academy 2017-20222				DCSD 2017			
Ethnicity/Race	ISS	OSS	EXP	% SY 21-22 Enrollment	ISS	OSS	EXP	% of SY 2017 Enrollment
American Indian or Alaska Native	0 (0%)	1 (1.1%)	-	0.4%	0.3%	0.2%	0.0%	0.3%
Asian / Pacific Islander	1 (1.1%)	1 (1.1%)	-	6.8%	1.6%	1.3%	0.0%	6.7%
Black or African American	37 (42.0%)	42 (44.7%)	-	28.0%	78.5%	86.3%	100.0%	61.9%
Hispanic	10 (11.4%)	7 (7.4%)	-	14.8%	14.5%	9.2%	0.0%	17.8%
Multi-racial / Two or more races	8 (9.1%)	12 (12.8%)	-	7.9%	1.6%	1.3%	0.0%	2.0%
White	32 (36.4%)	31 (33.0%)	-	42.1%	3.6%	2.0%	0.0%	11.2%
Total Population	88	94	-	100%				

These data can be compared to county data, available from the [Office of Civil Rights data](#). Comparisons suggest that while GLOBE discipline data may indicate some racial disparities in disciplinary action, these disparities are similar when compared to DCSD as a whole. For example, in 2017 Black/African American students comprised 61.9% of the total DCSD population, but accounted for 78.5% of in-school suspensions and 86.3% of out-of-school suspensions, and all (100%) of expulsions. Similarly, Black/African American students comprise 28% of the GLOBE student population and 42.0% of in-school and 44.7% of out-of-school suspensions.

These data reveal two key points: First, GLOBE has successfully reduced the overall number of suspensions, particularly at the K-3 level, over the period of our charter term. However, there remain racial disparities in the proportion of the disciplined population, with Black/African American students

being somewhat overrepresented among the disciplined. To address this challenge, GLOBE intends 1) to implement a restorative practices approach to school discipline that will focus on resolving conflict, repairing harm, and healing relationships - both with disciplined students as well as across the school community as a whole, and 2) to explicitly focus on using culturally responsive approaches to student discipline that emphasize building positive relationships between students and teachers and the broader school community. These approaches are rooted in evidence that suggests culturally-tailored approaches coupled with alternative discipline approaches like restorative justice programs may help reduce racial disparities in school discipline ([Welsh and Little, 2018](#)). Some of this work has already begun - and we are also optimistic that we are on the right track: not only have disciplinary incidents decreased over time, a chi-square analysis of our 2021-2022 student disciplinary data suggests that the relationship between race/ethnicity and student discipline was not statistically significant $\chi^2 (4, N = 38) = 9.1, p > .05$). We hope to continue this trend over the next five years of our charter renewal.

Reference: Welsh, R. O., & Little, S. (2018). [The school discipline dilemma: A comprehensive review of disparities and alternative approaches](#). Review of Educational Research, 88(5), 752–794. <https://doi.org/10.3102/0034654318791582>

- 11. Describe in detail how the charter school’s students, governing board, faculty, and staff reflect the sociodemographic diversity of the community served by the charter school. If the charter school does not reflect the community’s diversity in one or more of the areas listed above, provide a comprehensive plan to address this need for diversity. Included in such a plan could be, for example, the use of targeted recruitment or the use of a weighted lottery to provide an increased chance of admission for educationally disadvantaged students pursuant to O.C.G.A. § 20-2-2066(a)(1) and State Board Rule 160-4-9-.05(2)(g).**

The school has carefully identified skill sets needed on the board and recruits members with those skills.

The school’s governing board is currently comprised of eleven members and is 42% male/58% female, 8% Asian, 33% black, 42% white and 17% Hispanic, and skill sets include an attorney, and academic consultant and director, a health analyst, experienced facilities managers, three members with financial backgrounds, two members with development and marketing backgrounds, project management and strategic development backgrounds, and members with communication and marketing backgrounds. The school continues succession planning and board recruitment, with a vision and goal to reflect the socio

The GLOBE Academy

demographic diversity of the community it serves. Below, two charts can be seen showing the demographics of GLOBE's Board of Directors and GLOBE's student population between 2017- 2022. The goal of having a diverse Board of Directors reflecting the sociodemographic diversity of the community has been accomplished as seen in the chart below. Each year of the charter term, at least 50% of GLOBE's new governing board members will have experience serving the school's defined diverse community or a community with similar socio-demographic diversity. In fact, GLOBE's governing board exceeds this goal by consistently mirroring the community.

Table 7: Current GLOBE Diversity Profile

Percent by Race/Ethnicity	White	Black	Asian	American Indian	Multiracial	Hispanic
DeKalb County Census 2020 Census	29.3%	54.8%	6.5%	.5%	2.2%	8.5%
GLOBE 2021-22 Student	48.8%	26.2%	4.1%	.3%	7.9%	12.7%
GLOBE 2021-22 Faculty	48.9%	24.5%	10.2%	1%	2%	13.3%
GLOBE 2021-22 Staff	40.5%	35.7%	2.4%		4.8%	16.7%
GLOBE 2021-22 Board	41.7%	33.3%	8.3%			16.7%

Table 8: GLOBE Student Population by Race/Ethnicity and School Year

Student Population	SY 17-18	SY 18-19	SY 19-20	SY 20-21	SY 21-22
API	4%	4%	5%	6%	6%
Black	27%	26%	27%	29%	28%
White	48%	49%	46%	42%	41%
Hispanic/Latino	12%	13%	14%	15%	16%
Two or more races	9%	8%	7%	7%	8%

The GLOBE Academy has attended the Teachers of Color Recruitment job fair since 2017. Additionally, GLOBE ensures a diverse faculty population by attending GCSA job fairs & World Language job fairs each year. We post all open positions on the GCSA job board, & GSU job board. Starting in the first year of GLOBE's previous charter term (students entering the 2019-2020 school year), GLOBE implemented a targeted, weighted lottery to increase the proportion of students entering the school who are economically disadvantaged, as defined by State Board Rule. With the formula below,

The GLOBE Academy

GLOBE has successfully increased the number of students who receive Free and Reduced Lunch up to 20% of the student body.

Table 9: Lottery Results for incoming Kindergarten Classes - GLOBE Academy

Lottery year	Kindergarten applicants accepted/enrolled with ED status	Weight applied for lottery	Total GLOBE Free and reduced %
2017-2018			
2018-2019			13%
2019-2020	22%	2.2	16%
2020-2021	25%	6.12	20%
2021-2022	20%	8.0	
2022-2023	34%	4.11	

Additional information for the weighted lottery is located in Exhibit 9.

- 1. Describe in detail any difficulties faced during the charter term that were not already addressed above, how the school dealt with such difficulties, and if they remain an issue for the school. Also explain how the school plans to avoid these difficulties during the upcoming charter renewal term.**

This past five-year term held many challenges not only for GLOBE but for education as a whole. We hope that we will not see another five years like this in education.

One of the challenges we have faced as a community has been our facilities. We did have some successes: first, we were able to purchase our Briarcliff Road Campus so that we now own and maintain a permanent home for our 4-8th grade school community. This building was renovated prior to entry and has served our community well. We also purchased adjacent properties to this campus to expand our footprint and capacity.

The GLOBE Academy

We are also grateful to be currently occupying the Heritage Building from DCSD, which houses our K-3 grades. As this school building has aged, we have encountered challenging maintenance needs that require long-term solutions. To address the long-term facilities needs at this campus, we have hired a vendor to work with us to develop and implement a master plan for our facilities. We would welcome conversations on how to partner in this effort, including accessing SPLOST funding to help support our facilities investments.

COVID-19 was the biggest challenge of all. We are very proud of our school and the decision we made 4 years prior to the pandemic to have our Upper Campus be 1:1 for technology. We along with the whole country had to turn on a dime to ensure we could continue to educate our students with quality instruction while maintaining a dual-language immersion environment. We have learned a great deal from this experience - and in particular how important it is to create a safe in-person learning environment for our dual-language immersion model while using technology and virtual learning when necessary.

The pandemic also forced us into difficulties with staffing, nurses, and HR. We had to change HR procedures for sick leave and remote working. We also had to navigate how to get subs in the building and keep our community safe. We were grateful for the relationship and partnership we were able to build with a team of epidemiologists from Emory and a team from the CDC, both of whom were very helpful as we constructed our plans to safely reopen the school through our board-appointed reopening committee. Moving forward, we will continue to consult external expertise to navigate potential future public health challenges to ensure a safe learning environment for our students.

2. If the answers given above to questions 1 - 9 reflect a change to any of the following, please provide the rationale for the change:

FINANCIAL CHANGES:

The school's financial structure. - None

The school's CFO. - None

The school's relationship with any major creditors (e.g., landlords, investors etc.) *our main banking partner, which owns the loan on our Upper Campus, was purchased by South State Bank. We continue to bank with South State Bank. We have no investors or other creditors.*

LOOKING TO THE FUTURE

3. Briefly describe how the school has and will continue with its proposed changes to serve the needs of its students for the upcoming (renewed) charter term.

In a constructivist environment, GLOBE will continue to provide dual language immersion for grades K-5 and a language credit program focused on students in grades 6-8 to earn high school and/or AP credits. Regarding proposed changes, the Board will develop a new five-year strategic plan to guide GLOBE through the next charter term. We anticipate that this strategic plan will have a similar focus to our prior plan, which focused on four pillars: academic excellence in instruction, organizational capacity building, facilities improvements, and diversity, equity, and inclusion. We highlight a few areas where we anticipate focusing our efforts:

1. We will continue to invest in our academic programs, and work to reduce areas of disparity among student subgroups. We have initiated work in this area in the coming academic year by investing in two new positions - one curriculum coach and one data coach - to provide additional support for students who may be struggling. Our Board will be reviewing our academic data to examine additional investments we can make to improve academic learning for all our students.
2. For the upcoming charter term, GLOBE Board of Directors has initiated a Facilities Master Planning Project led by a dedicated team of board and staff members to ensure it has a long-term home. This facilities plan will ensure that we have a permanent and safe environment for our students to learn and will also accommodate emerging needs for our academic programs.
3. GLOBE will also implement and monitor its committed plan to DEIAB - Diversity, Equity, Inclusion, Accessibility, and Belonging - and anticipate that this work will form a core part of our strategic plan. These five principles will help GLOBE nurture a better learning environment in which all community members feel respected and welcome.

We look forward to serving our students and our community for the duration of our next charter term.

EXHIBITS

The following Exhibits are required to complete your Charter School Renewal Application Package. Please tab the Exhibits to match the item numbers below. Exhibits should be as limited in size as possible.

1. Attach an official copy of the certificate of incorporation for the required Georgia nonprofit corporation from the Georgia Secretary of State. Please Note: All charter school contracts—including those of start-up and conversion charter schools—must be held by a Georgia nonprofit corporation.

Control No. 09081059

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

THE GLOBE ACADEMY, INC.
a Domestic Non-Profit Corporation

has been duly incorporated under the laws of the State of Georgia on **11/22/2009** 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 22, 2009



A handwritten signature in cursive script, reading 'Karen C Handel'.

Karen C Handel
Secretary of State

The GLOBE Academy

Control No: 09081059
Date Filed: 11/22/2009 10:23 AM
Karen C Handel
Secretary of State

Articles Of Incorporation For Georgia Non-Profit

The name of the corporation is:

The GLOBE Academy, Inc.

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

The principal mailing address of the non-profit:

1460 East Cleveland Ave.
East Point, GA 30344

The Registered Agent is:

Brandi B. Kenner
3377 Sable Run Rd.
Atlanta, GA 30349

County: Fulton

The name and address of each incorporator(s) is:

Brandi B. Kenner
1460 East Cleveland Ave.
East Point, GA 30344

Jackeline Ubiles
1460 East Cleveland Ave.
East Point, GA 30344

Rae Anne Alves
1460 East Cleveland Ave.
East Point, GA 30344

The corporation will not have members.

The optional provisions are:

The Corporation shall be governed by a Governing Board. The initial Governing Board shall consist of the following positions:

- 1) Co-Chairman
- 2) Co-Chairman
- 3) Secretary
- 4) Treasurer

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

Signature(s):

Incorporator, Brandi B. Kenner

Date:

11/22/2009

Control No. 09081059

STATE OF GEORGIA

Secretary of State

Corporations Division

315 West Tower

#2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF AMENDMENT

I, **Brian P. Kemp**, the Secretary of State and the Corporations Commissioner of the State of Georgia, hereby certify under the seal of my office that

THE GLOBE ACADEMY, INC.

a Domestic Non-Profit Corporation

has filed articles/certificate of amendment in the Office of the Secretary of State on 02/02/2011 and has paid the required fees as provided by Title 14 of the Official Code of Georgia Annotated. Attached hereto is a true and correct copy of said articles/certificate of amendment.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on February 2, 2011



Brian P. Kemp
Secretary of State

Control No: 09081209
Date Filed: 09/02/2011 08:09 AM
Brian P. Kemp
Secretary of State

AMENDMENT TO THE ARTICLES OF INCORPORATION (NONPROFIT)

Pursuant to the Georgia Non-Profit Corporation Act and statute O.C.G.A. 14-3-1005, the undersigned corporation adopts the following articles of amendment,

ARTICLE ONE

The name of the corporation is The GLOBE Academy, Inc.

ARTICLE TWO

The following amendment to the articles of incorporation were adopted on January 16, 2010.

Article VI of the Articles of Incorporation is hereby amended and restated so as to read as follows:

The corporation shall be governed by a Governing Board. The initial Governing Board shall consist of the following positions:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer

Article VII of the Articles of Incorporation is hereby amended so as to read as follows:

Section 1: The purpose of the corporation is to operate a non-profit public charter pre-K through 12th grade school that provides children with a challenging and exciting education that fosters critically thinking, global awareness, and language fluency.

Section 2: Tax Exempt Status. The corporation shall be operated exclusively for business league purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding provision of any future U.S. internal revenue law (the "Code"). In furtherance of these purposes, The corporation shall act, and shall take such actions to ensure compliance with its tax-exempt status under the Code. The GLOBE Academy, Inc. is not organized and shall not be operated for profit.

Article VIII of the Articles of Incorporation is hereby amended so as to read as follows:

Upon dissolution of this corporation, the assets of corporation shall be distributed to an exempt purpose within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for the benefit of public education as selected by the then Board of Directors so long as no part thereof inures to the benefit of any director or officer.

State of Georgia
Amend/Restate 2 Pages



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ARTICLE THREE

The amendments were adopted in the following manner:

The amendment was adopted at a meeting of the board of directors held on January 16, 2011, and received the vote of a majority of the directors in office, there being no members having voting rights.

By: B. K.
Braedi Kenner
Chair
The GLOBE Academy, Inc.

Dated: 01/16/2011

RECEIVED - 2 JAN 11 33
DEPARTMENT OF STATE
CORPORATIONS DIVISION

Control No. 09081059

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Drive

Atlanta, Georgia 30334-1530

CERTIFICATE OF AMENDMENT

I, **Brian P. Kemp**, the Secretary of State and the Corporations Commissioner of the State of Georgia, hereby certify under the seal of my office that

THE GLOBE ACADEMY, INC.

a Domestic Non-Profit Corporation

has filed articles/certificate of amendment in the Office of the Secretary of State on **12/01/2011** and has paid the required fees as provided by Title 14 of the Official Code of Georgia Annotated. Attached hereto is a true and correct copy of said articles/certificate of amendment.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on December 1, 2011



A handwritten signature in black ink, appearing to read "B. P. Kemp".

Brian P. Kemp
Secretary of State

Control No: 09081059
Date Filed: 12/01/2011 08:00 AM
Brian P. Kemp
Secretary of State

AMENDMENT TO THE ARTICLES OF INCORPORATION (NONPROFIT)

Pursuant to the Georgia Non-Profit Corporation Act and statute O.C.G.A. § 14-2-10053:118
undersigned corporation adopts the following articles of amendment, 2011 DEC 4 11 00 53 AM

ARTICLE ONE

The name of the corporation is The GLOBE Academy, Inc.

RECEIVED
SOS/PLB
ACCOUNTING

ARTICLE TWO

The following amendment to the articles of incorporation were adopted on October 23, 2011.

Article VII of the Articles of Incorporation is hereby amended so as to read as follows:

Section 1: The purpose of the corporation is to operate a non-profit public charter pre-K through 12th grade school that provides children with a challenging and exciting education that fosters critically thinking, global awareness, and language fluency.

Section 2: Tax Exempt Status. The corporation shall be operated exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding provision of any future U.S. internal revenue law (the "Code"). In furtherance of these purposes, The corporation shall act, and shall take such actions to ensure compliance with its tax-exempt status under the Code. The GLOBE Academy, Inc. is not organized and shall not be operated for profit.

ARTICLE THREE

The amendments were adopted in the following manner:

The amendment was adopted at a meeting of the board of directors held on October 23, 2011, and received the vote of a majority of the directors in office, there being no members having voting rights.

By: B. B. K.
Brandi Kenner
Chair
The GLOBE Academy, Inc.

Dated: 10/23/2011

State of Georgia
Amend/Restate 1 Page(s)



T1133606733

2. Attach a copy of the by-laws for the nonprofit corporation.

The GLOBE Academy

BYLAWS OF
The GLOBE Academy, Inc.
a Georgia nonprofit corporation
Approved by the Board of Directors on July 27, 2020

ARTICLE I

NAME, PRINCIPAL OFFICE AND PURPOSE

Section 1. *Name.* The official name of this nonprofit corporation shall be "The GLOBE Academy, Inc." (hereinafter, "GLOBE"). GLOBE's official name shall be used in all official business and transactions; provided, that, GLOBE shall apply to conduct business under the trade name "The GLOBE Academy" and, upon approval of said application, may use said trade name in the transaction of its business.

Section 2. *Registered Office and Agent.* The registered office of GLOBE shall be located in the State of Georgia and GLOBE shall at all times maintain a registered agent at the address of the registered office.

(a) *Other Offices.* GLOBE may also have offices at such other places, both within and without the State of Georgia as the Board of Directors (the "Board") may from time to time determine.

Section 3. GLOBE shall be governed by its Articles of Incorporation and its Bylaws.

Section 4. *Purposes.* The purpose of GLOBE is to organize and operate a school in Georgia that provides children with a challenging and exciting education that fosters critical thinking, global awareness, and language fluency and to take such other actions that may be necessary or proper in the pursuit of such purpose, provided that such purposes shall be in furtherance of, and not in conflict with, its tax exempt status set forth in Section 5 of this Article I. The mission of GLOBE is: To foster Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential-learning model and a constructivist approach, GLOBE inspires students to be high-performing, lifelong learners equipped to make a positive impact in the world.

Section 5. *Tax Exempt Status.* GLOBE shall be operated exclusively for business league purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding provision of any future U.S. internal revenue law (the "Code"). In furtherance of these purposes, GLOBE shall act, and shall take such actions, to ensure compliance with its tax-exempt status under the Code. GLOBE is not organized and shall not be operated for profit. No part of the property or the net earnings of GLOBE shall inure to the benefit or be distributable to any of its Directors, officers, or other private persons, except that GLOBE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth herein. GLOBE shall be primarily supported by government grants for the operation of a public charter pre-K through 12th grade school, private grants and donations that supplement public funding and other income from activities substantially related to business league purposes under Section 501(c)(3) of the Code. Notwithstanding any other provisions of these Bylaws, GLOBE shall not carry on any activities not permitted by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code.

The GLOBE Academy Bylaws Adopted July 27, 2020; EIN: 27-1366277

Classified - Confidential

The GLOBE Academy

ARTICLE II

BOARD OF DIRECTORS

Section 1. *General Powers.* The property, affairs, and business of GLOBE shall be managed and directed by its Board. The Board shall be empowered to determine the size of the Board, provided that the Board shall consist of not less than five (5) nor more than fifteen (15) Directors with voting rights. Additionally, the Executive Director ("Executive Director") of GLOBE, will serve as an ex-officio (non-voting) member of the Board. The Board will include at least two (2) parent-guardians of current students at GLOBE from different families. The Board shall also include at least one (1) non-parent-guardian Director, who does not have any immediate family members attending GLOBE. The Board shall set policy, appoint officers, and perform its duties as set forth herein.

Section 2. *Election, Term, Vacancies.* The term of office of each Director shall commence upon the next election of each applicable office and run concurrently with the term of the office held by each Director. The terms of Directors shall be three (3) years. In the event of the removal, resignation or other vacancy of a Director, said directorship (including any officer position held by such departing Director) shall be deemed vacated and shall be filled by the person succeeding to the office held by the departing Director, if any. Directors shall be natural persons who have attained the age of 18 years, but need not be residents of the State of Georgia, and may be nominated by the Officers of GLOBE, Directors serving on the Board, Committee members serving on a Board-Appointed and standing Nominating committee, or Advisory Board members at the annual meeting set forth in Section 6(c) of this Article below. Directors may serve additional terms of up to three (3) years upon a majority vote of the Directors, but under no circumstances may a Director serve more than six (6) consecutive years on the Board. It is preferred that potential Directors serve at least six (6) months on a Board committee prior to being nominated to a Board position.

Section 3. *Removal of Directors.* Any Director may be removed from office, with or without cause, at any regular or special meeting of the Board by the affirmative vote of a majority of all Directors then in office. All Directors must be given ten (10) days written notice of a meeting which includes removal of Director(s) on the agenda and the specified charges. A removed Director's successor may be elected or appointed at the same meeting to serve the unexpired term.

Section 4. *Absences.* If a Director misses two (2) consecutive Board meetings without due notice to the Board Chair, such Director shall be automatically removed from his/her Board seat and the vacancy shall be filled as provided in these Bylaws; however, the Board shall consider each absence of a Director as separate circumstance and may expressly waive such absence by a two-thirds (2/3) vote of the Directors present at that meeting.

Section 5. *Location and Conduct of Meetings and Minutes.* The minutes of any meeting shall be taken by the Secretary and be available to the Directors and any interested party including GLOBE staff, parents and students.

Section 6.

(a) *Regular Meetings.* The Board shall meet no less often than quarterly. Regular Meetings of the Board may be held at such time and at such place as may be determined by the Board in accordance with the Open and Public Meets Act. The order of business at all meetings shall be set by the Board chair.

The GLOBE Academy

The agenda shall include a separate report from each Board standing committee, and any appointed committees upon the Board Chair's request.

(b) *Special Meetings.* A Special Meeting of the Board may be called by the Board Chair or by any two (2) members of the Board. Notice of the time and place of all such meetings shall be given to each member of the Board by telephone, mail, fax or e-mail, in person or by other reasonable means in accordance with the Open and Public Meetings Act. Any member of the Board may execute a waiver of notice either before or after any meeting and shall be deemed to have waived notice if he or she is present at such meeting. Neither the business to be transacted at, nor the purpose of, any meeting of the Board need be stated in the notice or waiver of notice of such meeting.

(c) *Annual Meeting.* A meeting of the Board shall be held every year, the date, time, and place to be fixed by the Board and notice given to all members, in accordance with the Open and Public Meetings Act, for the purpose of electing Directors and offices, and for the transaction of such other business as may come before the meeting ("Annual Meeting").

Section 7. *Quorum.* At all meetings of the Board, a majority of Directors in office at any time shall constitute a quorum for the transaction of business, and the act of a majority of the voting Directors present at a meeting where there is a quorum present shall be the act of the Board, except as may be otherwise specifically provided by law or by these Bylaws. Each Director shall have one (1) equal vote.

Section 8. *Compensation of Directors.* Directors shall not be entitled to any compensation for their services as Directors or members of any committee of the Board, except that by resolution of the Board, a Director shall be allowed reimbursement for any reasonable expenses incurred on behalf of GLOBE and expenses, if any, for attendance at each meeting of the Board.

Section 9. *Public Records.* GLOBE is subject to and shall comply with the Georgia Open Records Act §50-18-70 *et seq.* GLOBE shall maintain its adopted policies, budgets, meeting agendas and minutes and shall make such documentation available for public inspection.

Section 10. *Open and Public Meetings Act.* GLOBE is subject to and shall comply with the Georgia Open & Public Meetings Act, O.C.G.A. §50-14-1 *et seq.*

Section 11. *Conflict of Interest.* Directors shall comply with the ethics and conflict of interest provisions applicable to members of the DeKalb County Board of Education under State Law. Directors shall not participate in discussions or votes related to any GLOBE business transactions or affairs which would cause an actual, or would give appearance of a, conflict of interest.

ARTICLE III

COMMITTEES

Section 1. *Standing Committees.* The Board, by resolution adopted by the majority of the Directors, may designate from among the Board one (1) or more committees, each of which shall consist of at least one (1) Director. Any such committee, to the extent provided in the resolution, shall provide recommendations for action to be voted upon by the Board and, to the extent provided in the resolution, shall have and may exercise the powers of the Board. The Board Chair shall appoint the members and chairperson of such

The GLOBE Academy

the Standing Committee, which must be a member of the Board, with approval of the majority of the Directors present at the applicable meeting. Any member of such committees thereof may be removed by either the Board Chair or the appointed committee chairperson whenever, in the Board Chair's (or the committee chair's) judgment, the best interest of GLOBE shall be served by such removal. The designation and appointment of any such committee and the delegation of authority thereto shall not operate to relieve the Board, or officer, or any individual Director, of any responsibility imposed by law.

The standing committees and their respective responsibilities are as follows:

Academic Committee: This committee is charged with defining GLOBE's education standards in accordance with our charter promises.

Charter Renewal Committee: This committee leads the planning for GLOBE's charter renewal.

Communications Committee: This committee works to make sure that the GLOBE brand and vision are clearly communicated amongst stakeholders and throughout the GLOBE community.

Development Committee: This committee oversees GLOBE's largest fundraisers, including the annual fund, to meet GLOBE's budgetary needs.

Diversity Committee: This committee is responsible for the following objectives: ensuring that the diversity of our student body meets or exceeds the diversity from the population from which our students are drawn; establishing an ongoing diversity-related goal which includes training for faculty, staff and the Board; creating goals to mentor, promote and retain a diverse faculty, staff and Board; and facilitating other diversity-related initiatives in conjunction with the Executive Director, Board and other relevant stakeholders..

Facilities Planning Committee: This committee oversees implementation of facility renovations and maintenance.

Finance Committee: This committee works with the Executive Director and Chief Financial Officer ("CFO") to create the upcoming fiscal year budget.

Governance Committee: This committee is responsible for recruitment, nomination, orientation, training, and evaluation of Directors in accordance with the bylaws and policies and practices approved by the Board.

Executive Director Evaluation and Support Committee: This committee is responsible for designing and developing, in conjunction with the Executive Director, a year-round process for the Board to continually strengthen its partnership with the Executive Director, establish clear annual goals, structure a process for the Board to provide feedback throughout the year and to complete a formal annual evaluation of the Executive Director's performance.

Strategic Planning Committee: This committee is responsible for creating, reviewing, and proposing changes to the school's long-term strategic plan.

Section 2. Board-Appointed Special Committees. In addition to the standing committees, the Board Chair may appoint other special committees ("Special Committees") to fulfill a need. Special Committees are

The GLOBE Academy

temporary committees which are dissolved once the specific issue they were created for has been addressed. Any designated Special Committee shall be chaired by a member of the Board. The duration of the Special Committee, Special Committee members, and duties shall be outlined by the Board Chair and presented to the Board and approved by two-thirds (2/3) vote.

The Board is GLOBE's legal representative body and has final authority to approve all recommendations made by committees.

Section 3. *School-Based Committees.* The Board may establish an Advisory Board, School Council, parent advisory committees or such other advisory committees or advisory boards consisting in whole or in part of persons who are not Directors as it deems necessary or desirable to assist in its mission. The number of members on the advisory committees or advisory boards and the manner of their appointment shall be established by the majority vote of the Directors then in office. The Board may discontinue any such committee at the Board's discretion. It shall be the function and purpose of each such committee or body to advise the Board. Each such committee or body will have such powers and perform such specific duties or functions, not inconsistent with the Articles of Incorporation or these Bylaws, as the Board may prescribe; provided, however, that no such advisory committee or board will have the authority to act on behalf of the Board. Appointments to, and the chair of, any such advisory committees or boards will be made by the Board Chair unless the Board provides otherwise.

ARTICLE IV

BOARD VACANCIES

Section 1. *Resignations.* Any Director or officer may resign such position at any time, such resignation shall be made in writing and take effect from the time of its receipt by the Board Chair, unless some other time may be fixed in the resignation, and then from that date. If an officer resigns, such officer will be deemed to resign its position on the Board, if applicable. The resignation shall become effective only upon the Board's acceptance.

Section 2. *Filling Vacancies.* If the office of any officer or Director becomes available by an increase in the number of Directors before the Annual Meeting or becomes vacant prior to the expiration of such Director's term, by reason of death, resignation, disqualification or otherwise, the remaining members of the Board, although less than a quorum, by a majority vote may choose a successor or successors who shall hold office for the unexpired term.

Section 3. *Newly Created Officer.* Any office to be filled by reason of an increase in the number Officers shall be filled by election by a majority vote by the Board.

ARTICLE V

OFFICERS

Section 1. *Number and Qualifications of Officers.* The officers of GLOBE shall include a Board Chair, Vice-Chair, a Secretary, a Treasurer as stipulated in the Articles of Incorporation and such other positions as created from time to time by the Board. The Board may from time to time create and establish

The GLOBE Academy

duties of such officers consistent with the Articles of Incorporation and these Bylaws.

Section 2. *Election and Term of Office.* The Officers shall be elected by a majority of the Board present or by proxy at the Annual Meeting. Directors who do not attend the Annual Meeting or provide a vote by proxy shall waive their right to vote for officers at the Annual Meeting. Each officer shall serve for a term of three (3) years or until their successors are elected, as set forth in Article II Section 2 above.

Section 3. *Duties.* The duties of the officers shall include the following:

(a) *Board Chair* shall be the senior executive officer of GLOBE, who shall have general and active management of GLOBE. The Board Chair shall see that all orders and resolutions of the Board are carried into effect. The Board Chair and officers designated by the Board Chair shall have the power and authority to execute all deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except where the execution thereof shall be expressly delegated by the Board to some other officer or agent of GLOBE, or is required by law to be otherwise signed or executed. The Board Chair shall have the authority to institute or defend legal proceedings when the members are deadlocked. Unless otherwise determined by the Board, the Board Chair shall also have the title of "President." An individual may serve as Board Chair again as long as they have served their entire term and remain off the Board for a minimum of two (2) years before serving on the Board as Board Chair again.

(b) *Vice-Chair* shall assist the Board Chair in his/her duties and perform any other duties as needed to carry out the purposes of GLOBE. In the absence of the Board Chair, the Vice-Chair shall exercise the powers of the Board Chair. The Vice-Chair shall also succeed the outgoing Board Chair at the expiration or termination of the Board Chair's term.

(c) *The Secretary* shall record the minutes of the meetings of the Board, see that all notices are duly given in accordance with the provisions of these By-laws, be custodian of GLOBE records, and perform such duties as from time to time may be assigned to him/her by the Board Chair or the Board.

(d) *The Treasurer* of GLOBE shall assure that the GLOBE CFO keeps and maintains, or causes to be kept and maintained, adequate and correct accounts of the properties and business transactions of GLOBE, including accounts of its assets, liabilities, receipts, disbursements and fund balances. The books of account shall be open to inspection by any Director during GLOBE's business hours.

The Treasurer shall assure that the CFO deposits, or causes to be deposited, all money and other valuables in the name and to the credit of GLOBE with such depositories as may be designated from time to time by the Board. The Treasurer shall provide oversight to the investment and reinvestment of funds of GLOBE as may be directed by the Board. The Treasurer shall assure that the CFO disburses the funds of GLOBE as may be directed by the Board, and shall render to the Board, upon request, but no less than quarterly, an account of all transactions and the financial condition of GLOBE. The Treasurer shall present a financial report of operations since the last preceding regular Board meeting, to the Board at all Regular Meetings. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

The Treasurer shall ensure that all members of the board fully comprehend the financial matters of GLOBE and receive reliable and timely Board reports regarding those matters. The Treasurer shall:

The GLOBE Academy

Understand financial accounting for nonprofit organizations or charter schools, and work with the CFO or other appropriate school leadership to deliver accurate and complete financial reports as required for district or state reporting. The Treasurer shall assure that all records of GLOBE's school accounts are kept current. The Treasurer shall handle all work related to GLOBE's financial affairs with integrity and care. The Treasurer shall propose fiscal policies and internal controls for board approval.

The Treasurer shall be the chair of the Finance Committee. The Treasurer, as chair of the Finance Committee, annually shall recommend an auditing firm to be hired by the Board to review the books of GLOBE and provide an annual response on the audit and adequacy of internal controls to the Board.

The Treasurer shall possess qualifications as required by the district and/or state.

(e) *Director Emeritus.* The Board may also establish Director Emeritus membership to honor past Directors who have specialized knowledge or qualifications to act in an advisory capacity. The Board Chair and Executive Director will nominate past Directors for this role. Approval from the Board requires a two-thirds (2/3) majority vote. This position shall be non-voting and held for a three (3) year term.

Section 4. *Compensation of Officers.* Officers shall not be entitled to any compensation for their services as Officers, except that by resolution of the Board. An officer shall be allowed reimbursement for any reasonable expenses incurred on behalf of GLOBE and expenses, if any, for attendance at each meeting of the officers.

ARTICLE VI

LIABILITY AND INDEMNIFICATION

Section 1. The officers, directors ("Directors") and members of GLOBE shall not be personally liable for the debts, liabilities or obligations of GLOBE.

Section 2. *Indemnification.* GLOBE shall indemnify and hold harmless to the fullest extent permitted by the Georgia Nonprofit Corporation Code ("GNCC"), any individual who is a party to a proceeding because he or she is or was a Director or Officer against liability incurred in the proceeding if such individual (a) conducted himself or herself in good faith and (b) reasonably believed: (i) in the case of conduct in his or her Official Capacity, that his or her conduct was in the best interests of GLOBE; (ii) in all other cases, that his or her conduct was at least not opposed to the best interests of GLOBE; and (iii) in the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful; provided, however, that GLOBE shall not indemnify a Director or Officer under this Article for any Liability incurred in a Proceeding in which the Director or Officer is adjudged liable to GLOBE or is subjected to injunctive relief in favor of GLOBE for: (i) any appropriation, in violation of his or her duties, of any business opportunity of GLOBE; (ii) acts or omissions which involve intentional misconduct, gross negligence, or a knowing violation of law; (iii) the types of liability set forth in GNCC Section 14-3-851; or (iv) any transaction from which he or she received an improper personal benefit. For purposes of this Article, the terms "party", "proceeding", "director" and "liability" shall have the meanings given to them in the provisions of the Georgia Nonprofit Corporation Code which govern the indemnification of Directors.

The GLOBE Academy

Section 3. *Determination and Authorization of Indemnification.* Except as provided in Section 2 of this Article, and except as may be ordered by a court, any indemnification hereunder shall be made by GLOBE 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 Section 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 (2) or more members not at the time parties to the action, suit, or proceeding; or (c) by special legal counsel employed by GLOBE 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 4. *Advance for Expenses of Directors.* GLOBE shall pay for or reimburse the reasonable expenses incurred by a Director who is a party to a legal or court action, prior to the final disposition of such action, if:

(a) The Director furnishes to the Board a written affirmation of the Director's good faith belief that the Director has met the standard of conduct set forth in Section 2 above; and

(b) The Director furnishes to the Board a written and notarized undertaking ("Undertaking"), executed personally or on the Director's behalf, to repay any advances to Globe if it is ultimately determined that the Director is not entitled to indemnification hereunder. The Undertaking required by this paragraph (b) may be unsecured but must be an unqualified obligation of the Director.

Section 5. *Insurance.* GLOBE shall purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or an agent of GLOBE, or is or was serving at the request of GLOBE as a member, officer, employee, or agent of another corporate entity, 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 GLOBE would have the power to indemnify them against such liability under the provisions of this Article.

Section 6. This Article constitutes a contract between GLOBE and the indemnified Officers, Directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified Officer, Director, or employee under this Article shall apply to such Officer, Director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

ARTICLE VII

DISSOLUTION

Section 1. The Board may by written consent of not less than 2/3 of the members vote to dissolve GLOBE at any time. Except in the case of involuntary dissolution or reorganization with the purpose of continuing to operate as a public K12 charter school, if the school is in operation with students attending GLOBE at the time of dissolution, the dissolution will not take effect until the end of the then current school year.

The GLOBE Academy

Section 2. In the event of dissolution of GLOBE whether voluntary or involuntary or by operation of law, none of the property of GLOBE nor any proceeds thereof nor any assets of GLOBE shall be distributed to any Directors, Officers or employees, but after payment of the debts of GLOBE its property and assets shall be given to an exempt purpose within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for the benefit of public education as selected by the then Board so long as no part thereof inures to the benefit of any Director or Officer.

ARTICLE VIII

GENERAL PROVISIONS

Section 1. *Execution of Instruments.* All checks or demands for money and notes of GLOBE shall be signed by such officer or officers or such other person or persons as the Board or Board Chair may from time to time designate.

Section 2. *Fiscal Year.* The Fiscal Year of GLOBE shall begin on July 1 and end June 30 of each year, with the initial fiscal year to commence on the date of incorporation. Not later than three (3) months after the close of each fiscal year, GLOBE shall prepare:

- (a) A balance sheet showing in reasonable detail the financial condition of the corporation as of the close of its fiscal year, and
- (b) A profit and loss statement showing the results of its operation during its fiscal year.

Section 3. *Authorization for Expenditures.* The Board Chair or the Treasurer may authorize expenditures of no more than Ten Thousand Dollars (\$10,000) for each expense. Each expenditure of Ten Thousand Dollars and one cent (\$10,000.01) or over, but less than Twenty Thousand Dollars (\$20,000) must be jointly authorized by both the Board Chair and the Treasurer. Each expenditure of Twenty Thousand Dollars (\$20,000) or more must be approved by a majority of the Board in attendance at the applicable meeting.

Section 4. *Contract Execution.* In addition to the Board Chair and Vice-Chair, members of the leadership team (e.g. Executive Director, Director of Operations/CFO, and/or other authorized person) may not execute any contract exceeding Ten Thousand dollars (\$10,000.00) for the fiscal year without authorization from the Board.

Section 5. *Charter Management Company.* GLOBE will not be managed directly or indirectly by a for-profit management company and/or service provider in accordance with the business league purposes of GLOBE within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Board by a majority vote may choose to be managed directly or indirectly by a not-for-profit management company or service provider that has been certified as a 501(c)(3) nonprofit by the Internal Revenue Code.

Section 6. *Nondiscrimination Policy.* GLOBE is an inclusive establishment. GLOBE shall not discriminate on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender and/or gender identity.

ARTICLE IX

AMENDMENT OF BYLAWS

The Bylaws may be amended, repealed, or altered in whole or in part, and new Bylaws may be adopted, by a two-thirds (2/3) majority vote of the Directors entitled to vote at any meeting of the Board, duly called and at which a quorum is present.

ARTICLE X

EMERGENCY BYLAWS

The Emergency Bylaws provided in this Article X shall be operative during any emergency in the conduct of the operations and affairs of GLOBE resulting from any catastrophic event, including but not limited to, national or global pandemics, 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 GLOBE or in the GNCC. 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 Director of GLOBE. 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) A quorum shall require only a minimum of two (2) Directors.

(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 XI

REQUIRED INFORMATION FOR CHARTER SCHOOL APPLICATION

Section 1. *Required Information for Public Charter School.* This Article contains information required by the Georgia School Code as follows:

Section 2. *Governance Structure of Public Charter School.* In addition to the provisions

The GLOBE Academy

of these Bylaws, additional provisions for the governance structure are set forth in the charter contract, effective July 1, 2018 ("Charter Contract").

Section 3. *Educational Goals.* The educational goals and objectives of GLOBE are set forth in the Charter Contract. The educational scope and sequence, and assessments of the corporation are set forth in the Charter Contract. These educational goals fulfill at least one (1) of the purposes set forth in the Georgia School Code.

Section 4. *Curriculum.* The curriculum plan of GLOBE is set forth in the Charter Contract. The curriculum, together with the educational goals and programs, fulfills at least one (1) of the purposes set forth in the Georgia School Code.

Section 5. *Methods of Pupil Assessment.* The methods of pupil assessment of GLOBE are set forth in the Charter Contract.

Section 6. *Admission Policy and Selection Process.* The admission policy and selection process of GLOBE are set forth in the Charter Contract.

Section 7. *School Calendar and School Day Schedule.* The school calendar and school day schedule of GLOBE are set forth in the Charter Contract.

Section 8. *Grade Range of Pupils to Be Enrolled.* The age or grade range of pupils to be enrolled by GLOBE are set forth in the Charter Contract.

Section 9. *Annual Reporting.* An annual report outlining the previous year's progress by GLOBE to the Georgia Department of Education ("DOE") and to parents and guardians of students currently enrolled in the school no later than October 1 of each year. The report shall contain, but is not limited to:

- (a) An indication of progress toward the goals as included in the Charter Contract;
- (b) Academic data for the previous year, including state academic accountability data, such as standardized test scores and adequate yearly progress data;
- (c) Unaudited financial statements for the fiscal year ending on June 30, provided that audited statements conducted by an independent Georgia licensed Certified Public Accountant will be forwarded to the local board and state board upon completion;
- (d) Updated contact information for GLOBE and the administrator;
- (e) Proof of current nonprofit status, if applicable;
- (f) Any other supplemental information that GLOBE chooses to include or that the state board requests that demonstrates GLOBE's success.

Section 10. *School's Commitment to Comply with Laws.* GLOBE's commitment to comply with all applicable laws is set forth in the Charter Contract.

The GLOBE Academy

CERTIFICATION

I, Chip White, Secretary of The GLOBE Academy, Inc., a Georgia nonprofit corporation ("GLOBE"), hereby certify that the attached *Bylaws* were adopted by the Board of Directors of GLOBE, in a legally called meeting held on July 27, 2020. After being put to a vote, the following Directors of GLOBE, which represent the number of votes sufficient for its approval, approved these Bylaws on July 27, 2020.

<u>Anita Patel</u>	<u>Jonathan Clves</u>	<u>Monique Hudson</u>
<u>Aba Rogers</u>	<u>Katie Monroe</u>	<u>Ryan Hudak</u>
<u>Chip White</u>	<u>Luis Pacheco</u>	
<u>Drew Reynolds</u>	<u>Meghan Adams</u>	

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of October, 2020.

The GLOBE Academy Inc.,
A Georgia nonprofit corporation

By: 
Chip White, Secretary

The GLOBE Academy

3. Attach a copy of the governing board's Conflict of Interest Policy.

The GLOBE Academy Conflict of Interest Policy

Article I

Purpose

The purpose of this conflict of interest policy is to protect The GLOBE Academy's (Organization) interest when it contemplates entering into a transaction or arrangement that might benefit a private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or contractual arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or contractual arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or contractual arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must proactively and of one's own accord disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

The GLOBE Academy

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
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4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
-

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
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Article V

The GLOBE Academy

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy or been instructed to look an accessible electronic copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

The GLOBE Academy

CERTIFICATION

I, Reshma Kakkar, Secretary of The GLOBE Academy, Inc., a Georgia nonprofit corporation, hereby certify that the attached *Conflict of Interest Policy* was adopted by the Board of Directors of The GLOBE Academy, Inc., in a legally called meeting held on January 16, 2011, and further certify that after being put to vote, the number of votes cast for the Policy was sufficient for its approval.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of January, 2011.

The GLOBE Academy, Inc.,
A Georgia nonprofit corporation

By:

Reshma Kakkar, Secretary

The GLOBE Academy

With the signature below, the director, principal officer, or member of a committee with governing board delegated powers confirms that in the fiscal year corresponding to the date of his/her signature he/she:

- Has received a copy or been instructed to look an accessible electronic copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Acknowledged and Agreed:

Member: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

A physical and scanned electronic copy of this signature page will be kept by the Organization and submitted when necessary or requested to verify the Organization and each interested person's acknowledgement of the Organization's conflict of interest policy

The GLOBE Academy

4. Attach a copy of the governing board's Conflict of Interest Form.

The GLOBE Academy, Inc.

Conflict of Interest Form

With the signature below, the director, principal officer, or member of a committee with governing board delegated powers confirms that in the fiscal year corresponding to the date of his/her signature he/she:

- ☐ Has received a copy or been instructed to look an accessible electronic copy of the conflicts of interest policy,
- ☐ Has read and understands the policy,
- ☐ Has agreed to comply with the policy, and
- ☐ Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Acknowledged and Agreed:

Member: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

A physical and scanned electronic copy of this signature page will be kept by the Organization and submitted when necessary or requested to verify the Organization and each interested person's acknowledgement of the Organization's conflict of interest policy

5. Attach a completed Accountability Report.

[illegible]

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Organizational Goal 3: The Charter School shall promote a positive school experience that engages students, parents, and teachers.										
Measure 1: According to data reported by the Governor's Office of Student Achievement Report Card, in each year of the charter, the percentage of students absent 6 days or more shall not exceed 10% and shall improve by at least 2 percentage points annually until the percentage of students absent 6 days or more is below 5%.		36.20%		33.80%		19.50%	10.00%	10.70%		In Progress
Measure 2: Each year, 90% of parents will indicate that they are at least "satisfied" with the overall quality of their child's education as measured via an annual survey conducted at the conclusion of the school year, in which the options are very unsatisfied, unsatisfied, mostly satisfied, satisfied, and very satisfied. The survey response rate will be at least 85% of parents surveyed.		Unknown	90%	88%	90%	N/A	90%	79%	90%	In Progress
Measure 3: Each year, 90% of teachers will indicate that they are at least "satisfied" with the overall quality of their job as measured via an annual survey conducted at the conclusion of the school year, in which the options are very unsatisfied, unsatisfied, mostly satisfied, satisfied, and very satisfied. The survey response rate will be at least 85% of teachers surveyed.	90%		90%		90%		90%		90%	In Progress
Measure 4: Each year, the Charter School will receive a 4-star rating or higher on the Georgia Department of Education's School Climate Star Ratings annual report.	4	3	4	3	N/A	N/A	N/A	N/A		4 In Progress
Organizational Goal 4: The Charter School shall reflect the socio-demographic diversity of the local district with a targeted focus on economically disadvantaged students as defined by State Board Rule.										
Measure 1: Increase the percentage of newly enrolled students eligible for Free and Reduced Lunch (FRL) by 20% (4% per year for each year) during the charter term (or until the school is within 10% of the Dekalb County School District FRL average).				22%		25%	20%	20%	20%	34%
Organizational Goal 5: The Charter School's faculty and staff will reflect the sociodemographic diversity of the community it serves.										
Measure 1: During each year of the charter term, at least 50% of the Charter School's staff will have experience working within the school's defined diverse community or a community with similar socio-demographic diversity.	50%	100%	50%	100%	50%	100%	50%	100%	50%	100%
Measure 2: During each year of the charter term, the Charter School will track and adapt strategies to recruit a larger number of diverse candidates, including but not limited to, direct recruiting of graduates from HBCU's and the use of the Georgia Charter School Association Job Fair.		✓		✓		✓		✓		✓
Organizational Goal 6: The Charter School's board of directors will reflect the sociodemographic diversity of the community it serves.										
Measure 1: During each year of the charter term, at least 50% of the Charter School's new governing board members will have experience serving the school's defined diverse community or a community with similar socio-demographic diversity.	50%	100%	50%	100%	50%	100.00%	50%	100.00%	50%	100%

The GLOBE Academy

6. Attach a copy of the governing board's Governance Training Plan using the governance training memo available on GaDOE's website.

The GLOBE Academy

Board of Directors Training Program

Version July 1, 2022

Overview

The Board of Directors of the GLOBE Academy (GLOBE) shall undertake annual training in accordance with O.C.G.A. § 20-2-2072 and SBOE Rule 160-4-9-.06 and best practice of Charter School Governance.

The Board will provide guidance and assistance in orienting new Directors as the Board's membership evolves. It will help reinforce the Board's commitment to adhere to its Bylaws, Mission, Vision and Values.

The Board shall assure that all new board members receive the required new board member training during their first year, as early in the year as possible.

The Board shall plan annual board member training to complete by October 31 of each school year where this is feasible.

The Board will plan training topics in accordance with state law and with consideration for the knowledge and experience of the current board.

The Board will report all training to the state and district per requirements.

The Board will obtain training from an authorized training provider for Georgia charter schools. Training will generally be conducted in-person, but may be offered online, via webinars or other online mechanisms.

All members on the board as of July 1, 2021 need to complete training by June 30, 2022 (9 hours)

Board members added after July 1, 2021 have one full year (from when they started) to complete 15 hours of training

The Board will use online tools such as Board on Track and GCSA training.

- GCSA Canvas: <https://gcsa.instructure.com/courses/177/assignments>
- Georgia School Boards Association (paid trainings): <https://gsba.com/board-development/school-board-u/>

The Board will fund or reimburse board members for required training.

The Board will assure that training requirements for specific roles, such as the board chair, will be met.

It is the view of GLOBE that Board member training:

The GLOBE Academy

- Assists Board members to be effective and having better skilled Board members assists the organization as a whole;
- Assures that the school is compliant with state laws and regulations;
- Ensures that GLOBE remains current and engaged in best practices for charter school governance.

The GLOBE Academy

7. Attach a completed Locally-Approved Charter School Partners Roles and Responsibilities chart. This chart shows the balance of authority between the charter school's board and management, as well as the autonomy of the charter school from the district.

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	The GLOBE Academy Nonprofit Governing Board	The GLOBE Academy Management	DeKalb County 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	✓					
Evaluate the principal or school leader (TKES)	✓					
Select, retain, transfer, promote, demote, and/or terminate faculty and all other staff		✓				
Evaluate the teachers (TKES) and all other staff		✓				

Evaluate the teachers (TKES) and all other staff		✓				
Determine whether teacher certification will be required	✓	✓				
Plan professional development for staff		✓				
Financial Decisions and Resource Allocation	The GLOBE Academy Nonprofit Governing Board	The GLOBE Academy Management	DeKalb County 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	✓	✓				
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	✓	✓				
Set budget priorities with funds received that are aligned with school improvement plan, including personnel, curriculum, supply, equipment, maintenance, operations, and all other costs	✓	✓				
Ensure school receives all per-pupil and other funding to which it is entitled by agreement with the local district (its fiscal agent)	✓	✓	✓			
Raise additional funds through fundraising efforts	✓	✓				
Exercise discretion over expenditure for all state and local funds and, as permissible, federal funds		✓				

Determine facility uses	✓	✓				
Ensure sound fiscal management and monitor budget implementation	✓	✓				
Curriculum and Instruction						
	The GLOBE Academy Nonprofit Governing Board	The GLOBE Academy Management	DeKalb County School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Recommend/Adopt instructional delivery model	✓	✓				
Recommend/Adopt curriculum, including any changes in curriculum as needed to improve student achievement	✓	✓				
Recommend/Adopt courses and programs to offer	✓	✓				
Recommend/Adopt textbooks, technology, and instructional materials	✓	✓				
Recommend/Establish additional graduation requirements	✓	✓				
Recommend/Adopt course and credit requirements, including technology and physical education skill requirements	✓	✓				
Recommend/Adopt seat time requirements	✓	✓				
Recommend/Adopt opportunities for student acceleration/remediation	✓	✓				
Create or modify Career Pathway curricula	✓	✓				
Choose dual enrollment options	✓	✓				
Choose credit recovery options	✓	✓				
Utilize online learning platforms (e.g., Georgia Virtual School)		✓				
Curriculum and Instruction (continued)						
	The GLOBE Academy Nonprofit Governing Board	The GLOBE Academy Management	DeKalb County School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Establish delivery model, scheduling, staffing, and supplemental services for English Learner (EL), special education (SPED), gifted, and remedial programs	✓	✓				
Establish curriculum maps, pacing charts, and methods for monitoring the curriculum		✓				
Establish lesson plan requirements for teachers		✓				
Establish placement and promotion criteria	✓	✓				
Set grading and reporting policies, plans, process, schedules, and formats	✓	✓				
Establishing and Monitoring the Achievement of School Improvement Goals						
	The GLOBE Academy Nonprofit Governing Board	The GLOBE Academy Management	DeKalb County School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Complete self-assessment based on Georgia School Performance Standards		✓				
Develop actions, strategies, and interventions with faculty and staff (i.e., school improvement plan)		✓				
Set a timeline for implementing school improvement timeline	✓	✓				

Set a budget for implementing school improvement timeline	✓	✓				
Recommend/Approve school improvement plan and provide oversight of its implementation	✓	✓				
Hold principal or school leader accountable for school improvement plan implementation and timeline	✓					
Hold faculty and staff accountable for school improvement plan implementation and timeline		✓				
Evaluate success of school improvement plan and recommend/make revisions as needed	✓	✓				
Regularly communicate student and school performance data to all stakeholders		✓				
School Operations	The GLOBE Academy Nonprofit Governing Board	The GLOBE Academy Management	DeKalb County School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
	Provide input into school operations that are consistent with school improvement and charter goals, including establishing human resources policies, procedures, and handbooks	✓	✓			
	Establish work schedules of faculty and staff (e.g., hours per day, days per year, calendars)		✓			
	Establish experience, training, and other matters related to substitute teachers		✓			
	Recommend/Set school daily, weekly, and annual school calendar and class schedules, including length of school year, holidays, early release days, etc.	✓	✓			

Recommend/Approve professional development vendors and resources	✓	✓	✓					
Manage day-to-day human resources			✓	✓				
HR processing, including employment contracts and benefits administration			✓	✓				
Recommend/Select co-curricular and extracurricular activities	✓	✓	✓					
Establish after-school and Saturday programs as needed	✓	✓	✓					
Set enrichment and/or advisory periods as needed		✓	✓					
Establish field trips, including locations and date		✓	✓					
Set class size and student-teacher ratios	✓	✓	✓					
Set staff-to-student ratios for non-class times (e.g., lunch, recess, specials, transitions)	✓	✓	✓					
Establish school partnerships for school growth	✓	✓	✓					
Develop communications strategies, including stakeholder surveys, parent involvement, volunteer support	✓	✓	✓					
Select/Approve vendors aligned with school needs	✓	✓	✓					
Manage transportation decisions, including authority to contract for transportation service	✓	✓	✓					
Select information systems (e.g., Student Information System, financial information systems)	✓	✓	✓					
Manage the facility or facilities that are owned and operated by the school system for use by the charter school	✓	✓	✓					
Approve/manage the food service agreement with a vendor or the school system	✓	✓	✓					
Establish school size	✓	✓	✓					
Establish school grade span different from typical primary, elementary, middle, and high public school models (e.g., 4-8, K-8, K-12)	✓	✓	✓					
Establish attendance policies	✓	✓	✓					
Establish student code of conduct and behavior policies, plans, processes, and formats	✓	✓	✓					
Adopt and implement a marketing plan that is inclusive in its recruitment and retention of all students	✓	✓	✓					
Ensure access to support to address the physical, social, financial, and emotional needs of students in the school	✓	✓	✓					

*The LBCE retains its constitutional authority

The GLOBE Academy

8. Attach a copy of any admissions (pre-lottery) application the charter school proposes to use. Pursuant to O.C.G.A. § 20-2-2066 and SBOE Rule 160-4-9-.05, any admissions application must conform to the open enrollment requirement. Therefore, admissions applications should be limited to a student's name, contact information, home address for the purpose of verifying the student's residence within the school's attendance zone, grade level, and information required for any enrollment preference, such as identifying a sibling already enrolled at the charter school. If the charter school proposes to utilize a weighted lottery for educationally disadvantaged students, the admissions application may also include questions tailored to the subgroup(s) the school will offer an increased chance of admission according to the weighted lottery guidance available on GaDOE's website.



Enrollease ▾

The GLOBE
Academy

The GLOBE Academy ▾

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Support

You are viewing the form: Enrollment Form

The form below is not active. Submitting the form will only send you back to the main Forms screen.

Back

Welcome to The GLOBE Academy!

Enrollment Form

Parents/guardians must submit this form and all supporting documentation. A list of required documentation can be found on our website at www.theglobeacademy.org/enroll. Students will lose their placement on the school roster if the online family enrollment form, the child enrollment form, and all supporting documents are not received by the deadline date.

PLEASE DO NOT DROP OFF DOCUMENTS AT THE SCHOOL. All documents must be scanned and digitally uploaded to be accepted. Phone pictures will NOT be accepted due to poor image quality. If you are unable to scan the documents, please contact the Registrar at enrollment@theglobeacademy.net to make arrangements for submitting the documents.

Enrollment at The GLOBE Academy is only guaranteed once and if ALL required documentation is received by the enrollment deadline. NO EXCEPTIONS or EXTENSIONS.

GLOBE'S MISSION & VISION

Did you take a Virtual tour of GLOBE this winter?*: ☐ Yes ☐ No

If you did not take a tour, be sure to click the links below to learn more.

Understanding GLOBE's Mission, Vision, and Learning Model is an important step to accepting enrollment.

Click the link to read our mission statement watch our video.

Mission and Values.

Click the link to explore more videos about The GLOBE Difference.

The GLOBE Difference Videos

FAMILY INFORMATION

GLOBE students.

List all siblings currently enrolled at The GLOBE Academy. Name, grade, language track.

Type N/A if you do not have students already enrolled in GLOBE.*:

HOME LANGUAGE SURVEY QUESTIONS

What language is most often spoken at home?*:

What is the first language your child learned to speak?*:

Do the parents/guardians of this child speak English?*:

If no, what language(s) do they speak?:

If yes, which language::

FAMILY HOUSEHOLD INFORMATION

Parent/Legal Guardian #1 Full Name*:	
Parent/Legal Guardian #1 Relationship to Student*:	- select -
Parent/Legal Guardian #1 Physical Address (Street, City, & Zip Code)*:	
Parent/Legal Guardian #1 Cell Phone Number*:	
Parent/Legal Guardian #1 home phone:	
Parent/Legal Guardian #1 Work Phone:	
Parent/Legal Guardian #1 Email Address*:	
Parent/Legal Guardian #1 Place of employment:	
Parent/Legal Guardian #2 Full Name:	
Parent/Legal Guardian #2 Relationship to Student:	- select -
Parent/Legal Guardian #2 Physical Address (if different from Parent/Guardian #1):	
Parent/Legal Guardian #2 Cell Phone Number:	
Parent/Legal Guardian #2 home phone:	
Parent/Legal Guardian #2 Work Phone Number:	
Parent/Legal Guardian #2 Email Address:	

1/10/22, 3:00 PM

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Parent/ Legal Guardian #2 place of employment:

Student lives with:*

NON-HOUSEHOLD RELATIONSHIPS

The following people have permission to pick up my child(ren) from school without further contact from me and in the event of an emergency when the Parent/Legal Guardian cannot be reached. Anyone who has permission to pick up your child, **MUST** be named (this includes carpool or walker partners).

Emergency Contact #1 Full Name*:

Emergency Contact #1 Relationship to Student(s)*:

Emergency Contact #1 Primary Phone*:

Emergency Contact #2 Full Name:

Emergency Contact #2 Relationship to Student(s):

Emergency Contact #2 Primary Phone:

Emergency Contact #3 Full Name:

Emergency Contact #3 Relationship to Student(s):

Emergency Contact #3 Primary Phone:

GUIDELINES FOR DOCUMENTS

Please follow these instructions carefully so that your forms are filed properly. Before you begin, ensure that you meet the following criteria:

1. You must be the child's parent or legal guardian.
2. Your child must be confirmed to attend GLOBE for the upcoming academic year.
3. Parent ID and Proof of Residency are required for this section.

PLEASE DO NOT DROP OFF DOCUMENTS AT THE SCHOOL.

All documents must be scanned and digitally uploaded to be accepted. Phone pictures will NOT be accepted due to poor image quality. If you are unable to scan the documents, please contact the Registrar at enrollment@theglobeacademy.net to make arrangements for submitting the documents.

In the event documents are not clear, you will be required to bring original documents to Lower Campus for review. Enrollment will not be complete without approved documents.

UPLOADS

Parent/Guardian #1 driver's license or other government issued photo ID*:

No file chosen

Parent/Guardian #2 driver's license or other government issued photo ID:

No file chosen

Proof of residency –

Documentation providing proof of residency within the DeKalb County School District attendance zone are required. Proof of residency may be establish with the following documents

(No other documents will be accepted.):

Current mortgage statement (No more than 30 days old)

Current utility bill Gas, water, or electric only.
(We cannot accept phone or cable bills).

Choose File

No file chosen

In the case of a Lease, provide the following:

(i) Current lease

(ii) Current utility bill – gas, water or electric
ONLY

* If parent/guardian is not the homeowner/lessee, they can submit an Affidavit of Residence.

Please download, complete and upload the **Affidavit of Residence***:

Additional document upload (if needed):

Choose File

No file chosen

Affidavit of Residence paperwork is required to be brought into the school by the homeowner and enrolling guardian. Please contact the Registrar at enrollment@theglobeacademy.net to make arrangements for submitting the Affidavit of Residence documents.

Economically Disadvantage Preference Group

You will not upload documents here. Instead, email documents to nutrition@theglobeacademy.net

If your lottery application **did not** claim **Educationally Disadvantaged** status, you may skip this section.

If you marked the Preference Category, "Economically Disadvantaged" on the lottery application, you must complete this section.

Click the link to print the forms. [Economically Disadvantaged Status](#)

These documents are due with all enrollment paperwork. They should be emailed to nutrition@theglobeacademy.net

Failure to provide these documents will result in your child's spot being released to the next student on the waitlist.

STUDENT INFORMATION

Student Legal First Name*:

Student Legal Middle Name:

Student Legal Last Name*:

Preferred Name*:

Student Gender*: ☐ Male
☐ Female

Date of Birth (mo/day/year)*:

Grade level for 2021-2022*:

ETHNICITY/RACE INFORMATION: The following are federally mandated questions used for state reporting. Please answer both parts.

Ethnicity Is the student Hispanic or Latino? (choose only one)*:

The GLOBE Academy

1/10/22, 3:00 PM

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Student Race, check all that apply*:

- ☐ American Indian/Native Alaskan
- ☐ Asian
- ☐ Black/African American
- ☐ White
- ☐ Native Hawaiian/Pacific Islander

FOR LANGUAGE TRACK PLACEMENT (for Kindergarten, 1st and 6th grade applicants only)

Is your family heritage speakers of one of the languages GLOBE offers?:

- select -

If yes, which language:

- select -

Is there anything else you would like to share concerning language track placement?:

Has your child attended a language immersion school that offers Mandarin Chinese, French or Spanish?:

- ☐ yes
- ☐ no

Name and address of language immersion school:

Years attended::

Language studied::

- ☐ Mandarin Chinese
- ☐ French
- ☐ Spanish

EDUCATION HISTORY

Child's Previous School(s)
Type N/A if your child has not previously been enrolled at any school.*:

https://enrollease.easysuite.software/?page_id=300&user_id=7919&org_id=87&nav_id=1227&c_form_id=10000095

8/12

The GLOBE Academy

1/10/22, 3:00 PM

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Has your child been evaluated for Special Education Services?*

- select -

Does your child receive Speech Services?*

- select -

Does your child currently have an Individualized Education Plan (IEP)?*

- select -

Does your child receive Gifted Services?*

- select -

Does your child have a Section 504 Plan?*

- select -

Does your child receive English Language (EL) Services?*

- select -

Supporting Documents Upload (upload any supporting documents to share if you marked "yes" to any of the Education History questions):

Choose File No file chosen

Is there anything else you would like to tell us about this student's education history?:

Please follow these instructions carefully so that your forms are filed properly. Before you begin, ensure that you meet the following criteria:

1. You must be the child's parent or legal guardian.
2. Your child must be confirmed to attend GLOBE for the upcoming academic year.
3. Scan the "original" or "state-certified copy" of child's birth certificate OR other acceptable proof of age, Child's Social Security Card, Georgia Immunization (Form 3231), Vision, Hearing, Dental, Nutrition Health Form (DPH Form 3300) – all four sections of Form 3300 must be completed.

PLEASE DO NOT DROP OFF DOCUMENTS AT THE SCHOOL. All documents must be scanned and digitally uploaded to be accepted. Phone pictures will NOT be accepted due to poor image quality. If you are unable to scan the documents, please contact the Registrar at enrollment@theglobeacademy.net to make arrangements for submitting the documents. Enrollment at The GLOBE Academy is only guaranteed once and if ALL required documentation is received by the enrollment deadline. NO EXCEPTIONS or EXTENSIONS.

Upload Student's Birth Certificate*:

Choose File No file chosen

https://enrollease.easysuite.software/?page_id=300&user_id=7919&org_id=87&nav_id=1227&c_form_id=10000095

9/12

1/10/22, 3:00 PM

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Child's Social Security Card
(or social security waiver)*:

No file chosen

Vision, Hearing, Dental, Nutrition Health Form
(DPH Form 3300) – all four sections must be
completed*:

No file chosen

Georgia Immunization (Form 3231) – must be
marked "Complete for K-6th Grade
Attendance" or Affidavit of religious Objection
to Immunization*:

No file chosen

HEALTH FORM

Student's Name*:

Doctor's name*:

Doctor's Office Phone Number*:

Does your child have any of the following
conditions? Check all that apply and provide
more information as requested.:

- ☐ Allergies
- ☐ Asthma
- ☐ ADD/ADHD
- ☐ Diabetes
- ☐ Seizure Disorder
- ☐ other physical/mental health issues
- ☐ has an epi-pen
- ☐ has an inhaler

If you checked any of the medical conditions,
explain in detail.:

Does your child take any prescription or non-
prescription medications? If yes, you will need
to list the medications.*:

- ☐ yes
☐ no

1/10/22, 3:00 PM

Preview Custom Form

List medications:

I understand that in the event of an emergency and I cannot be reached, 911 will be called and my child will be taken to the nearest hospital.

Sign your name below.*:

Upload Administering Medications Form (if you checked yes for epi-pen, inhaler, or if there is medication that needs to be administered at school).Health Forms to print and upload:

Choose File

No file chosen

PHOTO/MEDIA RELEASE, As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet, social media or other media sources).

I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.*:

- ☐ yes, I authorize The GLOBE Academy to photograph/video my child for school purposes and/or at school events.
- ☐ no, I do NOT authorize The GLOBE Academy to photograph/video my child for school purposes and/or at school events.

I permit my child's photograph to be taken and included in the annual school year book.*:

- ☐ yes, my child can be included in the yearbook.
- ☐ no, my child cannot be included in the yearbook.

Signature (Enter Your Full Name)*:

By entering this electronic signature you are affirming this form is complete and information is true and accurate.*:

Save

The GLOBE Academy

1/10/22, 3:00 PM

Preview Custom Form

https://enrolleasc.easysuite.software/?page_id=300&user_id=7919&org_id=87&nav_id=1227&c_form_id=10000095

12/12

The GLOBE Academy

9. Attach a copy of the policy setting annual enrollment, re-enrollment, and lottery deadlines, including a description of the lottery procedures detailing how enrollment priorities will be applied and an assurance of complete transparency in its procedures.

The GLOBE Academy Lottery Process, Policy, and Procedures

Lottery Date: Last Friday in February at Noon

Table of Contents

Policy Procedures

- o Open Enrollment
- o Post Open Enrollment
- o Lottery Day
- o Preferences
- o Notification of Accepted Students
- o Enrollment of Accepted Students

Enrollment Policy

The GLOBE Academy will accept applications for kindergarten through sixth grade. In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), 2nd - 5th grade applicants must meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment (see below).

If the number of timely applicants received by The GLOBE Academy exceeds the capacity of a program, class, grade level or building, The GLOBE Academy shall ensure that such applicants have an equal chance of being admitted through a random-selection lottery. To participate in the lottery, a student's application must be received during the Open Enrollment period and prior to the enrollment application deadline as established by the school's Board. See lottery dates by [clicking here](#). The lottery will take place the last Friday in February at noon. An unbiased third party will witness and certify the validity of the lottery.

The attendance zone for eligible applicants is any residence within the DeKalb County School District as determined by DeKalb County School District (DCSD). Class size is at the discretion of the Executive Director, with Board approval, as long as within legal limits.

PROCEDURES

Open Enrollment

During Open Enrollment parents may apply online via The GLOBE Academy website at www.theglobeacademy.org/apply. Students applying for 2nd - 5th grade must complete STAMP language assessment for enrollment.

Contact Meg Brown at megan.brown@theglobeacademy.net for more information and to schedule the assessment.

Post Open Enrollment and Waiting List

The GLOBE Academy

Upon closing of each Open Enrollment period, if the number of qualified applications from applicants exceeds the number of available seats for any or all grade levels, a random selection (Lottery) will be conducted.

While the lottery is actively running, application preference groups will pull enrolled or accepted sibling names to the top of lists. Sibling preference applies only when the sibling is placed on the acceptance list, as opposed to placement on a waiting list. Student preference siblings will be moved up the waiting list based on their original order, bypassing singletons.

Applications received after the Open Enrollment period will be placed at the end of the waiting list after the lottery has concluded, in the order in which they were received. If a class is not at capacity at the end of the lottery, additional students will be added as qualified applications are received, in the order they are received. The STAMP assessment will continue to be offered throughout the spring and summer to 2nd-5th grade applicants to determine eligibility. If additional seats become available after the Lottery, they will be filled from the applicants, in order, on the waiting list.

Sibling preference will be applied to the waiting list only at the time of the lottery. The waiting list order will not be adjusted after the time of the lottery, even if one sibling gets accepted off the waiting list. Applications are only valid for one year. New applications for the following year will need to be submitted for the next year's consideration. The waiting list does not carry over from year to year.

PREFERENCES

Pursuant to O.C.G.A. 20-2-2066, and The GLOBE Academy policies, enrollment preferences will be given in the following order to: 1) students with a parent or guardian who is a member of the governing board or is a full-time teacher, professional, or other employee of The GLOBE Academy and 2) siblings of students enrolled in the school.

Siblings and Sibling Preference

By definition, a sibling is a:

1. Biological (including ½ sibling)/adoptive sibling residing within the GLOBE attendance zone.
2. Step-siblings residing in the same household.
3. Foster children residing within the same household.

Sibling notes: Step-siblings living in different households are not considered for sibling preference. An applicant must have a currently enrolled sibling at GLOBE at the time of the lottery. A sibling of an alumnus of the school does not qualify as a sibling for entrance preference. Further, sibling preferences are only applicable for students who are eligible to enroll based on age.

Same-grade siblings (ex: twin or multiples) will be treated as multiple applicants. When one applicant unit is drawn in the lottery, the same-grade sibling(s) will be numerically ordered on

The GLOBE Academy

the waiting list or conditionally accepted, dependent upon where in the lottery that applicant unit was drawn.

Students with a parent or guardian who is a member of the governing board or is a full-time teacher, professional, or other employee of The GLOBE Academy and siblings of current students must submit an application to the school during the open enrollment period to be considered for admission.

Additionally, beginning with the first year of GLOBE's charter renewal (selecting students for the 2019-20 academic year), the school's lottery will also include the option for a weighted lottery to provide an increased chance of admission to students who are economically disadvantaged, as defined by State Board Rule. The goal of this policy is to increase GLOBE's percentage of newly enrolled students who are economically disadvantaged by 20% (4% during each year of the charter term) or until GLOBE's total percentage of economically disadvantaged students is within 10% of the DeKalb County School District average.

To facilitate the weighted lottery, applicants can indicate their "economically disadvantaged" status on the admissions application and such status will be verified as part of the registration process, which shall include a sworn statement by the parent/guardian confirming accuracy. The weight for economically disadvantaged students shall be calculated annually as follows using Kindergarten as an example:

1. Identify the % of Kindergarten students for the current school year who are eligible for Free or Reduced Price Lunch (F/RL).
2. Identify the goal % of F/RL students for the upcoming school year by adding .04 to the current year's percentage.
3. Identify the number of open spots available in Kindergarten for the upcoming lottery.
4. Multiply the number of available spots by the F/RL percentage identified above to determine the number of new F/RL students needed to meet the F/RL goal.
5. Identify the number of preference students in the upcoming lottery who will be given priority and who also qualify for F/RL.
6. Take next year's goal number of new students and subtract the F/RL preference from "new admissions needed" to indicate the number of new F/RL lunch students needed to meet the goal. (**N**)
7. Identify the number of spots available in the upcoming lottery, after preferences. (**S**)
8. Calculate the total number of applications received that are non-preference. (**A**)
9. Within A, calculate the number of applications identified as F/RL. (**E**)
10. Calculate the percent of F/RL students that needs to be pulled from the available slots after preferences (N/S) (**P**)
11. Determine the percentage of F/RL non-preference applications that need to be pulled to meet the goal.

P = Percentage of F/RL applications needed to be pulled

W = Weight for Upcoming Lottery

$$W = \frac{P(A - E)}{F(1 - P)}$$

The GLOBE Academy

* Weight will applied across all grade levels with openings.

Formula Summary

N	=	New F/RL lunch students needed
S	=	Spots available after preferences
A	=	Number of non-preference applications
F	=	Number of non-preference F/RL applications
P	=	Percent F/RL needed to be pulled to meet goal
W	=	F/RL weight

Example

1. Current year Kindergarten % F/RL = .10
2. F/RL Goal for Upcoming year = .14
3. Number of open Kindergarten spots for upcoming year = 144
4. Number of spots times goal = $144 * .14 = 20$
5. Siblings who qualify for F/RL = 8
6. New F/RL needed = $20 - 8 = 12$
7. Spots after preference = 100
8. Total non-preference applications = 200
9. F/RL applications within A = 20
10. % Pulled needed to meet goal $(N/S) - 12/100 = 12\%$
11. Solve for W to determine Weight

N
S
A
F
P

$$W = \frac{P(A - F)}{F(1 - P)}$$

In this example, solving for W = 1.23

$$W = \frac{.12 * (200 - 20)}{20 * (1 - .12)}$$

$$\mathbf{W = 1.23}$$

2nd - 5th Grade Enrollment Policies

In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), The GLOBE Academy can accept students for enrollment in 2nd through 5th grade who meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment.

The following STAMP proficiency scores are required for grade level application:

The GLOBE Academy

Grade Applied For	STAMP Score Required (Listening, Speaking, Reading, Writing)
2nd Grade	2 or above in Listening and 2 or above in one other section
3rd Grade	2 or above in 3 out of the 4 sections
4th Grade	3 or above in 3 out of the 4 sections
5th Grade	4 or above in 3 out of the 4 sections

Please contact Meg Brown, Admissions Director, at megan.brown@theglobeacademy.net or (404) 464-7040 to schedule an assessment date and time.

Results of the STAMP assessment are final and the assessment cannot be repeated for the current school year's application.

If the number of timely applicants received by The GLOBE Academy exceeds the capacity of a program, class, grade level or building, The GLOBE Academy shall ensure that such applicants have an equal chance of being admitted through a random-selection lottery. To be considered for enrollment, students applying for 2nd-5th grade must complete STAMP assessment. After the lottery, open seats will be filled by qualified applicants in the order they are received.

NOTIFICATION PROCESS

Parents/Guardians will be notified of acceptance by email immediately following the lottery. Lottery results will be posted on The GLOBE Academy website within 24 business hours of the lottery.

ENROLLMENT PROCESS

Each parent/guardian of each student who has received a winning lottery number will receive notice of the winning drawing and an offer of acceptance. Parents/guardians will then have until 4:00 PM on the 14th day from the date of sending such notice and offer of acceptance in which to either accept or decline the offer. The applicant will have until 3:00 PM on the 21st calendar day beginning on the day following an offer acceptance to return all completed registration materials. Failure to submit the enrollment forms and documents by the deadline may result in the student's spot being forfeited and given to the next student on the waiting list. All requested documents are required as per DeKalb County Schools Student Registration requirements. If

The GLOBE Academy

the student is found to be ineligible for enrollment due to age or if the student resides outside the DeKalb County School District attendance zone, the student's spot will be forfeited. If any preference (sibling status, governing board or employee child, low-income status) given to a student at the lottery cannot be verified at the time of enrollment, the student's spot will be forfeited and the student will be moved to the end of the waiting list.

At the time of enrollment, the parent/guardian must submit the following:

1. Completed enrollment forms
2. Original or state-certified birth certificate or other acceptable age verification document as defined by DeKalb County Schools Student Registration Policy. A photocopy will be made and the original document will be returned to the parent.
3. Parent/guardian photo identification - Parent identification will be verified with the birth certificate. Proof of custody or guardianship will be required if not the birth parent.
4. Social Security Card or Social Security Card waiver. A photocopy will be made and the card will be returned to the parent.
5. Proof of Residency

Documentation proving residency within the DeKalb County School District attendance zone are required. Proof of residency may be established with the following documents:

- Current mortgage statement
- Current utility bill (Gas, water, or electric only. We cannot accept phone or cable bills.)
- In the case of a **Lease**, provide the following:
 - (i) Current lease
 - (ii) Current utility bill – gas, water or electric ONLY

Residency notes: Residency in the DeKalb County School District must be established as of the enrollment deadline and proper proof of residency must be submitted with enrollment paperwork. Residency must be with the primary or shared custodial parent(s) or legal guardian(s) -- not other relatives or friends. Residence must be student's primary home, not a rental property, place of business, etc. The residency document must show the name and service address of the parent/guardian. Ownership of property/land with stated intent to build and use as primary residence is insufficient. Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit. The parent/guardian and the adult owner/lessee of the residence must both present the Affidavit of Residence at the time of enrollment.

6. Certificate of Nutritional Screening and Eye, Ear, and Dental Examination (GA form 3300 – GA-DHR)
7. Certificate of Immunization (GA form 3231 – GA-DHR) or DPH affidavit of religious conflict

The GLOBE Academy

8. Sixth grade students must submit withdrawal paperwork from their previous school or a final 5th grade report card showing successful completion of 5th grade by July 15.

9. Proof of economically disadvantaged status for qualifying applicants. Failure to provide such documents will result in the student's spot will be forfeited and the student will be moved to the end of the waiting list.

All forms and documents must be submitted together at one time (except health/immunization forms and withdrawal paperwork for sixth grade which may have separate deadlines). No incomplete enrollment packages will be accepted.

Enrollment of Returning Students

The GLOBE Academy will publicize and announce enrollment procedures to the entire DCSD attendance zone, and each January will pre-enroll returning students. Any such student shall be permitted to be enrolled provided that: 1) the student meets age and residency requirements and his/her grade level is offered and 2) the student's re-enrollment form has been completed by the second Friday in February. The GLOBE Academy may reserve up to 2 (two) spots in the kindergarten class for children of full-time teachers, professionals or other employees of The GLOBE Academy. If these spots are not needed, any open spots will be offered to the first applicant(s) on the waiting list. The child of a governing board member or full-time employee of The GLOBE Academy may also be placed as "the 25th child" in first or sixth grade at the discretion of the Executive Director. Residency requirements do not apply to children of full-time employees of The GLOBE Academy.

The GLOBE Academy

10. Attach the charter school's annual calendar and the charter school's daily school schedule.

The GLOBE Academy | 2021-2022 CALENDAR | Board Approved 3/22/21

2-5 Offices closed/ Holiday
 12 AHOS report
 19 Coordinators Report
 26 Instructional Staff Report
 26-30 Preplanning Days

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Teacher Workday
 4 First day of 2nd Semester
 17 Dr. M. L. King JR. Day

2-3 Pre-Planning Days
 4 First Day of School

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21-22 February Break

6 Labor Day

SEPTEMBER '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 Teacher Workday

6-7 Conference Days
 8-11 Fall Break

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-8 Spring Break

2 Teacher Workday
 22-26 Thanksgiving Break

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Last day of School (Early Release Day)
 23 Post Planning Day/ Instructional Staff Last Day
 27 Coordinators Last day
 30 Holiday/ Offices Closed

17 Last day of 1st Semester(Early Release Day)
 20-31 Winter Break

DECEMBER '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 AHOS Last Day

1st & Last day of Semester
 Teacher Workday
 School Closed

87 Instructional Days

90 Instructional Days

THE GLOBE ACADEMY LOWER CAMPUS DAILY SCHEDULE

	Kindergarten		Grade 1		Grade 2		Grade 3
7:30-8:10	Arrival and Morning Work						
8:10-9:10	Morning Instructional Block ELA/Math/SS/Science		8:10-9:30 Morning Instructional Block ELA/Math/SS/Science		8:10-10:30 Morning Instructional Block ELA/Math/SS/Science		8:10-10:45 Instructional Block ELA/Math/SS/Science
9:10-9:25	Snack/Recess		9:30-10:25 Connections		10:30-11:00 Recess		10:45-11:15 Recess
9:30-10:30	Morning Instructional Block ELA/Math/SS/Science		10:30-11:15 Morning Instructional Block ELA/Math/SS/Science		Lunch		11:15-11:45 Lunch
10:30-11:25	Connections		11:15-11:45 Recess		11:30-1:00 Afternoon Instructional Block ELA/Math/SS/Science		11:45-12:00 RR/Transitions
11:30-12:00	Lunch and Class Transition		Lunch		1:00-1:55 Connections		12:00-12:55 Connections
12:00-2:05	Afternoon Instructional Block ELA/Math/SS/Science		12:15-2:35 Afternoon Instructional Block ELA/Math/SS/Science		2:00-2:35 Afternoon Instructional Block ELA/Math/SS/Science		1:00-2:35 Instructional Block ELA/Math/SS/Science
2:05-2:35	Recess						
2:35-3:10	Dismissal						

The GLOBE Academy

11. Attach a copy of a sample scope and sequence for a proposed course/grade level.
1st Grade Curriculum Map 2021-2022

	Fall		Winter		
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Reading	Building Good Reading Habits	Learning About the World: Nonfiction	Readers Have Big Jobs to do: Fluency, Phonics, & Comprehension		Meeting Characters
Read Aloud					
Writing	Small Moments: Writing with Focus, Detail, and Dialogue		NF Chapter Books	Writing Reviews	From Story to Nonfiction
Phonics	<u>Fundations</u> Letter-Keyword-Sound for consonants; short vowels; letter formation for lowercase letters Alphabetical order Initial, final, & medial sound manipulation Blending and reading three sound short vowel words Segmenting and spelling 3 sound short vowel words Concept digraphs, ck at end of words HF Words: the,a, and,is,his, of as,has,to,into,we,he,she,be, me,for,or <u>Heggerty</u> Rhyming -Rhyme recognition; rhyme production Onset Fluency -Consonants and vowels Blending - Compound words; syllables; onset-rime Isolating Final Sounds Segmenting - Compound words, syllables, onset-rime Adding -Compound words, syllables Deleting --Compound words, syllables	<u>Fundations</u> Spelling Rule: ff,ll,ss,zz Glued sounds: all, am, an -adding -s to words HF Words: you, your, I, they, was, one, said, from, have, do, does, were, are, who, what, when, where, there, here <u>Heggerty</u> Rhyming -Rhyme recognition; rhyme production Onset Fluency -Consonants and vowels & digraphs Blending - Body-coda; 2 & 3 phoneme words; digraphs Isolating Final Sounds; medial sounds Segmenting - 2 & 3 phoneme words; digraphs Adding -Initial phonemes Deleting --Initial phonemes -Substituting --Initial phonemes	<u>Fundations</u> Glued Sounds; ang, ing, ong, ung, ank, ink, onk, unk Consonant blends and digraph blends Blending and reading up to four sounds R controlled vowels - ar, - or, - er, -ir, -ur Closed syllable with short vowels Closed vs. open syllables Vowel team sounds - ai, ay, ee, ea, ey, oi, oy HF Words: would, could, should, her, over, number, say, says, see, between, each <u>Heggerty</u> Rhyming -Rhyme recognition; rhyme production Onset Fluency Consonant blends, digraphs, consonants and vowels Blending - -L blends, -s blends, -r blends; mixed blends Isolating Final Sounds; medial sounds Segmenting - L blends, -s blends, -r blends Adding -Initial phonemes	<u>Fundations</u> Segmenting and blending up to 5 sounds -ed, -ing with closed syllables Vowel teams - oa, oe, ow, ou, oo, ue, ew, au, aw CVC-e Long vowel sounds HF Words: any, many, how, now, down, out, about, our, friend, other, another, none, nothing <u>Heggerty</u> Rhyming -Rhyme recognition; rhyme production Onset Fluency Consonant blends, digraphs, consonants and vowels Blending - - mixed blends, -r controlled vowels, 3-5 phonemes with mixed vowels Isolating Final Sounds; medial sounds - r controlled; aw, au, ow, oo, oi Segmenting - -r controlled vowels; 3-5 phonemes with mixed vowels Adding -Final Phoneme and rime Deleting --Final phoneme and rime -Substituting --final phoneme	<u>Fundations</u> Syllable division Compound words Suffix -s, -ing HF Words: people, been, own, want, word, write, being, good, n <u>Heggerty</u> Rhyming -Rhyme recognition; rhyme production Blending - , 3-5 phonemes with mixed vowels Isolating Median and final sounds Segmenting - 3-5 phonemes with mixed vowels Adding -2nd letter blends Deleting ---2nd letter blends Substituting --vowels

The GLOBE Academy

	-Substituting --Compound words, syllables		Deleting --Initial phonemes -Substituting --Initial phonemes/ rimes		
Math	Sums and Differences to 10	Introduction to Place Value through Addition and Subtraction Within 20	Ordering and Comparing Length Measurements as Numbers	Place Value Comparison, Addition and Subtraction to 40	Identifying Compositions Partitioning
Social Studies	Continents and Oceans		Historical Figures		
Science	Weather & Seasons	Water	Light and Shadows	Sound	Magnets
Service Project/Field Trips			•	•	•
Performance Tasks					MiniMap

5th Grade Curriculum Map 2021-2022

	Fall		Winter		
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Reading	Interpretation Book Clubs: Analyzing Theme		Tackling Complexity: Moving Up Levels in NF (Possibly UTL NF)	Argument & Advocacy: Researching Debatable Issues	Fantasy
Read Aloud	Frindle				
Writing	Narrative Craft		Lens of History: Research Reports	Shaping Texts: From Essay to Narrative to Memoir	Research
Grammar/ Spelling	Abbreviations, Initials, Acronyms, and Organizations	Subordinate Conjunctions	Irregular verbs and verb tense	Prepositions and prepositional phrases	Interjections
Math	Place Value & Decimal Fractions	Multi-Digit Whole Number and Decimal Fraction Operations	Addition and Subtraction of Fractions	Multiplication and Division of Fractions and Decimal Fractions	Addition Multiplication and Volume
Social Studies	Citizenship - (CREST) 2 weeks	Turn of the Century (3 weeks) Some Economics here	WWI and the Great Depression	World War II (3 weeks) Cold War (2 weeks)	Economics (During G

The GLOBE Academy

			(4 weeks)		
Science	Earth and Changes over Time	Animal Classification and Genetics	Cells and Microorganisms)	Electricity, Magnetism and Changes in Matter	Constructive and Destructive Forces
Service Project/Field Trips	•	•	•	•	•

12. Attach a copy of the charter school's Student Code of Conduct.

The GLOBE Academy staff takes a positive approach to discipline that promotes teaching students to make good choices. This approach helps children develop the intrinsic decision-making skills that will keep them safe, happy, and successful in their life's endeavors.

GLOBE applies this approach through the following strategies and tactics:

- Constructing a positive, mutually supportive classroom culture
- Positive reinforcement of healthy class norms
- Specific and authentic encouragement
- Natural consequences to unacceptable behavior
- Individual discipline plans for those students who need a little more structure

GLOBE also follows the DeKalb County School's Code of Conduct.



Student and Family Handbook

The GLOBE Academy

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Volunteers 24 Grievances and Complaints 24

Contents

About The GLOBE Academy 3 Welcome 4 Vision, Mission, and Values 5

Vision 5 Mission 5 Values 5

GLOBE at a Glance 6 Board of Directors 7 Charter Information 7 Campus Locations and Hours of Operation 8

Lower Campus (K–3) 8 Upper Campus (4–8) 8

The Parent Experience 9 Calendar 10 Communication 10

Newsletters 10 Text Reminders 10 Contact Information 10 Telephone Use 10

Drop-off and Pick-up 11 Neighborhood Courtesies 11

Morning Drop-Off: Lower Campus 11 Morning

Drop-Off: Upper Campus 12 Pick-Up Protocols 13

ECP/Enrichment Pick-Up 13 Parking Protocols for Lower Campus - AM & PM

14

Lower Campus Pick-Up Zones 15 Upper Campus Pick-

Up Zone 16 Visitors 17 Pets 17 Parent/Teacher

Conferences 17 Inclement Weather 17 Illness, Injury, Health, and Wellness 18 Sick Policy 18 Immunizations

18 Hearing and Vision Screening 19 Medications at

School 19 Life-Threatening Allergies 19 Nut-Free

School Policy 20 Food in the Classroom 21 Healthy

Snacks 21 Safety 22

Fundraising 23 Parent Teacher Community Council

(PTCC) 23 PAC (Parent Action Committees) 23

The Student Experience 25 Dual Language Immersion 25

Constructivism 25 Reading and Writing Workshop 26

Grading 27

Standards-Based Grading System 27 Grade Level

Retention 28 Uniforms 29 Supplies 31 Classroom and

School Technology 31 Technology 31 Acceptable Use

Policy 31 Nutrition Program 34 Movies in the

Classroom 34 Extended Care and Enrichment 35

Before-Care Program: 7 a.m.–7:30 a.m. 35 After-Care

Program: Dismissal–6 p.m. 35 Enrichment Programs

35 Activities and Field Trips 36 Student Electronics 37

Lost and Found 37 Discipline 38 Maintaining School

Property 38 Support and Assessment 38

Enrollment and Attendance 39 Enrollment and Attendance

Zones 40 Proof of Residency 40 Change in Student

Information 40 Lottery 41 Withdrawal From School 41

Attendance 42

Absences 42 Late Arrival 42 Early Checkout 42

Truancy 42

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About The GLOBE Academy

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Welcome

Dear GLOBE community,

¡Bienvenidos! Bienvenue! 歡迎!

Welcome to The GLOBE Academy — and welcome home!

As we enter a new normal, after a year shaped by a global pandemic, all of us at GLOBE are laser-focused on creating the best learning environment for our students, while protecting the health and wellness of our whole community. We are eager to advance our aim of creating globally minded citizens, through a successful language immersion program, a diverse and dynamic school culture, and a thoughtful plan for ensuring the success of the school for the years to come.

Please take a look through this handbook for answers to your questions about how things work at GLOBE, and keep it handy for easy reference throughout the year. (We'll also have it available on our website.) If you have any questions, please don't hesitate to reach out to us.

We are thrilled to have you as part of our GLOBE family and hope you share in our excitement for the year ahead.

Sincerely,

Christi Elliott-Earby
Executive Director

Vision, Mission, and Values

The GLOBE Academy's vision reflects the purpose of our academic endeavors and serves as our roadmap to that purpose. Our core values drive our daily steps toward our ultimate goal: to create a vibrant, dynamic, and unique learning experience that engages every student, stimulates their intellectual curiosity, and facilitates academic excellence and achievement. To those ends, our vision and mission are:

Vision

To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.

Mission

The GLOBE Academy fosters Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential learning model and a constructivist approach, GLOBE inspires students to be high-performing, lifelong learners equipped to make a positive impact in the world.

Values

The GLOBE Academy's core values are expressed in the acronym CREST: Community, Respect, Empathy, Sustainability, and Trust. These values are expected of the governing board, faculty, staff, parents, and students. They are woven into daily life at GLOBE and incorporated into the curriculum.

- **Community:** We are inclusive, and we nurture and support one another.
- **Respect:** We treat ourselves and each other with kindness and dignity.
- **Empathy:** We strive to understand and share the feelings of others.
- **Sustainability:** We aim to conserve our resources for optimal use in the present and future.
- **Trust:** We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.

GLOBE at a Glance

- **Opened:** 2013–14 school year
- **Type:** Free public charter school in DeKalb County, Georgia
- **Admissions:** By random lottery for students in the DeKalb County School District
- **Students:** Approximately 1,100

- **Grades:** Kindergarten through 8th Grade
- **Maximum Class Size:** 24
- **Maximum Student-to-Teacher Ratio:**
excluding teaching assistants, who are shared among classes

Grade	Student-to-Teacher
K–2	Ratio 1:12
2–7	1:24

- **Curriculum:** Georgia Standards of Excellence, Georgia Frameworks
- **Instructional Approaches:** Dual-language immersion, constructivism, reading and writing workshop
- **Languages Offered:** French, Mandarin, and Spanish

• School Hours

	Lower Campus	Dismissal:	2:40 p.m.
Drop-off:	7:30 a.m.	Upper Campus	7:30
Start Time:	8:10 a.m.		
	8:00 a.m.		
	3:15 p.m.		

- **Lunch Program:** Healthy lunch program available to all students
- **Parent Engagement:** Active Parent Teacher Community Council (PTCC)

Board of Directors

GLOBE's Board of Directors is charged with the management of The GLOBE Academy and must pursue such policies and principles in accordance with law, the provisions of the Articles of Incorporation, GLOBE Bylaws, and any written charter entered into by the Board.

As trustees of public funds, the Board of Directors is responsible for ensuring the school's long-term financial stability and integrity of the charter. The board sets the strategic plan and is responsible for overseeing the effective, faithful execution of the school's mission. In order to fulfill these obligations, board members pledge to contribute needed resources and talents.

Please visit theglobeacademy.org/board-of-directors for more specific information regarding the duties and obligations of the Board of Directors, as well as a list of current members.

Charter Information

Georgia law grants groups the right (or "charter") to start new public schools that report to the local school district and to their own independent governing boards. By freeing charter schools from many of the constraints of traditional public schools, charter school law in Georgia intends for charter schools to "increase student achievement through academic and organizational innovation." Charter schools are public schools funded through state and local sources.

The current GLOBE charter agreement runs from July 2018 through June 2024. Please visit our website to view the [complete charter agreement](#).

Campus Locations and Hours of Operation

Lower Campus (K–3)

2225 Heritage Drive NE, Atlanta, GA 30345
Phone: 404-464-7040

Lower Campus School Begins: 8:10 a.m.
Lower Campus Dismissal: 2:40 p.m.

Lower Campus Office Hours: 7:30 a.m.– 3:30 p.m.

Upper Campus (4–8)

4105 Briarcliff Road, Atlanta, GA 30345
Phone: 470-355-4422

Upper Campus School Begins: 8:00 a.m.
Upper Campus Dismissal: 3:15 p.m.

Upper Campus Office Hours: 7:30 a.m.– 4 p.m.

The Parent Experience

Calendar

The GLOBE Academy follows the DeKalb County School District calendar, with a few exceptions. Please refer to our website for changes or updates in the [school calendar](#).

Communication

The GLOBE Academy

The most critical way parents and families can and should be involved in their students' school experience is through staying informed about school activities. Please read all correspondence sent from the school, whether via the student, through the mail, or electronically.

Newsletters

Each week, a newsletter with important news and information is sent via email to the entire school community; it is also posted on the school's parent portal at theglobeacademy.org. Please subscribe to the newsletter [here](#).

Parents will also receive weekly classroom newsletters from each of their child(ren)'s teachers.

Text Reminders

Please join Remind, a texting service for critical reminders and emergencies. To join, simply end a text message to 81010 with the message "@globers".

Contact Information

For staff contact information, visit theglobeacademy.org/staff. Please note it may take up to 24 hours to receive a response from individual staff members. If the matter is urgent, please call the front office or email lcfrontoffice@theglobeacademy.net or ucfrontoffice@theglobeacademy.net.

Telephone Use

Students may only use the school phones in case of an emergency and only with permission of faculty and staff. Parents/guardians should not call school during the day with messages for students unless it is an emergency.

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Drop-off and Pick-up

Please follow the following procedures in order to help drop-off and pick-up run safely and efficiently.

Neighborhood Courtesy

Please respect GLOBE's neighbors in the community by obeying all speed and parking regulations and by not blocking driveways or mailboxes.

Morning Drop-Off: Lower Campus

Morning drop-off at Lower Campus (LC) occurs from 7:30 a.m. to 8:10 a.m. at the main entrance.

For morning drop-off, please do not use Heritage Drive from the Briarcliff side (east of GLOBE). Instead, approach the school as follows:

- From south of GLOBE, use Fisher Trail/Meadowvale Drive, which becomes Heritage Drive.
- From north of GLOBE, use Briarwillow or Oakawana to Heritage Drive.

Drop-off will close promptly at 8:10 a.m. After that time, parents must enter the school to sign students in at the office as tardy. See Attendance section for more information.



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Morning Drop-Off: Upper Campus

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Morning drop-off for Upper Campus (UC) occurs from 7:30 a.m. to 8:00 a.m. at the gym entrance.

- Enter the lot at either the middle or far right driveway.
- Turn to the RIGHT to go around the parking lot and then along the back of the building.
- Pull forward to the sidewalk by the gym door.
- Turn RIGHT to exit the driveway and turn RIGHT on Briarcliff Road. No LEFT turns are permitted onto Briarcliff.

Drop-off will close promptly at 8:00 a.m. After that time, parents must enter the school to sign students in at the office as tardy. See Attendance section for more information.



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Pick-Up Protocols

- At Lower Campus, pick-up time is from 2:40–3:10 p.m. At Upper Campus, pick-up time is from

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3:15–3:35 p.m.

- If a child is being picked up before normal school dismissal, they must be picked up before 2:10 p.m. at Lower Campus and before 2:45 p.m. at Upper Campus; after this time, parents are asked to wait until normal dismissal time to pick children up.
- All GLOBE families (walkers, drivers, Extended Care Program, and Enrichment) will be assigned a pick-up number and a zone. They will also be issued a formal GLOBE Car Tag, which must be presented at pick-up, regardless of whether the child is a walker, takes a bus, leaves by car, or stays after school for Enrichment.
- If caretaker/family/bus does not have a GLOBE Car Tag, they will be required to park and enter the main office to show identification. If the person's name is listed as being allowed to pick up the child, a sticker will be issued to show the staff that the student can be released.
- If the child is riding home with another family on a given day, their parent must notify the front office and the child's teacher by 2 p.m. that day. The family picking up the child must have the child's pick-up number. (Note: A GLOBE Car Tag is not required for a one-time pick-up, as long as written permission has been provided.)
- If the child is not staying for ECP/Enrichment on a particular day and will be dismissed to their assigned zone, parents must email their teacher and the front office by 2 p.m. that day. Should a parent/guardian forget to do this by 2 p.m., they must park their car and come to the front office to be cleared for pick-up.

For safety's sake, it is critical that parents report any variation from a student's normal pick-up routine to the front office and the student's teacher. Written permission from the parent/guardian must be provided if a student is to leave school with anyone who is not the student's parent or legal guardian; picture identification may be required for verification before the student is released.

ECP/Enrichment Pick-Up

Parents must present their official GLOBE Academy Car Tag to pick up their child(ren) from Extended Care or Enrichment.

Parking Protocols for Lower Campus – AM & PM

There is NO

PARKING in the following locations:

- On Heritage Drive, Briarwillow Drive, or Flagpole Roundabout from 2:00 p.m. to 3:10 p.m.
- Directly in front of the school on Heritage Drive
- In fire lanes in the main parking lot
- In “No Parking” zones
- In front of driveways
- Blocking mailboxes

If a parent/guardian is parking their car and walking to drop off or pick up their child, parking is permitted along Fisher Trail or anywhere beginning at the corner of Sundown Drive and Meadowvale Drive in the direction of Fisher Trail.



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Lower Campus Pick-Up Zones

For Zone A (Blue) — that is, all carpools with a kindergartener — pick-up takes places at the main entrance.

- Everyone must enter and exit via Heritage Drive.
- Turn right into the main entrance parking lot, and exit by turning left onto Heritage Drive.
- Wait at the entrance to the main parking lot until cued by staff to move into the parking lot.
- Zone A (Blue) walkers will pick up their child(ren) at the lower set of side doors on Heritage Drive.

For Zone B (Green) — that is, all carpools without kindergarteners — pick-up takes place at the flagpole lot.

- Everyone must enter and exit from the direction of the park. Enter by turning left into the flagpole parking lot; exit by turning right in the direction of the park.

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- Wait at the corner of Heritage and Briarwillow until cued by staff to move.
- Zone B (Green) walkers will pick up their child(ren) at the lower set of side doors on Heritage Drive.



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Upper Campus Pick-Up Zone

- Enter the lot at the middle driveway.
- Turn right to go around the parking lot.
- Pay attention to cones and to staff members, who will line up the cars in the main lot.
- The carpool line will form in single file at the gym entrance.
- At 3:15 p.m., the carpool line will proceed around the back of the building.
- Once loaded, cars will be dismissed to exit in groups of six.
- Parents should remain in line until their car is dismissed.
- Due to the large number of students at Upper Campus, GLOBE requests that all car riders be dismissed

through the carpool line. There is not space in the parking lot for parents to “park and walk.” • Walkers are dismissed from the double doors by the auditorium at 3:15 p.m. and walked to the crosswalk at Briarcliff and Shallowford. Parents who want their children to walk must complete a walking release form each school year.



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Visitors

The following is our normal visiting policy, but please see additional [COVID guidance](#) until further notice.

- At both campuses, all visitors and parents must enter through the main doors and are required to sign in at the school front office and wear a visitor's tag, which must be worn while on school grounds.
- Parents are welcome to come and eat lunch with their child. However, parents and other visitors may not visit the classroom without an appointment or a volunteer task.
- If you need to speak to a teacher or Head of School regarding your child, please email or send a note to the teacher, or call or email the front office, asking for a conference.

- Parents may escort children to the classroom on the first day of school only.

Pets

Animals are not permitted anywhere on either campus unless they are certified service animals.

Parent/Teacher Conferences

Conferences take place following the distribution of progress reports in October and March and provide an opportunity to discuss students' progress.

All elementary school parents are asked to have a conference during the first semester. During the second semester, parents will be contacted to schedule a conference if their student is not meeting standards or if there are other issues to address. Therefore, not all parents will be invited to have a March conference.

Middle school parents will have the opportunity to sign up for fall conferences, but time slots will be prioritized for students in high need. All parents may request a conference with their child's teacher at any time by contacting the teacher via email or phone.

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the safety of students and staff.

If a potentially hazardous event occurs prior to the beginning of the school day, parents are asked to listen to radio or television broadcasts or to check the Internet (local news networks, school webpage, social media, etc.) for further information. GLOBE follows DeKalb County decisions on weather emergencies. If emergency early dismissal is necessary, the school will contact parents with dismissal instructions.

Weather notifications will be delivered via Remind, GLOBE's text message notification service. To enroll, simply text @globers to 81010.

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Illness, Injury, Health, and Wellness

Please see [COVID protocols and communications](#) until further notice.

Sick Policy

When a child becomes ill at school, GLOBE contacts the parents immediately so that the child can be picked up within one hour. This ensures prompt medical attention when necessary and minimizes the spread of infection and communicable diseases. If the illness is contagious, per health department guidelines, a doctor's note is required before the student is allowed to return to school.

Please keep contact information updated on school records to include current phone numbers for home, work, cell, and a nearby friend or relative. The child may return to school 24 hours after their symptoms have subsided without the use of fever-reducing medication.

To prevent the spread of illness, please **keep children at home** if any of the following symptoms are present:

- Fever – 100.4°F or greater.
- Vomiting – two or more occasions within the past 24 hours.
- Diarrhea – three or more watery stools, or any bloody stool, within the past 24 hours.
- Cough persistent, productive cough
- Rashes – especially with fever or itching.
- Eye discharge or conjunctivitis (pink eye) – eye is not clear or 24 hours has not passed since antibiotic treatment began.
- Change in behavior – child expresses not feeling well and/or is not able to keep up with program activities.
- Head Lice – Live bugs are present and/or head has not yet been treated (chemically or manual extraction)

Immunizations

The GLOBE Academy follows DeKalb County requirements for childhood vaccinations.

Georgia law requires children attending daycare or school to be protected from certain vaccine preventable diseases. The DeKalb County Board of Health offers vaccines to protect children and prepare them for school at clinics throughout the county.

Georgia law states that parents who move to Georgia from another state and enroll their child in a Georgia school for the first time must provide the child's daycare center or school with a Certificate of Immunization (Form #3231) within 30 days of enrollment. This certificate verifies that the child has received the immunizations recommended for his/her age. Parents can obtain this certificate from the child's private physician or the DeKalb County Board of Health. Parents should bring a complete record of the child's immunizations in order to complete the certificate. For more details, call the DeKalb County Board of Health immunization information line at (404) 294-3762 or call a local health center.

Hearing and Vision Screening

Periodically during the school year, students' hearing and vision will be tested by qualified professionals. If any screening indicates that further diagnosis is needed, parents/guardians will be advised immediately.

Medications at School

To ensure the health and safety of children requiring any medication during the school day, the following procedures must be followed:

- Physician's Request for Administration of Medication Form must be signed by the child's physician and parent/guardian. This form is necessary for all medications including over the counter and prescription. The medication form should be taken to the child's licensed prescriber (doctor, nurse practitioner) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.
- All medication must be brought to school by an adult in a pharmacy or manufacturer labeled container that is properly labeled with the child's name.
No student may carry either prescription or over-the-counter medication, including inhalers and EpiPens, at school without the permission of the GLOBE nurse/administration.
- Self-administration of inhalers and EpiPens are allowed when approved by the student's physician, parent(s)/guardian(s), and GLOBE office staff/nurse.

Life-Threatening Allergies

The parents of any student with a life-threatening allergy should inform the school nurse or administration of the child's allergies prior to the opening of school (or as soon as possible after a diagnosis). At that time, the parents must meet with the school nurse or administration to develop an Allergy Action Plan/Individual Health Care Plan for the student; the parents will also be asked to provide medical information from the child's treating physician to help formulate that plan.

The Allergy Action Plan/Individual Health Care Plan will be reviewed by the school nurse or administration, the student's parent(s)/guardian(s), and the student's primary care provider and/or allergist. It will be signed off on by the child's physician, indicating that they deem it to be adequate. Multiple copies of the Allergy Action Plan/Individual Health Care Plan will be kept readily available at the school, including in the clinic, in the main office, in the student's homeroom, and in the homeroom teacher's emergency binder/backpack.

EpiPens will be available in the nurse's office, and those prescribed for individual students will be kept in that child's homeroom emergency backpack or, with permission, carried by the child at all times.

Staff will be trained to identify and respond to reactions from life-threatening allergies, including the use of EpiPens. Any staff involved with students who have life-threatening allergies will be informed of the allergies by the parents and provided information from the Allergy Action Plans. These staff will take steps to ensure that their classrooms and instructional areas are as allergen-free as possible.

During lunch, GLOBE will encourage "no food trading" and "no utensil sharing" to minimize accidental exposure to allergens.

In addition, parents should do the following:

- Provide the school nurse with sufficient up-to-date emergency medications (including EpiPens), so they can be placed in all required locations for the school year.
- Complete and submit all required medication forms.
- Provide a Medic ALERT ID for their child.
- Notify the school nurse of upcoming field trips as soon as possible, and provide EpiPens to be taken on field trips.
- Encourage their child to wash hands before and after handling food.
- Teach their child to recognize the first symptoms of an allergic/anaphylactic reaction and to, as soon as they feel a reaction starting, communicate it clearly with a staff member.
- Encourage their child not to share snacks, lunches, or drinks.
- Encourage their child to take as much responsibility as possible for their own safety. • Help their child understand the seriousness of allergies and the potential consequences of children with allergies by being exposed to allergens.

While GLOBE cannot guarantee an allergen-free environment or prevent harm during an emergency, GLOBE works diligently to minimize the risk of exposure to food allergens, educate the community of the seriousness of the matter, and maintain school-wide protocols for handling emergencies.

Comprehensive school-wide efforts are designed to prevent any occurrence of life-threatening allergic reactions, prepare for any such allergic reactions, and respond appropriately to any allergy emergencies that arise.

Nut-Free School Policy

GLOBE is committed to offering safe educational environments for all students, including those with life-threatening food allergies. Because many students have life-threatening anaphylactic allergies to peanuts and tree nuts, nuts are not permitted at school.

Students who have documented anaphylactic reactions to peanut butter and other nut-related products can react not only by ingestion but also by contact with nuts. This means that just by touching a small amount of peanut or tree nuts, these children could suffer a severe or life-threatening anaphylactic reaction, possibly leading to death. It is incumbent upon the whole GLOBE community to help minimize such risks.

Additional guidelines are as follows:

- No peanut butter or products containing peanuts or tree nuts will be permitted at GLOBE during school, at before- and after-school functions, or on field trips.
- If a food containing peanut butter or nuts is brought in, the food will be Ziploc bagged, labeled with a reminder, and sent home with the child at the end of the day to enjoy outside of school. • All food offered at school activities (including extended care and enrichment) will not contain nuts. • Teachers will not be doing any classroom projects that involve nuts or nut shells.

Food in the Classroom

Food can be an important part of the curriculum for learning about other cultures, the environment, and healthy lifestyles. If teachers include food as part of a lesson (e.g., planting vegetables and herbs in the school garden and then sampling the produce), they will work to avoid known food allergens and will notify all parents of the lesson at least one week in advance.

Birthday Parties

Teachers are encouraged to recognize student birthdays in a creative manner that is meaningful to the child but does not infringe upon instructional time. Parents may not send sugary snacks like cupcakes to school for birthday celebrations. Some teachers allow parents to bring in a healthy group snack, like fruit; other teachers, because of food allergies, request non-food celebrations, like a piñata (with inedible prizes only), a special book, a favorite song, etc. Parents must work with the teacher ahead of time to discuss what the parent would like to bring and to get the teacher's approval.

School-wide Celebrations

The GLOBE Academy hosts many school-wide celebrations involving food on evenings and weekends (summer picnic, fall festival, family potluck, etc.). Both campuses continue to be nut-free campuses during these events, so please do not bring food containing peanuts or tree nuts.

Healthy Snacks

Students are encouraged to bring healthy, non-sugary snacks with them to school daily to eat during times designated by the teacher. Because sugary snacks have been proven to negatively affect children's attention, mood, and ability to focus, GLOBE does not allow children to bring such snacks to school. Please see the student's teacher for more specific guidelines.

Safety

Security and Emergency Procedures

During the school day, at both campuses, one front door will be the sole entrance for students and families. Visitors will need to ring the security buzzer to enter the school. All visitors must sign in and out.

Emergency exits have been identified for each room. Maps indicating these exits will be posted in the rooms. Regular emergency drills—including fire, tornado, and lockdown drills—will take place during the year at both campuses.

All areas of GLOBE campuses are on an intercom system. Teachers are issued walkie-talkies for daily dismissal and emergencies.

Searches by School Personnel

In accordance with state and federal law, should a school staff member have reasonable suspicion that a crime or violation of school rules has occurred, the school staff member has the authority to conduct an appropriate search.

Reasonable suspicion is defined to mean that the person initiating the search has a well-founded suspicion — based on objective facts that can be articulated — of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

If reasonable suspicion exists, and if the school staff can justify the search at its inception, a reasonable search can be conducted to prove or disprove the stated suspicion.

Student lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material that violates school rules, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the school authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. The school does not need reasonable suspicion to utilize drug sniffing dogs.

Students or student property may be searched based on reasonable suspicion of a violation of school rules, policy, or state law. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, preferably both the individual conducting the search and the witness will be of the same gender as the student. Students may be asked to empty pockets, remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be

contacted.

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Fundraising

Throughout the year, GLOBE conducts fundraising efforts to supplement the funding we receive from the state and county. Such fundraising efforts also allow GLOBE to maintain GLOBE facilities and deliver an exceptional educational experience for all students.

Fundraising opportunities take place throughout the school year and are led by the Board of Directors' Development Committee and the PTCC, with a goal that 100% of families will contribute. What GLOBE asks is that families give what they can, with the understanding that their child's education is the best investment they will make.

Visit the [fundraising](#) section of GLOBE's website for the various ways families can give to GLOBE.

Parent Teacher Community Council (PTCC)

The PTCC's vision is to be an engaged community that supports the learning environment and unique culture of GLOBE. Participation in the PTCC is open to any parent/guardian with children attending GLOBE, GLOBE faculty and staff, and members of the greater community who are supportive of the vision and mission of The GLOBE Academy. All are welcome and encouraged to get involved.

The PTCC is supported by a non-for-profit foundation and as such is entrusted with fundraising and event responsibilities on behalf of GLOBE. The PTCC leadership team consists of four officers (two co-chairs, a secretary, and a treasurer), two representatives of each of the five Parent Action Committees (PACs), two teacher representatives, and two community stakeholders appointed by the Head of School. The PTCC is empowered to raise and spend raised funds for sustaining and improving GLOBE. The PTCC provides resources for improvements to The GLOBE Academy including but not limited to, faculty, facilities, technology, teacher, and program improvements.

The PTCC aggregates reports of the activities and plans of each PAC and reports them to the Governing Board for appropriate evaluation and action. The PTCC is not empowered to enter The GLOBE Academy into contracts of any kind, represent GLOBE in any official communications through any media format, or make any substantive change to any school activity governed by the school's charter. Please see the [PTCC section of GLOBE's website](#) for more information.

PAC (Parent Action Committees)

PACs are workgroups of the Parent Teacher Community Council (PTCC). PACs are narrowly focused groups of parents charged with tackling specific challenges or planning specific aspects of GLOBE growth and development. PACs meet regularly and are open for any parent to join. PACs are dynamic and subject to change in response to changing conditions. Please consult the [PTCC section of GLOBE's website](#) for more information on joining a PAC.

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Volunteers

Research has shown that children who see their parents and guardians engaged in their school perform better in school. Family involvement, therefore, is a critical element of the GLOBE experience.

Participation at every level is welcome, but each family at GLOBE is requested to perform a minimum of 10 volunteer hours per year. This includes, but is not limited to, helping the teacher with class projects, chaperoning field trips, volunteering at school events, helping at school grounds workdays, serving on PTCC planning committees, and more. Many volunteer opportunities can be done from home, in the evenings, or on weekends.

After you volunteer, please log your hours at theglobeacademy.org/volunteer. Families will receive an updated volunteer hours report at the end of each semester. Grandparents, nannies, etc. are welcome to participate and will count towards the family's 10 volunteer hours.

Grievances and Complaints

When any member of The GLOBE Academy community has a complaint or grievance, the Grievance and Complaint Policy and Procedures are to be followed in order to best resolve the conflict. The GLOBE community includes but is not limited to students, parents, employees, and independent contractors.

Complaints or grievances could include a matter of school policy or procedure, concern over the actions of another community member, or a serious misunderstanding that develops between or among parties at The GLOBE Academy.

A detailed description of The GLOBE Academy's Grievance and Complaint Policy and Procedures can be found [here](#).

The Student Experience

Dual Language Immersion

The GLOBE Academy is a dual language immersion school which means that half of a student's instruction time is in English, and half is in a foreign language. Children are assigned to a homeroom with other classmates and have a "partner" class. In Grades K–5, children spend the entire day in English or the foreign language and switch every other day.

GLOBE offers three language tracks: French, Spanish, and Mandarin. Upon enrollment, each student is assigned to a language track and stays in that language track throughout their time at GLOBE. Families who speak the foreign language at home or children who have attended a language immersion preschool are considered heritage speakers and are given preference for that language.

In middle school, the dual language immersion model ends. Students switch classes for all subjects, taking a high-level language course for high school credit.

In addition to learning another language, students are introduced to life in other countries through regular interaction with teachers, parents, and community members from other cultures, as well as through school-wide cultural celebrations and service-learning projects.

Constructivism

Teaching and Learning practices at GLOBE are guided by a constructivist theory of learning that places students at the center of their learning in a hands-on way. Students are active participants in their learning experiences, which guide them toward demonstration of mastery of higher-order concepts and skills. This approach does not rely on textbooks, worksheets, or ample homework; rather, it is driven by rich and engaging standards-driven projects and learning experiences that help students demonstrate understanding and develop meaningful skills.

Constructivist Theory is grounded in the work of developmental psychologist Jean Piaget and requires a student-centered approach to teaching and learning. According to Black and Ammon (1992), constructivism in the educational area is "more concerned with understandings achieved through relevant experience than with accumulated facts received from others." Thus, students learn by engaging in their environment and with adults and peers. Instructional activities are relevant and varied, encouraging active participation as teachers serve primarily as facilitators and conduct questioning sessions to encourage student inquiry, elicit student responses, and probe for deeper understanding.

One way to understand constructivism is to distinguish it from a traditional learning environment, in which students are considered receptacles of information. In such settings, teachers are the keepers and disseminators of information. Teachers in constructivist settings, on the other hand, present children with tools for inquiry and teach them to link their individual interests and affinities to learning. This allows

children to construct their own knowledge base. GLOBE believes that this is the proper foundation for lifelong learning. The faculty encourage children to be curious, critical thinkers equipped to advance their learning within or outside of any structured learning environment.

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Reading and Writing Workshop

The GLOBE Academy uses best practices of the Reading and Writing Workshop developed by Lucy Calkins at Teachers College, Columbia University.

GLOBE's students are involved in authentic reading and writing experiences that focus on the strengths and needs of each child.

Teachers use a "mini-lesson" to introduce new concepts in reading and writing skills. Students then work individually or in small groups on assignments specific to their reading and writing level. The act of reading independently and writing independently in the classroom is key to developing literacy skills. During work time, teachers work with students one-on-one or in small groups, guiding the work and providing feedback. Teachers closely monitor each student's individual progress in order to select books and assignments that are appropriate for their level.

Not only are students developing their reading and writing skills through these workshops, but they are also actively engaging in the learning process and well on their way to becoming lifelong readers and writers.

Grading

GLOBE does not use numbers, ranks, or traditional A–F grades for grades K through 5. Instead, student academic performance is documented in relation to a student's progress towards the standards for each performance area at each grade level.

As students transition to middle school (grades 6–8), standards-based assessments are concurrently scored with letter grades. This allows grades to be entered into the county grade recording system, Infinite Campus*, in preparation for high school. Detailed information regarding the breakout of GLOBE's grading system is communicated to families prior to the first reporting period.

Four times a year — in October, December, March, and May — students and families in grades K–5 receive standards-based reports. These reports provide academic and related information on a student, so that support and attention may be enhanced, maintained, or altered to help the student maximize their growth and learning. They deliver a detailed picture of a student's performance in each subject area or class, through a narrative that describes the student's skills and habits relative to the class and/or the Common Core Georgia Performance Standards (CCGPS) for the course.

Reports sent home in October and March are progress reports, while those sent in December and May reflect the entire semester.

*Please email registrar@theglobeacademy.net for information regarding parent access to Infinite Campus.

Standards-Based Grading System

Standards-based assessment provides an accurate snapshot of student abilities based on the standards for which they are accountable at their grade level. The following scale is used:

- 4 – Has demonstrated advanced, in-depth understanding of the standard. (I know it even better than my teacher taught it.)
- 3 – Has demonstrated a complete understanding of the target learning goal. (I know it just the way my teacher taught it.)
- 2 – Has demonstrated a simple understanding of the target learning goal. (I know some of the simpler stuff but can't do the harder parts.)
- 1 – Is able to partially demonstrate understanding with assistance. (With some help, I can do it.) •
- 0 – Is not successful with the learning goal, even with assistance. (Even with help, I can't do it.)

In order to report grades to the school district and for traditional transcript purposes, the school reports Meets Expectations (M), Exceeds Expectations (E), or Needs Improvement (N) to the county and state.

Grade Level Retention

The purpose of promotions and retention is to provide maximum consideration for the long-term welfare of the student and to provide an opportunity for each student to progress through school according to their own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another, upon completion of satisfactory work; however, a student may be retained when their standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention typically occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the Head of School. If parents/guardians do not agree with the decision of the HOS, an appeal may be made in writing to the Board. All appeals must be requested within two (2) weeks after the close of school.

Uniforms

Students at The GLOBE Academy are required to wear uniforms. School uniforms provide a sense of community and help ensure safety by making it easier for faculty and staff to identify students. GLOBE's uniform policy does not require uniforms to be purchased from a particular vendor.

Any item worn in the building during the school day must comply with the uniform policy. A student arriving at school out of dress code will be held in the school office until appropriate clothing is brought to school for them.

The details of the uniform policy are on the chart that follows. Additionally, note that all clothing items must be solid color and free of wording, designs, stripes, or patterns. Logos may be no larger than 2" x 2".

Uniforms

TOPS	Navy White Light blue Spirit wear • K–5: Fridays only • 6–8: Every day Short- or long-sleeved polo shirts. If a child is cold and requires an extra layer in class, that garment must be solid grey, navy, white, or light blue.
BOTTOMS	Navy Khaki Light blue – dresses only Blue jeans • K–5: Fridays only; must be paired with spirit wear top • 6–8: May be worn daily; jeans may not have lace, rivets, patches, or other adornments, and may not be torn or ripped. Navy White Black Jumper or collared knit dresses* Shorts* Pants** Skirts/skorts* *Shorts, skirts, and dresses must be no shorter than the longest fingertip when a student's arms are fully extended at the sides of the body. **Avoid excessively tight or baggy pants. Jeggings/leggings may not be worn as pants. Tube or knee socks Tights Leggings (as under layer)
HOSIERY	

SHOES	White Black Gray Brown Navy Canvas or leather sneakers (preferred) Saddle shoes Boat shoes/Merrill-type Mocs Mary Janes Boots (winter) Backless shoes (clogs, Birkenstocks, Crocs, etc.), beach shoes, flip-flops, sports sandals, Heelys, and light-up shoes are not permitted. Shoes must have non-marking soles.
ACCESSORIES	Small necklace Simple ring Wristwatch Tiny, plain, non-dangling earrings (no larger than ear lobe, no hoops) No hats.

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Supplies

Parents/guardians should refer to [GLOBE's website](#) or consult with their child's teacher for information about the school supplies they are expected to provide. Such supplies will need to be brought to school by the first day of school.

If the cost of school supplies presents a financial hardship, parents or guardians may confidentially email The GLOBE Academy Executive Director Christi Elliott-Earby at celliottearby@theglobeacademy.net.

Classroom and School Technology

Technology

The GLOBE Academy

Technology is used as a learning tool throughout The GLOBE Academy. Monitored computer access is available to students in the library media centers, in labs, and in the classroom through laptops, tablets, and Smart Boards.

By virtue of using a school computer, network, or online tool, GLOBE students and parents agree to abide by GLOBE's acceptable use policy.

Acceptable Use Policy

GLOBE offers Internet access for student and staff use at school, and various online tools for staff, student, and parent use. This policy is the Acceptable Use Policy for use of online tools and Internet use at GLOBE.

The Internet system and online tools have been established for a limited educational purpose to include classroom activities and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum, and GLOBE has the right to place reasonable restrictions on the material students access or post, the training students need to have before they are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Georgia. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying.

Access to the Internet is available through this school only with permission of the Head of School or their designee and the student's parents. This policy applies to the use of school equipment at school, or the use of services established or maintained by the school which may also be used off property.

Personal Safety

- Students will not post contact information (e.g., address, phone number) about themselves or any other person.
- In general, students will not interact online with anyone they do not know personally. They will not agree to meet with someone they have met online without their parents' approval. Any contact of this nature or the receipt of any message a student feels is inappropriate or makes them feel uncomfortable should be reported to school authorities immediately.

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Illegal Activities

- Students will not attempt to gain unauthorized access to GLOBE's computer system or go beyond their authorized access by entering another person's account number or accessing another person's files.
- Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students will not use GLOBE's system to engage in any other disruptive or illegal act, such as cyberbullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to

prevent others from being able to use their accounts. Under no condition should students give their password to another person.

- Students must immediately notify a teacher or the system administrator if they identify a possible security problem. They should not look for security problems; this may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by following virus protection procedures when downloading software.

Inappropriate Language

On all uses of the Internet, whether in application to public or private messages or material posted on web pages, students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person by a persistent action that distresses or annoys another person, and they must stop if asked to do so.

Respect for Privacy

- Students will not repost a message that was sent to them privately without permission of the person who sent the message.
- Students will not post private information about themselves or another person.

Respect for Resource Limits

- Students will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
- Students will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).

Plagiarism and Copyright Infringement

- Students will not plagiarize materials that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If they are unsure whether they can use a work, they should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.

Inappropriate Access to Material

- Students will not use the organization’s computer system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other

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people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parent approval.

- If a student mistakenly accesses inappropriate information, they should immediately tell their teacher or another staff member. This will protect them against a claim of intentional violation of this policy.
- Parents should instruct their child(ren) if there is additional material they think would be inappropriate for him or her to access. The school fully expects that students will follow their

parents' instructions in this matter.

Students' Rights

- **Free Speech:** Students' right to free speech, as set forth in the school disciplinary code, applies also to their communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict students' rights to free speech for valid educational reasons. The school will not restrict rights to free speech on the basis of its disagreement with the opinions expressed.
- **Search and Seizure:** Students should expect no privacy of the contents of their personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that they have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that a student has violated this acceptable use policy, the school disciplinary code, or the law.
- **Due Process:** The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the organization's Internet system. In the event of a claim that a student has violated this policy, the school disciplinary code, or the law in a student's use of GLOBE's system, they will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on their Internet use.

Other Acknowledgments

The school makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. The organization will not be responsible for any damage a student may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Anyone caught breaking these rules will be subjected to disciplinary procedures depending upon the severity of the infraction. Additionally, any student caught intentionally damaging or vandalizing a school computer may be disallowed from utilizing computer resources. Any such act may also result in partial or full restitution being required by the student and/or family.

This year, all GLOBE students are eligible to receive lunch free of charge.

Families may also elect to pack a lunch for their child. In an effort to promote healthy eating, fast food should not be provided. All food must also comply with the school's nut-free policy.

Typically, parents and guardians are welcome to come eat lunch with their children; they simply need to sign in at the front desk and receive a visitor's badge at the designated lunchtime. Until further notice, however, Covid-related restrictions on school visitors are in place.

Please note: Even though free lunch will be provided to all who want it this year, GLOBE still must collect forms assessing families' official eligibility for the free and reduced lunch program. Regardless of your eligibility, every family is expected to complete and return the form. (Plus, doing so earns you credit for one volunteer hour.)

Movies in the Classroom

GLOBE emphasizes engaging the multiple intelligences of students, and as such, will use various media to educate students. Teachers are welcome to occasionally use videos in the classroom and at school sponsored events, providing that the following policies are followed:

Copyright

Teachers are required to follow the legal copyright requirements of videos and media within the classroom.

Elementary Students

Elementary students may be shown G-rated movies without parental permission. Movies that are rated PG require that the teacher notify parents at least one week in advance using the school's online communication system, giving parents the option to opt their students out of watching the video.

Middle School Students

Students in grades six through eight may be shown G- or PG-rated movies without parental permission. Movies rated PG-13 require that the teacher notify parents at least one week in advance using the school's online communication system, giving parents the option to opt their students out of watching the video.

R-rated Movies

No R-rated movies may be shown to students during school events.

Extended Care and Enrichment

The GLOBE Academy's Extended Care Program (ECP) comprises 3 programs: Before-Care Program (BCP), After-Care Program (ACP), and Enrichment Program. GLOBE's goal is to offer a balanced program that provides mental, emotional, and physical enrichment opportunities for the GLOBE family. For detailed information on the [Extended Care Program](#), please visit GLOBE's website.

Before-Care Program: 7 a.m.–7:30 a.m.

This option is for families that need an earlier drop-off. Students will be released to their classroom at the appropriate time.

After-Care Program: Dismissal–6 p.m.

The after-care option provides students with a safe and comfortable environment to grow and play. Our low student-to-teacher ratio enables us to provide more individualized attention for special art projects and activities, homework, and playground time.

Enrichment Programs

Enrichment programs are offered in eight-week sessions. We have partnered with vendors from the community to provide fun and exciting educational options; details and registration information will be available at GLOBE's open house or shortly thereafter. All enrichment fees are paid directly to the vendors.

Activities and Field Trips

Classes will participate in field trips throughout the year. Parents will be notified of each trip in advance, and permission slips will be sent home with students.

Financial Limitations: Many field trips have a fee, either for the event the students are attending, for transportation, or both. It is GLOBE's policy that any student with a financial need should not have a barrier to attending school-sponsored activities. If assistance is needed with any fees, please contact the Head of School or Assistant Head of School before the permission slip is due.

Behavioral Exclusion for Field Trips: Field trips can be a valuable learning opportunity for students; behavioral expectations, however, are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience.

- The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school.
- If a student has received a referral or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.
- End-of-year class field trips are reserved for students who meet school expectations during the school year.
 - Students who have been issued a suspension during the year will not be allowed to attend.
 - Parents or guardians of students who have received only one suspension may ask the staff behavioral team for an exception to this rule, presenting the reasons they feel their child should be allowed to attend. The staff behavioral team can decide whether to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, such as being accompanied by a parent.

Student Counts: Before transporting students to or from any field trip, the teacher and at least one other adult will do a roll call to ensure all students are accounted for. At any given time, each staff member and chaperone should know the number of students they are responsible for.

Student Electronics

Students may have in their possession a personal cell phone for emergency use only. • The phone must be turned completely off and kept out of sight during school hours. Any infraction will result in confiscation and the phone returned to parents/guardians.

- Repeated violations of this policy may result in disciplinary action.
- The school is not responsible for student cell phones which may be lost or stolen. •

Parents/guardians needing to contact a student at school should not call or send text messages to the student's cell phone.

Students should not bring their own personal electronic devices, including smart watches, to school, except if permission has been given by a teacher for a specific project. Any devices used without such permission will be confiscated and returned to the parents.

Lost and Found

We strongly encourage parents/guardians to label all personal possessions with their child's name. Clothing or items lost at school are taken to the school lost-and-found until claimed. All unclaimed articles will be donated to a charitable organization at the end of each 9 weeks. The GLOBE Academy will not be held liable for loss or damage of any property belonging to the student.

GLOBE PTCC has a partnership with Mabel's Labels. Visit the [Mabel's Labels fundraising site](#) to learn more.

Discipline

The GLOBE Academy staff takes a positive approach to discipline that promotes teaching students to make good choices. This approach helps children develop the intrinsic decision-making skills that will keep them safe, happy, and successful in their life's endeavors.

We apply this approach through the following strategies and tactics:

- Constructing a positive, mutually supportive classroom culture
- Positive reinforcement of healthy class norms
- Specific and authentic encouragement
- Natural consequences to unacceptable behavior
- Individual discipline plans for those students who need a little more structure

GLOBE also follows the [DeKalb County School's Code of Conduct](#).

Maintaining School Property

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, corridors, restrooms, and outside grounds and to exercise proper care in the use of school furniture and equipment. Students will be expected to make financial restitution for the deliberate damage of school property.

Support and Assessment

For students with identified learning disabilities, GLOBE's special education program works with students and their families to meet students' individual needs. This may involve accommodating and/or modifying curriculum and instruction, and/or Individualized Education Plan (IEP) assessment.

A Lead Teacher for Special Education (LTSE) works with a team of special education teachers to oversee the services provided to students with IEPs so that students make progress towards their goals. Through the immersion model, students with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with special education teachers, and/or with students working directly with special education teachers.

A broad spectrum of special education services is available to support the specific learning needs of students with IEPs; there are, however, instances where, based on the needs of the student, a more appropriate placement for a student may be at either the student's zoned school or at a DeKalb County School District (DCSD) school with programs designed to meet the needs of students with certain types of disabilities. Parents of students with special needs should speak with the school's administration to discuss the language immersion program and how their child might best be served.

The GLOBE Academy has been assigned a consultative school psychologist who will facilitate any evaluation of students who have been referred for special education services. GLOBE staff includes a school counselor to work with students both in one-on-one and group settings to address social and emotional issues. Parents/guardians of students will be notified of consultations.

Enrollment and Attendance

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Enrollment and Attendance Zones

The GLOBE Academy accepts applications for kindergarten, 1st grade, and 6th grade.

In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), The GLOBE Academy can also accept students for enrollment in 2nd through 5th, and 7th and 8th grade who meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the Standards-Based Measure of Proficiency (STAMP) language assessment.

Applicants must reside within the DeKalb County School District (DCSD).

Enrollment numbers are at the discretion of the Executive Director, with Board approval, as long as class sizes remain within legal limits.

Proof of Residency

Proof of residency within the DeKalb County School District attendance zone is required.

Property owners may establish residency with one of the following:

- Current mortgage statement
- Current utility bill — gas, water, or electric only (We cannot accept phone or cable bills.) In

the case of a lease, provide both of the following:

- Current lease
- Current utility bill – gas, water or electric ONLY

If the parent is not the property owner/lessee, but the parent and student reside with a relative or other person who is a property owner/lessee within the DeKalb County School District, an Affidavit of Residency must be completed, notarized, and submitted with the application. In such a case, the parent AND the owner/lessee of the residence must both be present to submit the lottery application during Open Enrollment.

If a parent/guardian prefers not to submit their child's Social Security card or if the child does not have one, they can submit a SSN waiver. Please note that the child will not be eligible for the Hope Scholarship if a Social Security number is not provided to DeKalb County School District by 12th grade.

Change in Student Information

It is imperative that the school office be notified immediately if a family has a change of address, telephone numbers, or emergency information during the school year. Please email registrar@theglobeacademy.net with updates to this information.

Lottery

The GLOBE Academy will accept applications for kindergarten through eighth grade. In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), 2nd–5th and 7th–8th grade applicants must meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment.

If the number of timely applicants received by The GLOBE Academy exceeds the capacity of a program, class, grade level or building, The GLOBE Academy shall ensure that such applicants have an equal chance of being admitted through a random-selection lottery. To participate in the lottery, a student's application must be received during the Open Enrollment period and prior to the enrollment application deadline as established by the school's Board. The lottery will take place on the last Friday in February at noon. An unbiased third party will witness and certify the validity of the lottery.

A detailed description of the lottery policy and procedures can be found on GLOBE's website under [Admissions](#).

Withdrawal From School

In the event that a student needs to withdraw from school, their parent or guardian should email registrar@theglobeacademy.net several days in advance. The email should indicate the child's last day in school, new address (if applicable), and new school. This will allow the office to prepare the necessary forms, so the child's records can be sent to the new school. All school-issued supplies must be returned before the child withdraws.

Additionally, The GLOBE Academy is authorized to withdraw a student who has missed more than 10 consecutive days of school due to unexcused absences or is no longer a resident of the local school system.

Attendance

Punctual and regular attendance is the joint responsibility of the student and their parent(s) or guardian(s). If a student must be absent, their parent must notify the school's front office prior to 7:45 a.m. on the day of the absence.

Students of school age have a right to a free public school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also given to anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

Additionally, student attendance rates impact the school's College and Career Readiness Performance Index (CCRPI), GLOBE's performance on charter goals, and other accountability reports.

Absences

If a student is going to be absent due to illness or an unexpected situation, their parent or guardian should email Lower Campus at lcfrontoffice@theglobeacademy.net or Upper Campus at ucfrontoffice@theglobeacademy.net.

Upon returning to school, the student should bring a note to their teacher explaining the absence.

If a student is going to be absent for medical appointments or family-related reasons, the main office should be notified prior to the absence. Any prolonged absences should be communicated to office staff and/or the student's classroom teacher.

Late Arrival

Students are tardy when they arrive at school after the beginning of the official school day or are not in their assigned class at the official beginning of the class period. Habitual tardiness is disruptive to the instructional process.

Students who arrive at Lower Campus after 8:10 a.m. or Upper Campus after 8 a.m. must be signed in by a parent or guardian. The office assistant will issue them a late pass.

Early Checkout

Any child who must leave school prior to regular dismissal time must check out with the main office staff. Parents/guardians or authorized caregivers must come in person to the main office to check the child out; they must arrive prior to 2 p.m. at Lower Campus and prior to 2:45 p.m. at Upper Campus.

The GLOBE Academy

Please note: Parents should notify the front office if an authorized caregiver is going to pick a child up early. They must provide the authorized caregiver's name, phone number, and their approximate arrival time.

Authorized caregivers who arrive to pick up children early must show a photo ID, which will be photocopied. ©

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Truancy

Any child subject to compulsory attendance who has more than five days of unexcused absences during the school year will be considered truant. Truancy is a serious offense that requires stern corrective action on the part of the school and the parents.

Consequences of unexcused tardies are as follows:

UNEXCUSED TARDIES	CONSEQUENCES PER OCCURRENCE
5	Parent and student receive an email reminder from the school.
6–9	Parents will receive a call from the school counselor.
10–14	Parent/counselor conference required. Attendance contract developed and signed.
15	Contact with social worker.
16	Withdrawal from The GLOBE Academy.

Consequences of unexcused absences are as follows:

UNEXCUSED ABSENCES	CONSEQUENCES PER OCCURRENCE

The GLOBE Academy

3–5	School notifies the parent of absences and refers parent to the counselor. Counselor will meet with the parent to discuss the reasons for absences. Parent will sign attendance contract.
6–7	Letter sent to parent informing them of the student's absences and the administrative and legal consequences of continued absence from school.
8–9	Counselor will make a referral to the school social worker, who will arrange a conference with the parent for assessment and/or referral to Juvenile Court, Solicitor-General's Office, DFCS, or other agency.

10 Withdrawal from The GLOBE Academy.

The GLOBE Academy

13. Attach a copy of the charter school's Student Discipline Policy and Procedures, including any Positive Behavior and Intervention Supports (PBIS).

Discipline is covered in the enclosed Family & Student handbook on page 39.

14. Attach a copy of the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers. Include the role the governing board will play in resolving such grievances and complaints. If this is included in another response, please indicate that.

The GLOBE Academy GRIEVANCE & COMPLAINT POLICY & PROCEDURE

When **any** member of The GLOBE Academy community, including but not limited to, students, parents, or employees/independent contractors, have a complaint or grievance about a matter of school policy or procedure, concern over the actions of another community member, or a serious misunderstanding which develops between or among parties at The **GLOBE** Academy, the following procedures are to be followed in order to best resolve the conflict, and are classified into PART ONE, Student/Parent/3rd Party Informal Complaints and Formal Grievance Procedures, and PART TWO, Employee (Certified & Uncertified) and Independent Contractor Grievance Procedures: **Note: Any health and/or safety issue may be taken directly to the Administrator.**

PART ONE STUDENT/PARENT/3RD PARTY SECTION INFORMAL COMPLAINTS PROCEDURE

Informal concerns are complaints that represent activities or behaviors reflecting a need for directed communication among the parties, but that do not represent allegations of significant breaches or violations of school policy or procedure, and do not represent public safety issues , or personal endangerment to others.

1. If the complaint involves school personnel, the concerned party is to request a meeting with the school personnel to communicate and discuss their concerns. A scheduled appointment is necessary. The school personnel will schedule an appointment in a timely manner.
 - a. The meeting shall openly address the party's concern or complaint, but shall be conducted without resorting to personal affronts to any party. Any party who feels threatened, intimidated, or personally offended may terminate the meeting and pursue resolution through step 3. b. The concerned party shall determine whether the meeting is to be documented by the taking of notes by the school personnel or by voice recording. In the event that note taking is selected as the means to document the meeting, the concerned party is to review, sign and date the

writings, along with the school personnel, at the completion of the meeting. If the meeting is telephonic, the concerned party again may elect either written or recorded documentation of the meeting by the school personnel. In the event that written documentation is elected, the concerned party will review, sign and date the documentation at their earliest convenience." c. Copies of written or recorded documentation will be made available to all parties involved.

2. In the event that the expressed concern is not resolved through step 1 the student, parents, or school personnel will schedule a meeting of all parties with the Administrator. The notes from the first meeting will be shared with the Administrator in advance of this meeting, and the meeting will be scheduled for the first available time convenient to all parties. The expressed purpose of this meeting is to bring about a resolution to the concern or complaint in a timely non-adversarial fashion. If the concern or complaint is not resolved, or in the event that the issues require further investigation or assessment, he/she may proceed to step 4.

a. Again, notes should be taken or voice recordings will accompany the meeting as set forth in step 1, with all parties present to review, sign and date any written documentation. b. Copies of the written or recorded documentation will be made available to all parties involved.

3. If no resolution is reached in steps 1 and 3, the concerned party or the Administrator may request that the concern be placed on the next Governing Board agenda.

a. In the event of a health or safety concern, the Administrator may request either a special or emergency Governing Board meeting, as appropriate. b. Matters of personnel performance or behavior shall be shared in closed session of the Governing Board with all parties present.

Matters of school policy or procedures, or clarification of an issue, will be discussed in open Board session per the agenda.

SECTION II FORMAL GRIEVANCES PROCEDURE

Formal Grievances represent serious allegations of improper activities or behaviors reflecting a need for the timely and direct intervention of the site Administrator with all involved parties. Such grievances would likely involve, but would not be limited to, allegations of significant breaches or violations of school policy or procedure, and any actions or behaviors that may, in any way, create a condition of public safety concern, or the possibility of personal endangerment. Formal Grievances relate to matters of a serious nature, and the following process is to be reserved with such instances. The following is the procedure for addressing a Formal Grievance:

1. A written grievance is to be filed with the site Administrator, by the concerned party. The Administrator shall attempt to informally resolve the grievance, when he/she feels that such informal resolution of the grievance is both appropriate and in the best interest of the school and its community, within **Five (5) Working Days** from the time of the filing.

2. In the event that informal resolution of the grievance is attempted but not successful, the Administrator shall respond to the grievance with written recommendations **Fifteen (15) Working Days** from the date of the initial filing.

3. In the event that any party is dissatisfied with the Administrator's written recommendation, the matter may be placed, by the dissatisfied party, on the next Governing Board agenda.

a. If the grievance is a matter of school policy or procedure, or clarification of an issue, it will be discussed in open Board session per the agenda. b. If the grievance is a personnel matter, including but not limited considerations for disciplinary action of a staff member, student, or admonition of a parent or community member, the concerns will be shared in closed session of the Governing Board with all concerned parties present, as set forth in PART TWO, Section III, Governing Board Hearings.

4. At any time, during this process, the Administrator may elect to refer the grievance, at his/her sole discretion to the Governing Board for its consideration.

5. If the matter is not resolved to the satisfaction of both parties, either party may at their own expense choose to pursue outside mediation, arbitration, or litigation as set forth below in the "Role of the Governing Board".

SECTION III ROLE OF THE GOVERNING BOARD

1. Individual Board members do not have the authority to resolve complaints. However, Board members will, if requested by any party, listen to the concern or complaint of the party, but will not act independently of the protocol established above.

2. The decision of the Governing Board is final

a. In the event that any party wishes to contest the decision of the Board, it is recommended that such contestation be through private mediation. In the event that the conflict is not resolved through mediation, it is further recommended that all parties agree to submit their case to binding arbitration.

b. The acceptance of these conditions are voluntary and do not prevent any party from pursuing their due process rights through litigation if they decline this mediation/arbitration agreement, as set forth below. c. The Governing Board of The GLOBE Academy will assume no liability or cost in this **event**.

SECTION IV The GLOBE Academy DISPUTE RESOLUTION DOCTRINE In any dispute or conflict, The GLOBE Academy protects its right to interpret school rules, guidelines, policies,

and personnel issues fairly based on truth and justice. The ultimate goal is the child's well-being and the provision of an optimal learning environment for all students.

**PART TWO EMPLOYEES (CERTIFIED & UNCERTIFIED) &
INDEPENDENT CONTRACTORS**

**SECTION PROFESSIONAL PERFORMANCE, CONDUCT
AND JOB DESCRIBED**

COMPLAINTS & GRIEVANCES

1. The Administrator is authorized to evaluate, and act upon, the performance of professional duties, conduct or job described services of The GLOBE Academy employees and independent contractors, including but not limited to: disciplinary actions, dismissals, progress and status reviews, monitoring, and cautions. Any and all such decisions and actions taken by the Administrator are to be at the sole discretion of the Administrator and are final.

2. The Administrator shall, prior to the dismissal of any employee, but only when the situation does not represent health or safety concerns for the employee/contractor, students or others, endeavor to pursue remedial recommendations and strategies for performance and/or conduct concerns, in a timely fashion, and to aid in the implementation of such adaptations.

3. Conflict Resolution

a. Although individual Board members may, at their discretion, discuss with an employee/contractor their concerns over the decision of the Administrator appertaining to the employee's/contractor's performance and/or conduct, the Governing Board will not attempt to resolve disputes arising from performance/conduct actions taken by the Administrator or hear such disputed claims in either open or closed session meetings. b. In the event that any party wishes to contest the decision of the Administrator, it is recommended that such contestation be through private mediation. In the event that the conflict is not resolved through mediation, it is further recommended that all parties agree to submit their case to binding arbitration. c. The acceptance of these conditions are voluntary and do not prevent any party from pursuing their due process rights through litigation if they decline this mediation/arbitration agreement, as set forth below.

SECTION II NON-PROFESSIONAL PERFORMANCE & CONDUCT

COMPLAINTS &

GRIEVANCES

Any complaint or conflict asserted, by an employee or contractor, that is based on allegations of wrong doing, outside of the sphere of professional performance and conduct, including but not limited to claims of: harassment, sexual misconduct, behavior not becoming a professional, racial or ethnic bias, or threats, shall be addressed procedurally, as follows:

1. Complaints and Grievances between or among Employees and/or Independent Contractors:

a. A complaint or grievance that represents a potential, yet not imminent, risk to the safety, health and well-being of an employee or independent contractor shall be addressed by the Administrator within Twenty-Four (24) Hours of notice to the Administrator. With the exception of expedited timing for addressing this classification of a complaint or grievance, the Administrator and grieving party shall proceed as set forth in PART ONE, Section II. Formal Grievance Procedures, of this Complaint and Grievance Policy & Procedure document.

1. Any employee or independent contractor who believes that there is imminent risk of harm to his/her safety or well-being, shall report the matter to the appropriate authorities,

immediately. b. Any complaint or grievance that does not represent a risk to the safety, health or well-being of an employee or independent contractor shall be addressed as set forth in PART ONE of this Complaint and Grievance Policy & Procedure.

2. Complaints and Grievances between an Employee or Independent Contractor (or a group of the same) and Administration/Governing Board member(s), shall be addressed as follows:

a. Any complaint or grievance that represents a risk to the safety, health or well-being of an employee or independent contractor shall be addressed through a closed session meeting of the Governing Board, at a Special Meeting of the Board following notice of said complaint or grievance. Any members of the Board who are party to the complaint or grievance shall recuse themselves from participating on the Board for this matter. The Board shall hear testimony of the parties and witnesses and make its determination as set forth in Section III, Governing Board Hearings, below. b. All other complaints and grievances, that do not represent significant risk to the safety, health or well-being of an employee or independent contractor, that are asserted toward the Administration or the Governing Board, shall be addressed as follows:

1. Allegations against Administration: The complaining party shall attempt direct communication with the Administrator, in a timely fashion, unless the party believes such interaction would endanger their safety, health or well being; in which case the party may, through written request, proceed to Governing Board assessment, as set forth in Section II,

Governing Board Hearings, below. The Administrator and grievant shall make a good faith effort to promote a non-adversarial resolution to the issues at hand. This communication process shall be conducted and documented in the manner set forth in PART ONE, Section II, Formal Grievance Procedures, of this Complaint and Grievance Policy & Procedure. In the event that a resolution is not realized through informal communications, either party may request, in writing, a closed session Governing Board review, as set forth in Section III, Governing Board Hearings, of the matter to be held at the next regularly scheduled meeting, unless the complaining party believes it necessary to schedule a Special meeting, prior to that time. **2. Allegations against Governing Board Members:** Any and all allegations of wrong doing, outside of the sphere of professional performance and conduct shall be addressed as set forth in Section III, Governing Board Hearings, below.

SECTION III GOVERNING BOARD HEARING PROCEDURE

The Governing Board shall meet in either Regular or Special Meeting Closed Session, as set forth in Section II of PART TWO of this Complaint and Grievance Policy & Procedure document. This meeting shall be conducted as follows: 1. All parties to the complaint or grievance shall be present at the Governing Board closed session for all employees and in open session for Governing Board members.

2. The Board shall hear the allegations of the grieving party (Complainant) and the responses to these allegations by the Administrator or Governing Board Member(s) accused of the wrong-doing (Respondant).

3. The Board will, at its sole discretion, utilize whatever format it determines most effective to garner information from all parties, including but not limited to: joint and caucus sessions.

4. The Board will hear testimony from any and all individuals called forth by the parties, as witnesses. All parties to the complaint or grievance will be present for the testimony of witnesses, unless they expressly request to be absent.

5. The Board, following the presentation of all pertinent information, will make its determination and present its decisions to the parties.

6. The decision of the Governing Board is final.

a. In the event that any party wishes to contest the decision of the Board, it is recommended that such contestation be through private mediation. In the

event that the conflict is not resolved through mediation, it is further recommended that all parties agree to submit their case to binding arbitration. b. The acceptance of these conditions are voluntary and do not prevent any party from pursuing their due process rights through litigation if they decline this mediation/arbitration agreement, as set forth below.

15. Attach a copy of the charter school's Employee Policies and Procedures.



Staff Handbook

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2021-2022

Table of Contents

STAFF	3
STANDARDS OF CONDUCT	3
INSTRUCTIONAL STAFF HOURS	5
TIMEKEEPING	6
PAID TIME OFF	7
ABSENCES	11
BENEFITS OFFERINGS AND ELIGIBILITY	13
EMPLOYEE BEHAVIOR	15
TECHNOLOGY	23
BACKGROUND CHECKS	25
CONFLICT OF INTEREST	26
DRUG, ALCOHOL, AND SUBSTANCE ABUSE	28
GRIEVANCES	30
SEXUAL DISCRIMINATION, HARASSMENT, AND MISCONDUCT	32
SMOKE-FREE SCHOOL ZONE	36
WEAPONS	38
WORKPLACE VIOLENCE	39
ACCIDENT OR INJURY IN THE WORKPLACE	40
MONITORING STUDENTS	41
ACCIDENTS AND FIRST AID	43
DRILLS	45
CAFETERIA AND LUNCH	47
STUDENTS BEHAVIOR	50
STUDENT SUPPORT TEAM (SST)	52
GENDER INCLUSION POLICY	53
ACADEMIC POLICIES	54
PLANNING	54
STUDENT ATTENDANCE	55
FIELD TRIPS	56
COLLECTED MONEY	60
VIDEOS, DVDs, AND ONLINE RESOURCES	61
CURRICULUM RESOURCES AND TECHNOLOGY	62
CLASSROOM RESOURCES	63
GRADE REPORTING	64
ACADEMIC GRADING	65
HOMEWORK	66
CLASSROOM ACTIVITIES/PERFORMANCES	66
COMMUNICATION	67
PUBLIC RELATIONS	68
SOCIAL MEDIA	69
PARENT/TEACHER CONFERENCES	70
SCHOOL CALENDAR AND ACTIVITIES	71
GRADE LEVEL AND TEAM RESPONSIBILITIES	72
BUILDING AND GROUNDS	73
PROFESSIONAL LEARNING	74
STAFF HANDBOOK ACKNOWLEDGMENT FORM	76

Staff

Standards of conduct

Decorum

GLOBE expects all employees to maintain the highest standards of conduct and act in a mature and responsible manner at all times. Each staff member is expected at all times to perform the responsibilities of their position to the best of their ability. Employees shall not engage in activities that violate federal, state, or local laws or that diminish GLOBE in any way.

Decorum by all staff should mirror teaching by example. Proper language, gestures, emotional control, and mannerisms should reflect those of a role model for students and parents.

Georgia Code of Ethics for Educators

All teachers and staff members are expected to understand and follow the Georgia Code of Ethics for Educators. It is the staff's professional responsibility to familiarize themselves with this information. The Code of Ethics will be reviewed by each staff member and a copy will be available online at the Professional Standards Commission (www.gapsc.org) by the deadline each year per the state requirement.

Tutoring

Teachers in the state of Georgia are not permitted to tutor their own students for pay during the contract year. Teachers wishing to work with other students on GLOBE property for pay are required to complete a facility use agreement and gain approval from the Head of School ("HOS").

Ethics and Conduct

All staff members are reminded that the welfare of the child is the very first concern of our school. It is the responsibility of all staff members to support programs and activities when in public. When a staff member criticizes colleagues, families, or school programs, these criticisms should be discussed in instructional teams, and all criticisms should be constructive and made in a professional manner. Staff members are representatives of GLOBE, and therefore all criticism or negative commentary should be directed to the Assistant Head of School ("AHOS") and/or HOS. **Remarks regarding school policy/procedure, etc. should be kept off all forms of social media.**

Communicable Diseases

If a medical condition poses a substantial health or safety risk to the school students and other

staff, then the infected staff members must take leave from the premises until their attendance on duty no longer poses a threat to others. An employee who believes that they may pose such a risk must immediately notify the HOS.

GLOBE relies upon public health and medical experts' written documentation to determine whether to require removal of physical presence and when to permit an employee's return to work.

Confidentiality

GLOBE employees may only discuss issues related to individual students, families, or colleagues to the extent it is necessary to fulfill their job duties. Breaches of this confidentiality provision will be subject to disciplinary action.

Employees are bound by ethical and legal codes to protect the confidentiality and privacy of our students and their families and to protect and maintain the confidentiality of all information related to them.

Confidential communications include conversations, grades, progress, reports, forms, correspondence, and computer-generated communications with, about, or involving in any way any students or their families. This same courtesy is extended to all GLOBE employees.

Dress and Appearance Standards

GLOBE recognizes that professional attire helps set the tone of an educational system. Faculty and staff are expected to dress professionally as befits their teaching activity and should be in keeping with expectations held for students. Dressing in an appropriate manner for student learning serves as a model for all students. As such, sweatpants/leggings for athletic use are considered inappropriate (Physical Education teachers excepted). Additional examples of inappropriate dress include, but are not limited to: t-shirts with statements on them (unless a GLOBE t-shirt); clothing less than 2" above the knee; tops that expose the shoulders, chest or stomach; tank tops; attire that exposes undergarments; and leggings, tights, or spandex, unless under an appropriate garment.. Blue denim jeans, without holes, may be worn ONLY on Fridays (or last day in the week). On those days, blue denim jeans may be worn with a spirit wear or acceptable shirt. Faculty and staff are expected to use professional judgment when selecting footwear. If there is ever a question on an item, clarification should be sought from the HOS or AHOS beforehand. It should be noted, though, that if clarification is thought to be needed, the item in question is not likely to be acceptable.

Instructional Staff Hours

Lower Campus: 7:25 a.m. – 3:25 p.m.

Upper Campus:

- Morning Carpool staff hours: 7:15 a.m. – 3:15 p.m.
- General staff hours: 7:25 a.m. – 3:25 p.m.
- Afternoon Carpool staff hours: 7:45 a.m. – 3:45 p.m.

Both Campuses: Monday until 4:35 p.m. For more information, see "Staff Meetings"

All Other Staff: As directed by HOS. Please speak to the HOS directly regarding any questions about these times.

Staff Meetings

Mondays are staff meeting days. Meetings are scheduled from 3:35 p.m. – 4:35 p.m. unless otherwise noted. It is imperative that all staff members are present. Meetings may be whole or small group; a check of the school calendar is suggested. After-school engagements should not be scheduled on Mondays because this is protected time for staff/teachers/administration. All employees are expected to attend staff meetings as part of their job duties. On the rare occasion that a staff member needs to be absent from a staff meeting, the staff member must submit a written request for approval no later than close of business on the school day prior to the absence. Staff members who fail to attend staff meetings may be required to use their leave for the missed time.

Timekeeping

Sign In/Sign Out

All staff should sign in promptly upon arrival in the morning and sign out when leaving in the afternoon, utilizing the ADP computers at the front of each campus, any other computer located in the school, or the staff member's personal cell phone. Each employee will log on to their account by accessing the ADP website: www.workforcenow.adp.com. Clocking in and out is "geo fenced" (access on school grounds). Signing in and out is directly connected to payroll and tracks sick/ vacation accrual balances. It is the responsibility of each employee to make sure their timecards are correct and accurate.

Off Campus Sign Out

Instructional staff members have a legal obligation to be in the school building during school hours

for the protection of GLOBE students. Any staff member who needs to leave the building for any period of time during school hours must ask for permission from the HOS or the AHOS to do so. If a staff member needs to leave early, they must get approval in advance from the HOS and AHOS. Employees MUST also sign out/in using the notebook, located in the front office, AND inform the front office desk. This is separate from clocking in and out using ADP.

Professional Duties and Events Outside of School Hours

Teachers are required to participate in programs related to their professional duties that may be outside of school hours. These days include teacher in-service sessions conducted within the regular work hours, staff meetings, and parent-teacher-student conferences.

All employees are encouraged to attend school functions and events that occur after- hours to maintain an integral presence in the school community. Employees will be notified in advance of mandatory functions they are required to attend.

Paid Time Off

Subject to the Absences provision below, all employees are required to work according to their schedule and position. Employees earn sick hours which may be used during the current school year. Unused sick hours earned in prior years are available for use toward absences due to approved Family Medical Leave under the Family Medical Leave Act (FMLA). Unused sick and personal days are not paid out upon resignation or termination. Twelve month employees who earn vacation time may accrue up to a maximum of 30 vacation days. Hours/days unused up to 30 days will be paid out upon termination or resignation.

Full Time Employees (40 hours per week)

10-Month Employees - 190 days Teachers, TA's, Counselors, Librarian, Nurses

10 ½-Month Employees – 199 days Coordinators

11-Month Employees - 209 days Assistant Heads of School

- Personal Days (PRS) – Three (3) days (24 hours total) of personal leave are earned annually. Any unused PRS hours will convert to sick leave and be transferred to the employee's available sick leave for next school year.
- Sick Days (SCK) - Ten (10) days (80 hours total) of sick leave are earned annually. Any unused hours will accumulate and carry over to the next school year.
- Not eligible for Vacation time.

12-Month Employees - 232/240/242 days Administrative/Operations Staff

- Personal Days (PRS) – Three (3) (24 hours total) of personal leave are earned annually. Any unused PRS hours will convert to sick leave and be transferred to the employee's available sick leave for the next fiscal year.

- Sick Days – Twelve (12) days (96 hours total) of sick leave are earned annually. Any unused hours will accumulate and carry over to the next school year.
- Vacation – Ten (10) days (80 hours total) of vacation are earned annually

Part-Time Employees

Part-Time Salaried - 10 Month - Personal Leave and Sick Leave are earned according to the number of hours worked in a regular work week per school year. Four (4) hours per pay period worked. Not eligible for Vacation.

Part-Time Salaried - 12 Month - Personal Leave, Sick Leave, and Vacation are earned according to the number of hours worked in a regular work week.

Part-Time Hourly - Personnel not eligible for Sick Leave, Personal Leave, or Vacation accrual.

Jury Duty or Witness Leave

- An employee may be absent without loss of pay and without charge to any other category of leave when attending court as a juror or when subpoenaed to testify in a case arising out of duties as an employee of the school system. The employee must notify their immediate supervisor as soon as possible after the employee has been served with the summons for jury duty or a subpoena to appear in a case.
- The employee may retain any compensation they receive for serving as a juror or as a witness.
- The employee must complete a "request for time off" using ADP and submit the dated court excuse immediately upon returning to work. Without a dated court excuse, leave will need to be resubmitted as personal/sick. A "summons to serve jury duty" notice received by postage mail does not serve as a court excuse.
- Employees must use personal leave when attending or participating in judicial proceedings not arising out of the employee's duties at the school.

Bereavement

Employees may use sick leave for up to three approved days per year for bereavement leave. Bereavement leave may be taken in the case of the death of an employee's immediate family member, or of any relative living in the same home as their primary residence. Immediate family means husband, wife, father, mother, son, daughter, stepchildren, brother, sister, grandparents, and immediate in-laws. Employees may be required to provide proof of death prior to or upon returning for bereavement leave.

Leave without Pay (LWOP) - Employee Requested

Leave without pay is leave that has been pre-approved by the HOS or AHOS during which the employee will not be paid.

The GLOBE Academy

Employees may request time off for taking the GACE or Para-Professional License Test. Such absences will be counted as Personal Leave. If no PRS leave hours are available, the time will be counted as LWOP.

All requests for LWOP, including those for testing, must be submitted through ADP.

Professional Development - GLOBE Assigned

GLOBE recognizes the need for employees to grow professionally and offers needs-driven professional development classes which are tied to the GLOBE Model. Time spent in these classes is considered work time.

Inclement Weather Leave Policy

The GLOBE Academy complies with Dekalb County School District ("DCSD") policy regarding student attendance and school closure during inclement weather. Personnel with scheduled leave (sick, personal, vacation) during an emergency closure will be required to continue the use of paid leave (sick, personal, vacation) because the employee is considered unaffected by the emergency closure, unless written documentation can be provided to support a change in the leave request.

Absences

Absence Procedures

Consistent teacher attendance provides stability to the instructional program. Therefore, all staff members are expected to attend school daily. When it is necessary to be absent, it is the teacher's responsibility to provide up-to-date lesson plans, so that the substitute teacher may implement meaningful instructional activities. A substitute folder must be available for the person coming in to take over the class. An absence of more than 3 days requires a doctor's note.

Request for Time Off – Employees must submit a request for time off using Personal or Sick leave for any absence by logging on to ADP and completing a "Request for Time Off". A request may be submitted from any location at any time. Requests for personal leave must be submitted or approved at least two weeks in advance for approval and proper coverage to be arranged prior to absence.

Planned Absences

- For a planned tardy or absence (personal day, bereavement, doctor's appointment, etc.), employees should speak with the HOS and AHOS in person as soon as the need to be absent is known. This is in addition to completing a leave request in ADP for approval.

- A sub needs to be secured from the updated sub list online. Use of a printed or old list is unacceptable, as changes to the list may occur. The front office needs to be notified as to who the planned/secured sub is. Written plans with clear instructions for the sub should be left on top of the teacher's desk. An electronic copy of sub plans will need to be submitted to the AHOS and front office staff.
- A planned absence on a critical day (2 days before/after a holiday or day off, pre-planning, post-planning, professional learning (PL) days, or any state or whole school mandated testing days) requires a letter explaining why the absence cannot be avoided and must be approved 2 weeks in advance by the HOS.

Unplanned Absences/Tardies

- The employee must call the AHOS by 9:30 p.m. the night before an unplanned absence or tardy or between 6:00 and 7:00 a.m. on the day of an unplanned absence or tardy. **Texts and emails are not acceptable.** In the event of an emergency, the employee or their family member should call as soon as practicable.
- As soon as the staff member knows they will be absent, they should attempt to secure a sub from the list. They should then let the receptionist, at the respective campus, know who the planned/secured sub is. If a sub cannot be secured, this information needs to be communicated as soon as possible to the front office via phone and email by 7:00 a.m., so that coverage can be arranged.
- If a staff member or a member of their family is ill and they need to leave in the middle of the day, the front office must be notified so the HOS can be alerted. If the HOS is not available, the AHOS will need to be alerted. Staff members cannot leave school until all their duties are covered, they have requested time off using ADP, and the administration knows that they are leaving.
- An unplanned absence on a critical day (2 days before/after a holiday or day off, pre-planning, post-planning, PL days, or any state or whole school mandated testing days) requires adequate documentation, e.g., a doctor's note. The HOS must be contacted personally if there is a need to be absent on a critical day.
- Complete a "Request for Leave" in ADP

Substitute Teacher Preparation

When possible, staff should email sub plans to their co-teacher, the AHOS, and the front office when they will be absent.

Staff are to prepare an Emergency Sub folder with the following required documents:

1. Teacher schedule (including duties)

2. Fire/Tornado/Emergency procedures including a map of assigned locations
3. Name of fellow teacher who will be able to assist
4. Lunch schedule and procedures for taking students to lunch
5. Name of one or two dependable helpers (students) in each class
6. A copy of IEPs/504s and another required student information
7. A SPECIFIC list of students with allergies or needs. This list must be easy to access and easily understandable by any adult (non-academic personnel).
8. Dismissal procedures
9. Restroom procedures
10. Ill student procedures
11. Location of other pertinent materials
12. Suggestions for students who finish early
13. Emergency plans/materials/lessons which could be used at any time (If sub plans have been used, they must be replaced.)
14. Directions for taking roll

Federal Family and Medical Leave Act (FMLA)

Long-term leave may qualify under the Family Medical Leave Act ("FMLA"), which is a federal law that gives eligible employees the right to take up to 12 weeks of job-protected leave for family or medical reasons. The FMLA guidelines are on GLOBE's website. To be eligible for FMLA, an employee must have worked for GLOBE full time for at least one year. Employees who are absent for (5) consecutive days, must submit an FMLA Request packet. The school may require certification from a qualified medical professional to document the reason for the leave and/or to verify the employee's ability to return to work. The FMLA does not require employers to provide paid FMLA leave, but it does allow employers to charge FMLA absences simultaneously against any available paid leave as well as the FMLA. Therefore, an employee's available sick, personal, and vacation days will be first applied to any FMLA leave taken for a reason covered by those provisions.

For information related to Families First Coronavirus Response Act/Emergency FMLA Leave and Emergency Paid Sick Leave, employees should contact HR.

Employees who request FMLA leave must return the necessary paperwork within 15 days of receipt. After 15 days, an employee who has failed to provide sufficient documentation to determine that the absence qualifies for FMLA leave but continues to be absent from work will be considered to have abandoned their position and terminated their employment with GLOBE effective as of their last day of work.

Any absence of 3 days or more requires a doctor's note. An employee who is absent for five days but has not requested personal or sick leave and does not qualify for FMLA leave will be considered to have abandoned their position and terminated their employment with GLOBE effective as of their last day of work.

Reasons for Leave

The FMLA allows eligible employees to take leave for the following reasons:

- To care for the employee's child during the first year following the birth, adoption, or foster care placement of the child
- To care for the employee's spouse, child, or parent who has a serious health condition
- Because of the employee's own serious or extended health condition (including pregnancy, childbirth, and related medical conditions) that makes the employee unable to perform their job.
- To care for a covered servicemember with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent, or next of kin.
- Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to covered active duty status.

Length of FMLA Leave

No more than 12 weeks of FMLA leave may be taken in any 12-month period. Leave will be counted based on a rolling 12-month period measured backward from the date that the employee's FMLA leave begins.

Advance Notice

Employees are required to provide advance notice of FMLA leave as follows:

- When the need for FMLA leave is foreseeable, notice is required 30 days in advance.
- When the need for leave is not foreseeable, the employee must provide notice as soon as practical.

Failure to provide appropriate notice may result in the delay or denial of an employee's request for FMLA leave.

Medical Certification

- When the leave of absence is occasioned by the employee's own serious health condition or that of a family member, the employee will be required to submit medical certification signed and completed by a medical provider on the form provided by the school
- When the leave is over 30 days in length, recertification may be required at 30-day intervals throughout the leave. Recertification may also be required when the employee requests an extension of leave, when the medical situation changes, or when the school receives information that casts doubt on the continuing validity of an earlier certification.

Reinstatement

The FMLA entitles an employee to return to the same or an equivalent position at the conclusion of the leave.

Any employee who takes FMLA leave due to their own serious health condition will be required to provide a completed fitness-for-duty certification prior to returning to work. Failure to provide this

certification may delay the employee's return to work.

Certain restrictions apply to instructional employees whose return from leave would occur near the end of the semester. Under certain circumstances, these employees may be required to extend their leave through the end of the semester to avoid disruption of the education process.

Health Insurance

Employees on approved FMLA leave remain covered under the school's health insurance. Premium payments must be made within the time periods required. The school will continue to pay their portion of the premium; the employee is also responsible for their portion of the premium.

PAID PARENTAL LEAVE POLICY

"GLOBE employees may be eligible for up to 120 hours of paid parental leave within the first 12 months after a qualifying life event.

An eligible employee shall be eligible for paid parental leave under this policy regardless of whether the employee is eligible for paid or unpaid leave under federal law. Provided however, paid parental leave shall run concurrent with any leave to which the eligible employee is entitled under federal law, including but not limited to the Family Medical Leave Act, for the same qualifying life event.

An eligible employee must provide at least 30 days' advance written notice or as much notice as practicable when the need for leave is unforeseeable. Additionally, an employee must provide all documentation requested by GLOBE as necessary to make an eligibility determination. Failure to provide such notice or documentation in a timely manner may delay the start of an eligible employee's paid parental leave under this policy.

The maximum amount of paid parental leave that may be taken by an eligible employee within a 12-month period is 120 hours, regardless of the number of separate qualifying life events that occur within the 12-month period. Any leave remaining upon conclusion of the 12 months after the qualifying life event shall not carry over for future use. Additionally, unused paid parental leave shall not accrue or have any cash value at the time of an eligible employee's separation from employment with GLOBE.

For the purposes of this policy, the following definitions apply:

Eligible employee – a full-time employee of GLOBE who has been a continuous full-time employee for at least 6 months prior to the date of the qualifying life event

Qualifying life event – the birth of a child of an eligible employee; the placement of a minor child for adoption with an eligible employee; or the placement of a minor child for foster care with an eligible employee THAT BEGINS ON OR AFTER JULY 1, 2021”

Effective Date: 7/1/2021

Long-Term Leave

Employees who are not eligible for FMLA leave may be eligible for unpaid, long-term leave. Additionally, long-term leave may be available for employees who require leave for reasons other than those covered by FMLA.

An employee who believes they may require long-term leave should notify the HOS. Approval for long-term leave will be made on a case by case basis based on the individual situation. However, employees should be aware that the rights and protections provided under the FMLA do not extend to long-term leave under this section.

Benefit Offerings and Eligibility

Eligibility

1. Full Time employees are eligible to participate in the health benefit programs. Current employees who did not elect to participate in health benefits at the time of hire may later do so during an annual Open Enrollment period. Newly hired employees are eligible to enroll to participate in benefit programs during the first 30 days of employment.
2. For most new employees benefits become effective on the first of the month following 30 days after their hire date.

Teachers Retirement System (TRS)

All eligible employees working at least 50% of full-time hours are enrolled in the Teachers Retirement System (“TRS”) and will have a percentage of their gross pay withheld from their paycheck on a pre-tax basis as a retirement contribution. Additionally, GLOBE contributes a percentage of each eligible employee’s gross pay to TRS on the employee’s behalf. Employees should refer to trsga.ga and the GLOBE website for further information and current contribution rates.

Health Benefit Programs

GLOBE offers benefit plans for medical, dental, and vision coverage. Newly hired employees have thirty (30) days from the first day of employment to elect to participate in the health benefit programs. If a new employee does not elect to participate within the initial 30 days, they must

The GLOBE Academy

wait until the next Open Enrollment period to do so.

GLOBE covers a portion of the premium cost for eligible employees enrolled in the Medical, Dental, and Vision plan. The premium cost for these plans is automatically deducted from each participating employee's paycheck on a pre-tax basis.

GLOBE also provides a Basic Life plan for all full-time employees.

Supplemental Benefit Plans

GLOBE also offers additional benefit plans such as accident, voluntary life, short term disability, long term disability and more. Contact HR for more information about these benefits and GLOBE's open enrollment period for all plans.

Additional Benefit

Employees will be reimbursed for the expense of taking the GACE testing. A receipt attached to an authorization form must be submitted to the Executive Director.

Employee Behavior

Professional Conduct

Employees shall not use the classroom, any part of school facilities, or any social media platforms to make disparaging remarks about any GLOBE students, students' family members, teachers, or administrators. Conduct contrary to this policy may constitute grounds for disciplinary action up to and including termination.

Reporting Requirements

It is the duty of all employees to promptly report to the HOS, the Executive Director, or the Board Chairperson any alleged misconduct by any employee that affects the health, safety, or welfare of a student or other employee. Failure of an employee to report such misconduct shall result in disciplinary action. The report may be made verbally, however, a written explanation may be required.

Investigation

The Executive Director shall investigate any allegation of misconduct by an employee that may affect the health, safety, or welfare of a student. Upon receiving a complaint of misconduct, a prompt preliminary investigation will be undertaken to determine if a reasonable basis exists. If the allegation warrants further investigation, the employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students or shall be placed on administrative leave with pay pending the outcome of the investigation.

Resignation or Retirement in Lieu of Termination

It is the policy of this school not to enter into releases or confidentiality agreements regarding terminated or dismissed instructional personnel or administrators, or personnel or administrators who resign in lieu of termination, when that separation is based in whole or in part on misconduct that affects the health, safety, or welfare of a student. Additionally, it is this school's policy not to provide instructional personnel with employment references or discuss the former employee's performance with prospective employers.

Training

All employees shall be offered the opportunity to go through training on the Code of Ethics for Educators. Annually, employees will be reminded of the reporting requirements of this policy and participate in a refresher discussion regarding the Code of Ethics.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Maintaining Confidential Personnel Files

GLOBE shall maintain a confidential personnel file for each employee. The personnel file will contain evaluation documents and any other employment-related documents or correspondence. Personal data on all employees, including current address, contact phone numbers, emergency contact numbers, and next of kin, will be included in the employee's personnel file. Employee medical information is kept separate from general personnel files.

Personnel files will be maintained by the Business and Operations Office. These files are locked during and after normal business hours, with access limited. The Business Manager and the Executive Director will be the only individuals with a key to these files.

Updating Employee Personal Data

Employees shall promptly update personal mailing addresses, telephone numbers, dependent information, emergency contact information, and other status changes in their ADP account as they occur. The Business Manager must be notified of any updates to personnel data that impact TRS.

Reviewing Confidential Personnel Files

Personnel files are the property of GLOBE, and access to the information contained therein is restricted except as may be required by state or federal laws or the judicial process. Only authorized representatives of the school, the employee, or the employee's designated representative with a legitimate reason to review information in a file can do so. With reasonable advance notice, an employee may review material and/or request a copy of any or all the materials in the employee's file, but only in the presence of the Business Manager or the designated file custodian. With written authorization from the employee, the employee's representative may review and/or request copies of file contents. The employee will be responsible for the cost of copies.

Professional Standards

Employees are expected to demonstrate applicable professional standards and conduct required for the performance of their jobs. When performance or conduct do not meet organizational standards, the school will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, they will be subject to discipline, up to and including termination. Provided, however, the Executive Director may immediately discipline or terminate an employee without an improvement opportunity if they deem the situation to warrant such action.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the school's other employees, students, or parents may also result in disciplinary action, up to and including termination.

Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- Below-average work quality or quantity
- Poor attitude (for example, rudeness or lack of cooperation)
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges
- Failure to follow instructions or school procedures
- Failure to follow established safety regulations

Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination
- Dishonesty
- Theft
- Discourtesy
- Misusing or destroying school property or the property of another on school premises
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Falsifying or altering records, including the application for employment
- Interfering with the work performance of others
- Verbal, physical, or other altercations
- Harassing, including sexually harassing, employees, students, or parents
- Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on school property, at school events, or while conducting school business
- Gambling on school premises, at school events, or while conducting school business
- Sleeping on the job or leaving the job without authorization
- Possessing a firearm or other dangerous weapon on school property, at school events, or while conducting school business
- Being charged with or convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of school employees, students, parents, or property
- Refusing to submit to testing for drugs and/or alcohol

Reporting Misconduct

The GLOBE Academy encourages all GLOBE employees to report misconduct. GLOBE is committed to protecting employees who report suspected misconduct. For the purposes of this policy, the term “employee” includes all staff, independent contractors, and volunteers.

GLOBE will try to prevent disclosure of the identity of the employee reporting alleged misconduct. However, the identity of an employee may become obvious to others due to the nature of the

information. When appropriate, the employee's identity will be disclosed to the following:

- Law enforcement agency investigating the matter
- GLOBE employees assigned to investigate the matter

Retaliation against an employee who makes a good faith report of misconduct is prohibited.

Technology

Computer and Internet Acceptable Use

GLOBE offers use of school computers to staff, including internet access. Users of these computers are expected to exercise care and follow all operating instructions, safety standards, and guidelines for their use. Any damage to or loss of a school computer caused by an individual user will be that user's responsibility to fix, including and up to paying for the replacement of the computer. The school reserves the right to deduct this amount from an employee's owed compensation if the employee does not provide reimbursement through alternative means.

All users must agree to:

- Respect the privacy, safety, and confidentiality of others by neither disclosing nor disseminating personal information on the internet. This shall include email, chat rooms, and all forms of direct internet communications.
- Respect computer and network equipment. Equipment may not be altered, nor can access to computer or network configurations be made without the knowledge and consent of the Network Administrator(s).
- Not download or install software, music, or other programs from the internet onto a school computer.
- Understand that software piracy is a federal offense, and that GLOBE's network may not be used for copying, downloading, distributing, or storing commercial software not licensed by GLOBE.
- Abide by copyright laws.
- Understand individual users are responsible for all activity on their accounts, even if they are not the one behind the keyboard; for this reason, users should keep their accounts secure and not share their passwords with anyone else.
- Understand that GLOBE is an educational community, and that as such our educational function is our paramount mission. Therefore, users should defer their recreational

The GLOBE Academy

activities to times outside of academic hours.

- Abstain from accessing inappropriate web sites or computer games that include pornography, as well as images or language that are obscene or that are considered harmful to minors as defined by the Children's Internet Protection Act (aka CIPA).
- Ask questions regarding computer procedures when unsure of how to do something.

It should be further understood that users of GLOBE computing and networking resources cannot assume absolute privacy. Users should expect that network connections will be monitored, and computer files may be inspected. GLOBE staff members are expected to use school resources responsibly, ethically, and lawfully to provide instructional support. Using electronic technology is a privilege, not a right, that GLOBE may discontinue at any time. GLOBE reserves the right to examine electronic mail messages, files of all types on GLOBE computers, web browsers, cache files, web browser bookmarks, logs of websites visited, and other information stored on or passing through GLOBE networks or standalone systems. This right of access ensures compliance with policies, assists with internal investigations, and assists in the management of GLOBE information systems. Therefore, GLOBE employees or persons using GLOBE electronic resources should have NO expectation of privacy while using any GLOBE equipment, network, or standalone system.

Cell phone Usage

Staff members should not use cell phones for personal use during class time or other times when supervision of students is necessary. This includes but is not limited to texting, video chatting, or emailing. Employees are asked to be professional and use good judgment, especially at recess, if cell phone use is needed during the day for school-related matters. Staff may use their cell phones in the faculty lounge if they are on a break or off active duty while children are out of the classroom.

Electronic Communication

Every work communication from a personal cell phone, personal computer, etc. may be subject to an open records request. This includes texts and emails.

Background Checks

Fingerprinting and Criminal Record Checks Prior to Employment

All employees of GLOBE shall fill out the federal I-9 form at the time of employment.

All personnel, certificated as well as non-certificated, employed by GLOBE shall be fingerprinted and have a criminal record check. All employees serving in a classroom are required to hold a valid Clearance Certificate.

The fingerprinting and record checks shall be initiated by GLOBE at the appropriate time.

Substitute teachers will be responsible for paying the associated fee.

Criminal record checks for all personnel continued in employment at GLOBE shall occur every five years of employment.

The ED is authorized to develop regulations to implement this policy.

Transcript and Diploma Verification

Each employee of GLOBE will provide an official copy of their transcript(s) for inclusion in the employee's personnel records.

Conflict of Interest

Beyond the list of guidelines below, it is the good judgment of employees that offers the best protection against potential conflicts of interest. Employees who have questions about a potential conflict of interest should discuss the situation with the Head of School.

Each employee has a duty to act in the best interests of the students and the school.

- No GLOBE employee shall use their influence or authority as a GLOBE official to sell or effect a sale, directly or indirectly, for personal gain, to the school or to any GLOBE employee.
- No GLOBE employee shall disclose confidential information concerning the school's intentions, its investments, its property development, sale, acquisition, or its purchasing or contracting activities.
- No GLOBE employee shall solicit, accept, or agree to accept, gifts, loans, gratuities, entertainment, transportation, lodging, meals, any ticket of admission, discounts, payment, or service, except those of nominal value (less than \$50.00), from any employee, student, parent, person, firm, or corporation that to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the school; provided, however, that an elected official who is a candidate for public office may accept campaign contributions and services in connection with any campaign.
- If an employee accepts items or services of nominal value, the gift must be disclosed to the Head of School. Advertising items and instructional products that are widely distributed may be accepted. Expressions of good will from the community as a token of retirement or a job well done may be accepted.
- No GLOBE employee shall accept outside employment or business activity with obligations that may conflict, or appear to conflict, with the interests of GLOBE, nor shall the employee

The GLOBE Academy

conduct activities relate to outside employment during the school/business day.

- Teachers employed by GLOBE shall not teach or coach for pay any GLOBE student during the regular school day. Teachers shall not tutor for pay any GLOBE students they directly teach.
- No GLOBE employee shall advertise business or professional services or use system resources for personal or commercial enterprise.
- No GLOBE employee shall use their influence or authority as a GLOBE official to affect the employment of a relative as defined herein, including hourly employees, contractors, and vendors. Such influence and/or authority includes participation in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, and/or discipline, even when the related employees are not in the same line of supervision or authority.
- No GLOBE employee shall use their influence or authority as a GLOBE official to affect the employment of an individual with whom they are engaged in a dating or romantic relationship, including hourly employees, contractors, and vendors. Such influence and/or authority includes participation in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, and/or discipline, even when the employees are not in the same line of supervision or authority.
- No GLOBE employee may occupy a position in the same line of authority as a relative or romantic partner as defined herein.

For the purpose of this policy, relatives are defined as individuals who are related by blood, marriage, or adoption, including but not limited to the following relationships: spouse, child, stepchild, parent, stepparent, grandparent, grandchild, sibling, stepsibling, half-sibling, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, any other relative living in the household of the employee, a person who is engaged to be married to the employee or who otherwise holds themselves out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.

When appropriate, consultants or temporary employees who are retained by GLOBE shall be subject to this policy.

In the event that a potential conflict of interest situation arises, the employee who suspects the conflict should notify the HOS. Employees who perform this reporting function in good faith will not be subject to any reprisal. Any employee who violates the policy shall be subject to discipline up to and including termination of employment. Any contract or subcontract made in violation of this policy may be voided and subject to termination.

Drug, Alcohol, and Substance Abuse

The GLOBE Academy complies with all laws that regulate or prohibit the possession, use, or distribution of alcohol, illicit drugs, and controlled substances. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance, marijuana, or other dangerous or illicit drug is prohibited at GLOBE and at GLOBE- sponsored activities at all times for all GLOBE employees, in accordance with the Drug- Free Schools and Communities Act Amendments of 1989 and Drug-Free Workplace Act of 1988, and the Georgia Drug-Free Public Work Force Act of 1990.

Employees must perform their jobs safely and without the adverse influence of alcohol or controlled substances. GLOBE prohibits all employees from possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of illegal drugs or unauthorized prescription drugs, and from the use, sale, distribution, or possession of drug paraphernalia. All employees are prohibited from unlawfully possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of alcohol.

- “Illegal drugs” or “illicit drugs” mean any controlled substance or imitation controlled substance whose unauthorized manufacture, distribution, dispensation, possession, consumption, use, or sale is prohibited by federal or state law.
- “Unauthorized use of prescription drugs” means use of a drug by anyone other than the person for whom the drug was prescribed, or in any manner that is prohibited by federal or state laws.

The actions prohibited by this policy do not include the lawful and proper use of drugs prescribed by a physician or over-the-counter medications that are taken as directed. However, no employee shall report to work or attempt to engage in normal duties if they are knowingly impaired by drugs that are prescribed by a physician or by over-the- counter drugs.

Compliance with this policy is mandatory for all GLOBE employees. GLOBE has a zero- tolerance policy for violations of this policy, which means violators will be addressed through GLOBE, law enforcement, or both. Employees who violate this policy will be subject to personnel and appropriate disciplinary actions, which may include, but are not limited to, termination of employment, counseling, referral to an appropriate treatment or rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, conditional continuation of employment, expulsion, discharge, and referral to the proper law enforcement authorities. Consideration may be given as to whether treatment or rehabilitation will be offered to employees who have self- identified and/or have provided appropriate documentation to substantiate difficulty with drugs or alcohol, so that they may meet the standards and requirements set forth by the policy.

This policy applies at the following times:

- During school hours or as a part of any of its business activities
- While on any property owned or leased by GLOBE
- At any time during which the employee is acting in the course and scope of their employment with GLOBE
- At any other time that the employee's violation of this policy has a direct and adverse effect on the performance of their job

An employee shall notify their supervisor of any arrest, charge, conviction (or plea of guilty, no contest, or "nolo contendere") of any criminal drug or alcohol statute no later than the next business day after any such arrest, charge, conviction, or plea.

Staff Complaints & Grievances

As is natural, there are times when disputes arise between employees or between an employee and the school administration. Consistent with the philosophy behind the Charter, it is expected that, during any dispute, all employees will model the conflict resolution skills that they advance to GLOBE students. Should it become necessary, this procedure is intended to provide a simple, expeditious, and fair process for resolving employee complaints at the lowest possible level and with a minimum of conflict and formal proceedings. No employee will be subject to reprisal as a result of filing a complaint under this procedure.

Scope of Complaint Procedure

Any current employee may file a complaint concerning their employment or the implementation of the personnel policies. The complaint should be in writing, and every attempt should have been made to settle the issue with individual conversations.

Exclusions

This procedure may not be used for complaints or grievances about the following:

- Performance ratings contained in the employee's personnel evaluations
- The employee's job performance

- Termination, non-renewal, demotion, suspension, or reprimand of employee
- Revocation, suspension, or denial of certificates to all certified employees

Employee Grievance Procedure

Level I

Employees should make a good faith effort to work with the AHOS to reach a thorough and equitable resolution.

Level II

If an employee is unable to reach an equitable resolution under Level I, the grievance may be escalated to Level II by submitting a complaint, in writing, to the HOS within 10 calendar days of the most recent event upon which the complaint is based.

A written complaint must include the following: (1) a statement of all pertinent facts; (2) identification of the alleged violation; (3) names of all witnesses or participants known to the grievant; (4) a description of the efforts undertaken to informally resolve the dispute; and (5) the desired resolution.

Within 10 business days of receipt of a Level II complaint, the HOS and their designated independent third party, will meet with the complainant to review the complaint. As necessary to reach an informed decision, the HOS and their designee shall meet with other involved parties. The HOS shall document all discussions and preserve all related documents for the record to be reviewed upon appeal.

The HOS shall prepare a written decision within five (5) business days of the meeting with the complainant.

Any initial complaint filed with an individual other than the Head of School will immediately be transmitted to the HOS to follow the procedures laid out in this policy. Provided however, if the employee's grievance deals with the Head of School, the initial complaint may be filed with the Executive Director who will review and render a Level II decision.

Level III

If the resolution requested in the complaint is not reached, the employee may appeal the Level II decision by the HOS by filing a Level III appeal with the Board Chair within ten (10) calendar days of the decision. A Level III appeal must include, (1) the original complaint, and (2) a written explanation of why they disagree with the Level II decision of the HOS. Within ten (10) business days of receipt of the appeal, the Board Chair of the Governance Committee shall render a decision based on a de novo review of the facts presented and record preserved by the HOS. If they believe it is necessary to conduct additional interviews to reach an informed decision, the Board Chair may do so prior to rendering a decision. A decision on the appeal will be rendered, in writing, by the Chair within ten (10) business days of receiving the appeal and conducting a

review. The decision of the Chair shall be final.

The Board Chair shall excuse themselves from the appeal if they have a conflict of interest in the subject of the hearing. In which case, the Chair of the Governance Committee shall conduct the appeal.

Timelines

After a complaint or grievance is filed, the timelines stated in this policy may be extended by up to five (5) calendar days if necessary, to conduct a thorough review to render an informed decision. In such case, the decision maker must notify the complainant, in writing, of the new date on which a decision is expected and the reason for the delay.

Discrimination, Harassment, and Misconduct

GLOBE is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law. It is the express policy of GLOBE to comply with all appropriate laws and regulations relating to discrimination now in effect or hereafter enacted including Title VI, Title VII, Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Title II of the Genetic Information Nondiscrimination Act of 2008, and all accompanying regulations.

This school is committed to complying with the Americans with Disabilities Act (ADA) and all applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. GLOBE will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship and ensure that that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with the school. An employee with a disability for which reasonable accommodation is needed should contact the HOS to discuss possible accommodations and make a formal written request for accommodations.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the HOS. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Harassment

GLOBE is committed to providing a work environment in which its employees and students are treated with courtesy, respect, and dignity, and are free of harassment, whether sexual, threatening, or discriminatory in nature. It is illegal and against school policy for an employee to engage in sexual harassment or harass another person because of their sex, race, color, religion, national origin, age, disability, sexual orientation, or other characteristic protected by law.

Any employee who believes that they are being unlawfully harassed should immediately contact the HOS or AHOS. Employees may also utilize the Staff Complaints and Grievance Policy detailed in this handbook. All complaints of harassment will be promptly, thoroughly, and confidentially investigated; where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

Employees will not be penalized for reporting an incident or for participating in the investigation. Retaliation against any individual who reports discrimination or harassment or participates in the investigation of such report is a strict violation of this policy and will be subject to disciplinary action.

Definitions

Harassment – As used in this handbook, harassment is defined as any unwelcome verbal or physical conduct towards another individual that intends or results in the creation of an intimidating, hostile, or offensive work environment or causes unreasonable interference with the victim's performance or professional obligations or opportunities.

Sexual Harassment - As used in this handbook, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is an explicit or implied term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions; or (3) such conduct interferes with the employee's work performance or creates an intimidating, hostile, or offensive workplace.

Complaint Resolution Process

Any employee (full-time, part-time, hourly), contractor, or consultant who believes that they have been exposed to discrimination, harassment, or sexual harassment should immediately report the alleged act to the Head of School or, in the case of a conflict of interest, report to the Chair of the Governance Committee. The resolution will then proceed as outlined in the GLOBE Complaints and Grievance Procedure.

Appeals Process

Refer to the GLOBE Complaints & Grievance policy..

Prohibitions

GLOBE prohibits retaliation, intentional false reporting, and hindering an investigation.

Retaliation

Retaliation against individuals who file complaints of alleged sexual misconduct is expressly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Appropriate disciplinary action up to and including termination shall be imposed for verified acts of retaliation or attempted retaliation.

Intentional False Reporting

Persons who knowingly fabricate allegations of discrimination, harassment, or sexual harassment shall be subject to disciplinary action up to and including termination.

Hindering an Investigation

Individuals who withhold information, purposely provide inaccurate facts, violate privacy and confidentiality rules, or otherwise hinder an investigation under this policy shall be subject to disciplinary action up to and including termination.

Right to Alternate Dispute Resolution Procedures

These procedures do not prohibit any individual from seeking resolution through all other avenues afforded by law.

Smoke-Free School Zone

GLOBE prohibits vaping, smoking, or the use of any tobacco products, including but not limited to cigarettes, cigars, cigarillos, small cigars, pipes, hookah, smokeless tobacco (otherwise known as dip, chew, snuff, spit, and snus), electronic cigarettes, and other smokeless products while working or performing functions as a GLOBE employee.

All areas of GLOBE are smoke-free without exception. This includes but is not limited to private, enclosed offices; conference and meeting rooms; cafeterias/lunchrooms; employee break areas; playing/athletic fields; entrances and exits to buildings and parking lots.

The HOS is authorized to develop regulations to implement this policy.

Weapons

GLOBE is committed to maintaining a safe and secure working and learning environment to ensure student success. The possession of weapons of any type on school property, on school-sponsored trips, in the school safety zone, and at school-sponsored activities is prohibited. Anyone violating this policy shall be subject to disciplinary action up to and including termination and, potentially, prosecution under the provisions of law.

In accordance with O.C.G.A. § 16-11-127.1, weapons are not allowed on GLOBE property, in schools, administrative offices, or at school activities. Trained police officers are the only individuals who may carry weapons on GLOBE property (schools and administrative offices), school safety zones, and at activities.

The term “weapon” means and includes those items listed in O.C.G.A. § 16-11-127.1 and other applicable laws, as amended. However, regardless of the definitions and specific instruments defined in said laws, GLOBE prohibits the possession of knives of any type on school property, in the school safety zone, and at school-sponsored activities, if any such knife can be used to inflict bodily harm, with the exception of knives used by the school’s staff for food preparation in accordance with safety guidelines and policies. Additionally, any item not traditionally considered a weapon may be a weapon for the purposes of this policy when such item is used in a manner to injure or threaten injury to students, employees, or third parties on GLOBE property or at GLOBE events.

Workplace Violence

GLOBE strives to have a workplace that is free from acts or threats of physical violence, harassment, intimidation, or other threatening and/or disruptive behavior that takes place on GLOBE grounds or offsite at a GLOBE-related activity. To this end, GLOBE seeks to provide a safe work environment for all employees to the full extent of the law. This statement shall not be construed to create an obligation on the part of GLOBE to take action beyond what is required by law.

GLOBE has a zero-tolerance policy regarding workplace violence. Violations of this policy will lead to disciplinary and/or legal action as appropriate.

Employees are expected to refrain from conduct that may be dangerous to others. Conduct that intimidates, threatens, or intimidates another employee, student, or visitor will not be tolerated.

GLOBE resources may not be used to threaten, harass, or stalk anyone, whether on or off GLOBE grounds.

GLOBE treats threats stemming from a personal relationship as it does other forms of violence.

Reporting and Investigating Workplace Violence

All indirect or direct threats of violence, incidents of actual violence, or suspicious individuals or activities should be reported as soon as possible to a direct supervisor.

GLOBE will thoroughly and promptly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the person making the report will be

protected as much as possible. GLOBE will not retaliate against employees who make good-faith reports of violence, threats, or suspicious individuals or activities.

To maintain workplace safety and the integrity of its investigation, the school may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending the results of its investigation.

Accident or Injury in the Workplace

GLOBE employees are covered under a Workers' Compensation insurance program. This coverage may provide Workers' Compensation benefits to the employee should they be injured while performing their job duties for GLOBE. The injury must arise out of and during employment. The employee must provide notice to their supervisor immediately. The injured employee must select a medical care provider from the panel of approved physicians. Only those providers listed are authorized to provide medical care for a work-related injury. Failure to do so may result in the loss of benefits.

All employee injuries that occur on GLOBE premises should immediately be reported to the AHOS and/or the immediate supervisor of the employee.

Upon observation or notification of an employee injury, the AHOS or supervisor should take action to assess the level of medical emergency and immediately obtain the appropriate medical care.

1. In the case of major or life-threatening emergencies, immediately call 911 and request emergency medical assistance.
2. In the case of minor or non-life-threatening injuries, provide first aid or medical treatment through the School Nurse, as available.

The final determination regarding eligibility for Workers' Compensation will be made based on the specific facts of the individual case.

Incident Report

Once the employee's injuries have been addressed, the AHOS or supervisor should complete an Incident Report detailing the following:

1. The employee involved
2. Others present
3. The date, time, location, and description of the accident

The Incident Report should be forwarded to the Business Manager, who will then initiate a claim

with GLOBE's Workers' Compensation carrier.

OSHA requires employers to report all severe work-related injuries (amputation, in-patient hospitalization, or loss of an eye) or death related to an accident or injury in the workplace.

Additional Medical Treatment

Should the employee need additional medical treatment, they should be directed to select one of the Workers' Compensation medical providers listed on the Official Notice of Georgia Workers' Compensation Law, which is posted in the teachers' lounge, front office, clinic, and custodial office area

A Workers' Compensation claim representative will be assigned to provide the injured employee with further instructions regarding their medical care.

Monitoring Students

Mandated Reporter and Student Reporting of Alleged Sexually Inappropriate Behavior

The GLOBE Academy prioritizes safety and strives to provide a safe learning environment for everyone. Employees are considered mandated reporters. Thus, any employee who has reason or cause to believe that a child is being or has been abused shall notify the HOS or AHOS, who shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. Any such reports of “suspected” child abuse are required to be reported in accordance with Georgia law and the protocol for handling child abuse cases for Dekalb County, Georgia.

Reporting

Any student, parent, or friend of a student who has been the victim of an act of sexual abuse or misconduct by a teacher, administrator, or other school employee is encouraged to make an oral report of the act to any teacher, counselor, or administrator at GLOBE.

Any teacher, counselor, or administrator who receives a report of sexual abuse or misconduct from a student, parent, friend, or GLOBE employee must immediately make an oral report to the HOS or AHOS. An oral report must be followed-up with a written report provided to the HOS or AHOS within 24 hours. Note, if the HOS is the person accused of sexual abuse or misconduct, report should be made to the Board Chair.

Sexual Abuse

If the HOS or AHOS has reasonable cause to believe a student has been sexually abused, they must immediately, but no more than 24 hours, make an oral report to a DHS child welfare agency providing protective services, appropriate law enforcement, or district attorney. If requested, a written report must be provided. For the purposes of this policy, sexual abuse has the same meaning as is defined in OCGA §19-7-5(b)(10).

Sexual Misconduct

An immediate investigation must be conducted by the HOS or AHOS of any reported acts of sexual misconduct against a student by a teacher, administrator, or other GLOBE employee. If the investigation indicates reasonable cause to believe that the sexual misconduct occurred, the HOS or AHOS must immediately provide a written report to the Board Chair and Ethics Division of the Professional Standards Commission. For the purposes of this policy, sexual misconduct includes any act that is not sexual abuse under OCGA §19-7-5 not covered by OCGA §20-2-1184.

Accidents and First Aid

In case of an emergency or accident on school grounds or at school activities involving students which, in the opinion of school authorities present, requires medical attention by a physician, the following procedures will be used:

1. The teacher will notify the HOS, front office, and AHOS.
2. The parents should then be notified by a school administrator.
3. The parents will make the decision as to how the student will be transported, and the hospital to be used.

If neither the parents nor the person designated by the parent to be notified in case of an emergency can be reached, the HOS or their designee will decide for the student's case, according to the medical release waiver signed by parents. This includes arrangements for transporting the student to the nearest hospital or urgent care facility.

Remember: When a child has an accident while under a teacher's supervision, the child must report to them what happened and how it happened before going to the office. The teacher must then complete an incident report on any injury. If medical attention is given beyond a band-aid, there must be an incident form on file. Incident forms are available in the front office. This incident report must be filed with the front office in the student's permanent record.

First Aid

First aid supplies are located in the red backpacks found in every classroom, the clinic, and with PE coaches. When there is a minor injury, the child is to be sent to the clinic.

In no case should a teacher administer medication to a student. Any over the counter or prescription medication will be administered to the student in the clinic. In accordance with state law, some students may maintain possession of medications such as an EpiPen (or similar) or an inhaler. A teacher may assist the student in administering such medications in an emergency situation.

In cases such as back, neck, or head injuries where any movement may cause additional injury, THE CHILD IS NOT TO BE MOVED. The front office must immediately be notified for support.

All teachers should wear gloves when administering first aid. For K-5, red backpacks must go with the class when it leaves the room.

Emergencies Requiring Immediate Medical Attention

In the event of a life-threatening emergency with a student, call 911 immediately and then notify administration and the school's nurse. An incident report must be filled out with as much detail as possible.

Drills

Fire Drills

Fire procedures and maps are to be posted in a visible location in the classroom near the light switch

A fire drill will be conducted each month. Drill procedures are as follows:

1. Upon hearing the fire signal (constant sounding of fire alarm), teachers will exit the building with all students under their supervision and with their red backpack with the colored cards.
2. Students are to leave the classroom and walk down the hall in a straight, quiet line to assigned areas.
3. Teachers are to have students stand quietly in a straight line in case additional instructions need to be given. Class roll is to be taken to account for all students. If all students are present, the teacher is to display a green card to the administrator in charge of the area. If students are missing or if the teacher has an extra student, they are to display a red card to the administrator in charge.
4. Teachers are to wait for an "All Clear" signal, at which point they are to escort students back to class.

Any student who is out of the room at the time of the drill is not to return to the room. Teachers need to discuss with their class what to do in this case. If the child is out of the room (in the restroom, media center, etc.), the child should join the nearest adult that is available, and walk with that adult, or that class, outside. The adult should notify the administrator in charge of the teacher's area with the red card.

Tornado Drills

Tornado procedures and maps are to be posted in a visible location in the classroom near the light switch.

A tornado drill will be conducted twice per year. Drill procedures are as follows:

1. Upon hearing the tornado signal, teachers will exit the classroom with all students under their supervision and with their red backpack.
2. Teachers are to go to the designated areas as indicated on the map.
3. Teachers are to close all classroom and hallway doors.

4. Students should be seated on the hall floor with their heads toward the corridor walls. Coats and jackets can be used to cover heads, arms, and legs to help reduce the severity of injuries from flying glass and other debris. Students should be located as far as possible from all exits (or walls in corridors if they contain windows or doors).

All students will come in the building during a Tornado Watch.

Intruder Drills

Intruder drill procedures and maps are to be posted in a visible location in the classroom near the light switch.

An intruder drill will be conducted periodically. Please see the [procedures](#) document for specifics at each of our levels of drill.

Cafeteria and Lunch

For an effective lunchroom program, there must be complete cooperation from the staff. Several procedures are in place which facilitate an effective and time-efficient lunch program.

- Bathroom break before lunch must be followed.
- When transporting a class to lunch, teachers must be on time when entering the Village Plaza/cafeteria as well as when leaving with students at the end of the lunch period. They should be aware of the time other classes are going to lunch, especially if there have been adjustments to the schedule. A class arriving to lunch late cannot make up that time because of tight scheduling. If a class is not finished on time, the teacher must take them outside or back to the classroom to finish.
- Should a field trip or assembly interfere with a teacher's lunch schedule, it is their responsibility to plan for time changes with other teachers involved. This should be done several days in advance. If complicating factors exist, a building administrator will assist.
- Classroom teachers are responsible for the supervision of their class down the hall and into the lunchroom. Once the class is settled in line, teachers may leave the room or stay to eat their lunch with the students as per assigned duties.
- Every child is expected to eat lunch each day (unless fasting due to religious reasons, at which time they may sit in the library). Only food should come to lunch (no toys, books, games, etc.).
- Adults supervising during lunch should be familiar with these procedures. Adults should be actively supervising students by walking around and through the cafeteria for the duration of the supervision period.
- Please be consistent in encouraging the class to adhere to GLOBE Academy's core values of Community, Respect, Empathy, Sustainability and Trust (CREST) and to

understand that the adults supervising are in charge. Silent lunch is not used as a consequence for classroom/academic behavior.

- Students may talk quietly to the students at their own table.
- The first two weeks of school, all homeroom teachers will eat with their students to establish rituals and routines in the Village Plaza/cafeteria.

Student Behavior

Hallway and Line Behavior

Students should walk in the hallways at all times. Students should transition quietly in the hallways so that other classes are not disturbed. Teachers or TAs need to accompany their children to and from Connections and have them there on time.

Classroom and School-Wide Behavior

As a rule, most classroom problems or disruptions are to be handled by the teacher utilizing the Responsive Classroom approach. However, there may come a time when a serious violation of the discipline code, including repeated misbehavior, will warrant a referral to the office for administrative attention. Please reference the School-Wide Behavior Plan for guidance as to what behaviors should be addressed at a classroom level vs. what behaviors require outside intervention. As needed, the administrator will follow the DeKalb County School District (DCSD) code of conduct to determine actions. Additional school behavior documents are shared annually through Google Drive.

Before a referral is made to the office/administration for minor repeated violations and/or incidents of misbehavior, teachers are to be sure that the following have occurred:

- Teacher has contacted parent(s) and/or guardian(s) to inform them of ongoing behaviors.
- Teacher has worked with student and parent(s)/guardian(s) to utilize several forms of ongoing interventions. All communication and intervention must have been documented.
- Teacher has sought advice from the Data Coordinator and brought the child's actions up in monthly Response to Intervention (RTI) reviews for suggestions.

It should be noted that the best deterrent for ongoing misbehavior is to implement a rigorous and challenging instructional plan. Students who are engaged in meaningful and motivating activities are less likely to cause disruptions.

The following are situations which should result in an instant office referral:

- Incidents involving violence or the threat of violence to any students or staff
- Possession of or suspected possession of any item or substance prohibited by the discipline code (all staff should be mindful that student searches are to be made only by administrators)
- Incidents involving bullying or suspected bullying
- Incidents involving sexual behavior including but not limited to sexual harassment
- Incidents of damage to or destruction of property
- Suspected cases of child abuse
- Repeated violations and misbehavior

Recess

- The ratio for supervision during recess must be the same as for the classroom. There must be adults on all sides of the play space.
- Classroom walkie-talkies **MUST** be taken to recess and taken any time a class leaves the building.
- All items must be gathered before coming into the building.
- Children should not be left unsupervised in the building during recess. Students should not be required to sit out of recess. Recess should not be used as punishment.
- Recess should not be taken away as a whole class punishment.

Multi-Tiered Support System (MTSS)

All paperwork required by the State of Georgia is to be completed in full and in a timely manner by all teachers involved. A Response to Intervention (RTI) meeting is the time to discuss strategies that worked or did not work and what steps to take in the future. It is not a typical parent conference. Following through with RTI data is a must, as it is a legal document. RTI data collection is the responsibility of the teacher.

Gender Inclusion Policy

GLOBE staff ensures inclusive access to programming and facilities. In accordance with procedure, the school will:

- Respect all students' gender identity and gender expression by honoring the right of students to be identified and addressed by their preferred pronoun and to dress

The GLOBE Academy

according to their gender identity.

- Within academic programming, prohibit separation of students and/or curricular materials based upon gender unless it serves a compelling pedagogical tool.
- Provide all students the opportunity to participate in co-curricular and extracurricular activities, in a manner consistent with their gender identity, including but not limited to intramural and interscholastic athletics.
- Provide all students with access to facilities (including bathrooms and locker rooms) that best align with a student's gender identity, except in circumstances where the proposed gender alignment for that student would negatively impact the safety and privacy of that student or other students, in which case GLOBE will identify a reasonable alternative to accommodate that student. Where available, a single-stall bathroom may be used by any student who desires increased privacy, regardless of the reason.

This policy does not anticipate every situation that might occur with respect to transgender students. The needs of each transgender student are unique. This policy should be interpreted consistently with the goals of reducing stigmatization and ensuring the integration of transgender students in educational programs and activities.

Academic Policies

Planning

Lesson Plans

Lesson plans are due to the AHOS by Monday at 8:00 a.m. of each week. All teachers are expected to turn in lesson plans. please s

Grade Level Planning

Once a week, the grade chair will hold a grade level meeting. Partner Teachers (K–5) will meet and plan together at least twice a week. Middle School teams will meet at least once a week. Documentation from weekly meetings will be turned into the AHOS.

Student Attendance

Grades K–5

It is imperative that all teachers submit attendance into the computer system by 9:00 a.m. each day. Students are marked absent if they are in school less than half a day. The half day mark is 11:30 a.m. If a child is absent more than three consecutive days, the teacher should contact the parent and inquire about the child, then notify the HOS. This action communicates caring and concern for GLOBE students. Teachers should make sure that students have a clear understanding of assignments to be made up after the absence.

Grades 6–8

It is imperative that all teachers submit attendance into the computer system within the first five minutes of each period. Students accumulating five (5) or more absences in one 9-week grading period should be referred to the guidance counselor for parent follow-up.

No policy exists for regular tardiness.re

Field Trips

Field trips are considered an integral part of the instructional program. Trips must be well planned, and children must have clear objectives for the trip. The teacher will discuss the proposed trip with the HOS before anyone else is involved in the planning. Each child must have written permission from the parents. No student will be excluded from a field trip without the knowledge and consent of the HOS. No student shall be excluded from a field trip due to financial hardship. If parent permission is not able to be secured, after multiple attempts, the child should be placed with another teacher with assignments while their class is away.

At GLOBE, we love field trips because they give students the hands-on experience they need to connect to the curriculum. Teachers must adhere to these guidelines when creating and booking a field trip. The field trip should always connect to the curriculum or language culture.

More information and the most updated field trip procedures can be found on the Google Doc entitled "OMG!"

Classroom Activities/Performances

Any time guests will be invited into a classroom or into the school, permission must be obtained from the HOS before information goes out to parents/guests. Once it is approved, all details must be emailed to the front office, the AHOS, and the HOS. If it is anticipated that students will be checked out after the event, the teacher is responsible for having a roster printed out so that parents can sign them out. This form will be turned into the front office.

Collected Money

All money collected for events and/or field trips should be systematically recorded and/or receipted and submitted to front office for verification. Teachers must follow the directions given to collect money for their own protection. Do not leave money in classrooms overnight. Monies are to be stored in a secure location. Cash will not be accepted.

Videos, DVDs, and Online Resources

DVDs, videotapes, and online resources should be reviewed carefully before use. The teacher must adhere to current copyright laws regarding use of any multimedia. Non-academic video content is highly discouraged and should be used sparingly. If it is used, it must adhere to the following ratings limits and be approved by the AHOS/HOS prior to viewing.

- Grades K-5: G rating
- Grades 6-8: PG rating

Anything above these ratings requires written permission from a parent/guardian.

Curriculum Resources and Technology

At the beginning of each year, teachers will sign out the necessary curriculum materials to instruct their grade level and content areas. It is expected that, at the end of each year, all curriculum materials will be signed back into the Curriculum Coordinator in the same condition they were received.

Students will be utilizing iPads or Chromebooks throughout the school year. Chromebooks should be treated as curriculum resources.

At Lower Campus, class sets of iPads or Chromebooks are assigned to each classroom teacher. Teachers should be aware that iPads and Chromebooks may be recalled for MAP and Milestones testing and should plan accordingly. Teachers at Lower Campus are responsible for making sure that iPads and Chromebooks are kept safe and secure them each night in their classrooms. Missing or damaged iPads and Chromebooks should be reported to the office immediately.

At Upper Campus, Chromebooks are checked out to individual students by the homeroom teachers. Teachers are responsible for making sure that Chromebooks are used only by the assigned student, and that all Chromebooks are accounted for each afternoon. Missing or damaged Chromebooks should be reported to the office immediately. A separate policy is signed when a Chromebook is checked out to go home with the student. Teachers should be aware that Chromebooks will be locked down for MAP and Milestones testing and should plan accordingly.

Classroom Resources

Furniture is purchased for the classrooms. If a teacher moves classrooms, the furniture (including but not limited to desk, rug, bookshelves, tables, chairs, and grade level specific resources) stays with the room not the teacher.

Items purchased through PTCC and/or "Donors Choose" <https://www.donorschoose.org/> may stay with the teacher if the items are not grade-specific. If the items are grade-specific and the teacher changes grades, the items stay with the grade level. If the teacher leaves GLOBE, the items stay with GLOBE.

Grade Reporting

At the end of each semester (in December and in May), report cards will be issued. Progress reports will also be sent at the nine-week marks in October and March.

- October (Parent Conferences)
- March (Parent Conferences, by parent request)

Between progress reports, teachers are expected to keep parents notified of student progress, including any notable changes and at what level the child is working. It is advised to send work home that is not being kept for the portfolio. This is a good tool to keep parents abreast as to what is being taught. It is their little window into their child's life at school.

Grades K–5

Standards-based reporting and end of the semester reporting in Infinite Campus.

Grades 6–8

At a minimum, teachers will submit one grade a week (per subject area) entered into Infinite Campus and semester end grades in Infinite Campus.

Academic Grading

Grades K–5

Each teacher will post semester grades via the Infinite Campus site upon the opening of the posting window. Dekalb County decides when the posting window opens. This is the only way the state knows that GLOBE students have completed their work for these classes. The following

The GLOBE Academy

criteria are to be used as a guideline for posting grades:

- Needs Development (1)
- Progressing (2)
 - At the end of first semester, if the student is anticipated to meet the standard by the end of the year, the teacher should mark **Meets**.
 - If the student is struggling with the standard and the teacher is unsure whether they will meet the standard by the end of the year, they should mark **Needs Development**.
- Meets (3)
- Exceeds (4)

Reports need to be consistent between teacher partners. Work together when determining the final assessment of all students in the class. Report cards must have documentation (minimum of three pieces of evidence) for how students earned the grade.

Grades 6–8

Grades for middle school students are entered into Infinite Campus on a weekly basis. Teachers are expected to work with their grade level cohort to create consistent rubrics and expectations for grading.

The following grading scale should be used:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-60
- F: 59 and below

Parent communication and documentation is required for students performing below a “C” level.

Final grades and overview comments will be submitted during the grade posting window at the end of each semester. Mid-year report cards are sent home with students in January. End-of-year report cards will be mailed within the first week after school ends in May.

Homework

- **K–2 students:** Up to 30 minutes of homework per night, M-Th, including reading
- **3–5 students:** Up to 1 hour of homework per night, M-Th, including reading
- **Middle School:** 1.5 hours of homework per night, M-Th, including reading, gradually increasing to 2 hours per night by 8th grade. It is appropriate to expect students to work on long-term projects over weekends, but not over school vacations.

Teachers can assign weekly homework as if students are expected to do the given amount of time each night but must understand parents may do what works best for their family (i.e., all in one

night or spread through multiple nights).

Communication between partner teachers about homework is essential! Partner teachers should communicate about homework that is being sent home each week before it goes home. Feedback must be given on all homework and sent home in a timely manner.

Teachers will only assign homework that extends and applies the lessons of the regular school day. They MUST NOT assign homework just for the sake of assigning homework or if the strategy or skill has not been taught. It must be purposeful (i.e. NO busy work).

Communication

Announcements and Email

In order to keep classroom interruptions to a minimum, all announcements will be made at designated times in the morning. Email should be checked periodically during the day for updates. Reminder: school email is a public record that may be subject to requests under the Georgia Open Records Act.

Teacher Communication

A webpage, Google Classroom, or blog is encouraged of all teachers. At a minimum, it must include:

- Current unit of study with applicable standards
- Long-term project information
- Contact info with phone and email
- Class updates
- Bi-weekly classroom/grade level newsletters

The AHOS should be included as a co-teacher on all Google Classroom sites.

All teachers will send an email each week to parents, with the AHOS cc'd on every group parent email. It can either be a summary of the past week and what is coming next or a simple statement about the week with an ending of, "Check out my blog." This will go out at the same time each week. Just like students, parents like consistency also. Good communication will be productive in the long run and will be time well spent.

Mail

Teacher mailboxes should be checked each morning, at midday, and before leaving the school at the end of the day. Lower Campus mailboxes are located in the teacher's lounge. Upper Campus mailboxes are in the front office. Students should not be sent to get mail. Many times, confidential items are placed in mailboxes.

Public Relations

Public relations are a continuing responsibility of all staff. All employees must be careful when speaking to parents or other community members about GLOBE. The GLOBE Academy is a high-profile school, and no staff member wants to be misquoted or misrepresented. GLOBE staff is in this together. "Do not sink the ship."

Media Communications

All media requests about school matters should be immediately referred to the designated school media representative(s). At GLOBE, the following individuals have been designated as school media representatives. They are the only personnel authorized to comment on school matters.

GLOBE Media Representatives:

Christi Elliott-Earby, Executive Director
Denise Clayton-Purvis, CFO/COO

If an employee receives a phone call from a reporter asking for comment on a school matter or a school client, the employee must politely tell the reporter that their inquiry will be directed immediately to the school media representatives and that they will hear back as soon as possible. In addition to their name and the media outlet they work for, employees should ask for their deadline. This is important as we want to be sure to respond to reporters in a timely manner to maintain credibility and relationships.

Employees should also make note of the nature of the reporter's inquiry and the information they seek. All of this information should be passed on to the designated school media representatives via e-mail or phone as quickly as possible.

NOTE: It is possible that a reporter calling for an interview about a sensitive internal matter or a school partner will try to secure information from anyone who answers the phone. It is important to refrain from making any comments to a reporter that could be used in their story. Employees must stick to the "script" outlined above: taking their information and assuring them, politely, that they will receive a call back from the appropriate individual(s) in time for their deadline. It is imperative that employees not engage the reporter in conversation or idle chatter.

Surveys, Questionnaires, Forms, Interviews, Observation

GLOBE teachers and staff should not participate in any information gathering activity without first speaking with school administration. This includes responding to non-school generated surveys, questionnaires, forms, interviews, or observations, and includes parent requests.

Social Media

Social Media is a useful tool for effectively communicating with the GLOBE Academy community about the work of the school. "Social Media" is defined as all social media activities by The GLOBE Academy employees, including but not limited to the use of blogs, forums, social networking sites and any other web-based communications on publicly available sites. Social media activities related to the work of GLOBE are encouraged to take place in a classroom or school office setting so long as such activities do not detract from the employee's effectiveness or other job duties. The use of social media, even off duty and off premises, must not violate any GLOBE policies or otherwise interfere with the employee's performance of duties. GLOBE expects all employees to exercise professionalism and good judgment in any social media activities, school-related as well as non-school related. Furthermore, any social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, Family Educational Rights and Privacy Act (FERPA), copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations. Any communication that is unprofessional or prohibited in any other form is also unprofessional or prohibited on social media. Employees should be mindful that any social media post, even from an employee's personal, non-school account, may be interpreted as being made on behalf of GLOBE.

The GLOBE Academy recognizes the value of social media, both for personal and professional use. However, there are some guidelines that should be addressed when educators use social media. The guidelines and reminders below have been posted to better protect (and inform) GLOBE employees from charges of inappropriate use.

- Employees must not friend/follow current students or allow students to friend/follow them, except for relatives. It is GLOBE's recommendation that teachers do not friend students.
- Employees must be judicious about "friending" students' parents on social media. Not all parents are social media users, and it may appear unfair if some parents are "friends," while others are not. The GLOBE website is equally accessible to all stakeholders with internet connectivity.
- Teachers may utilize Edmodo/Google Classroom/Class Dojo, etc. as a wonderful (and safe) social media tool to engage and assess 21st century learners.
- Employees must never forget that on a social networking site, once something is posted, it may be available forever, even after removal. "Post only what you want the world to see."

GLOBE Social Media Don'ts

- GLOBE employees should not update social media statuses or post non instructional content during school hours. Stakeholders expect GLOBE employees to be working during the school day; posting on social media during this time may give the impression that teachers are not fulfilling their responsibilities to students.
- Employees must not post pictures of GLOBE students on non-GLOBE social media.

- For classes with a Facebook page or Twitter account, these should not be used as the sole means of classroom communication. It is important to remember that not all parents are social media users.
- Employees must not say or do anything (or post pictures) on social media that they would not share in the classroom with parents, the HOS/AHOS, and the school board present.
- Routine digital communication between teachers and parents should be conducted through GLOBE email (not Facebook messages) or text messages.

Parent/Teacher Conferences

Parents should be continually informed about the progress of their child. Regular communication should include positive reports as well as those about teachers' concerns. Teachers should be proactive about notifying parents of incidents in cases where the child may report erroneous or sensitive information to the parents. Parents have the right to request a conference at any point. Each conference must be documented. School-wide parent/teacher conferences are intended to be held after the first grading period. They should happen after the grades have been posted to the report card.

Procedures for Conferences

Before the Conference

- Teachers should review the student's work and/or portfolio.
- Teachers should plan what they will present to parents or guardians based on concrete evidence that can be reported to the parent or guardian. This can include work samples, conference notes, assessments of levels, etc.
- Teachers should touch base with the HOS or AHOS if guidance is needed. It is the teacher's responsibility to alert administrators of a potentially difficult conference, giving them as much time as possible to work it into their schedule. If an administrator cannot be present, teachers should consider the options of rescheduling, inviting the team leader, or including the counselor in the conference. If a student has special needs, the teacher should confer with the special education teacher and include them in the conference, if needed.

Conducting the Conference

- Make the parent or guardian feel at ease/be welcoming.
- Always begin with positive statements.
- State the reason for the conference.
- Be honest, tactful, and gentle.
- Offer suggestions/next steps.
- Summarize at the end and make notes of next steps for all involved. What can the teacher

do in class? What are the student's responsibilities? What can the parents or guardians do to support?

School Calendar and Activities

School Calendar

A copy of the school calendar will always be on the GLOBE webpage.

Google Calendar

Each teacher should subscribe to the appropriate Google Calendars and check them regularly.

The HOS or their designated representative very carefully controls the school calendar. Teachers should consult the calendar as they sign in each morning. It is a good practice to look ahead several days to see what activities are planned. Teachers must not ask to add events to the master calendar until an activity is cleared by Administration.

Scheduling Activities

All activities should be approved by the Administrative Team and scheduled on the school master calendar. The HOS must approve any outside guests in advance. Programs presented by student groups representing the school should be discussed and approved by the HOS or their designee prior to the presentation. The teacher scheduling the activity is responsible for alternate lunch arrangements, if necessary.

Grade Level and Team Responsibilities

Cohesiveness

Grade levels should align as a group on policies and procedures not outlined in this handbook. There should be continuity across the grade level. This provides positive structure for students and their parents.

Meetings

The members of each grade level and team are responsible for meeting as a group at least once

every week. The team leader will set the agenda and run the meeting in a professional and timely manner. These meetings are necessary to discuss events (current and long-range) with respect to instructional planning, student information updates, and interdisciplinary team management. Meeting notes should be taken and distributed to the HOS, AHOS, and team members.

Team Leader

The team leader is responsible for:

- Attending Building Leadership Team Meetings. If they cannot attend, a representative should be designated.
- Communicating between the team and Leadership
- Setting the weekly agenda and running the grade level meeting
- Delegating tasks to team members
- Turning in reports/forms/grade level information as requested by Administration
- Modeling and encouraging a positive team atmosphere and a cohesive decision-making process
- Leading the team in instructional conversations, decisions, and planning

Building and Grounds

Care of Classroom

The classroom is an environment where learning takes place; therefore, it is extremely important to maintain a clean and attractive classroom. The classroom should be neat and organized as not to distract from learning.

Custodial Service

Custodial service staff is under the supervision of the Facilities Director and the HOS. All requests for their services should be cleared through the HOS/AHOS to facilitate scheduling. Teachers are responsible for reporting any repairs or unacceptable cleaning of the classrooms to the AHOS/HOS.

Building Security

All GLOBE staff members are responsible for building security and inventory control. In order to reduce losses resulting from theft, burglary, and vandalism, all faculty and staff are asked to observe the following guidelines:

- Make sure that classroom windows are closed and locked at the end of each day and

blinds are closed.

- Do not leave money in the classroom. Turn it in before the end of the day to the Business Manager and obtain a receipt.
- Do not leave valuable equipment such as radios, cameras, multimedia projectors, calculators, iPads, Chromebooks, etc., visible in the room overnight.
- In the event that a teacher's room is broken into or something is stolen, a missing property report must be filled out immediately.
- Teachers should keep all keys directly under their supervision. Do not let students use the keys. In addition, do not provide key cards or building codes to students/parents under any circumstances.
- Do not open locked classrooms if the teacher is not present.
- External doors are not to be propped open! This is very important!

Professional Learning

Certification

Each teacher is responsible for keeping their teaching certification current and providing a copy of the certificate to Human Resources. The TKES platform will also be a place to report PL sessions and hours. For GLOBE's certified staff, this is where the PSC will download each teacher's professional learning.

Staff Handbook Acknowledgment Form

I, _____ have:

Printed Name

- Received a copy of The GLOBE Academy Staff Handbook.
- Read the handbook in its entirety.
- Asked for and received clarification on the information therein.
- Agreed to abide by the local policies contained therein.

Signature

Date

16. Attach proof of the school's insurance coverage, including the terms, conditions, and coverage amounts.



POLICY DOCUMENT

S 2135972

INSURED 'S COPY

INSURED 'S COPY

The GLOBE Academy

Issued by The Stock Insurance Company

Policy Number
S 2135972

SELECTIVE INSURANCE COMPANY OF AMERICA
40 WANTAGE AVE, BRANCHVILLE, NJ 07890

COMMERCIAL POLICY INFORMATION PAGE

Named Insured and Address THE GLOBE ACADEMY, INC. 4105 BRIARCLIFF RD NE ATLANTA, GA 30345-2031	Policy Period From: AUGUST 12, 2021 To: AUGUST 12, 2022 12:01 A.M. Standard Time At Location of Designated Premises.
Named Insured is: CORPORATION	Producer Number: 00-09071-00000
Producer: MANRY & HESTON, INC. GEORGIA	
Schedule of Coverage Schedule Effective Date: AUGUST 12, 2021 COMMERCIAL PROPERTY COVERAGE COMMERCIAL GENERAL LIABILITY COVERAGE COMMERCIAL AUTOMOBILE COVERAGE COMMERCIAL INLAND MARINE COVERAGE COMMERCIAL UMBRELLA COVERAGE COMMERCIAL ABUSE OR MOLESTATION COVG COMMERCIAL CRIME COVERAGE SCHOOL BOARD LEGAL LIABILITY	
Date Issued: AUGUST 11, 2021 Issuing office: SOUTHERN REGION	

500021S 2135972427



IL-7025A (11/89)

INSURED'S COPY

The GLOBE Academy

Endorsement Number
AU0000

Policy Number
S 2135972

SELECTIVE INSURANCE COMPANY OF AMERICA
40 WANTAGE AVE, BRANCHVILLE, NJ 07890

POLICY CHANGES

Named Insured and Address THE GLOBE ACADEMY, INC. 4105 BRIARCLIFF RD NE ATLANTA, GA 30345-2031		Policy Period From: AUGUST 12, 2021 To: AUGUST 12, 2022 Endorsement Effective Date: AUGUST 12, 2021
Producer MANRY & HESTON, INC.		Producer Number: 00-09071-00000
COVERAGE PART AFFECTED COMMERCIAL AUTO COVERAGE PART		
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.		
Empty space for policy details		
Forms and Endorsements: PLEASE REFER TO SPECIFIC CHANGE SUMMARIES FOR FORMS AND ENDORSEMENTS IMPACTED BY THIS CHANGE NOTICE TO POLICYHOLDER: All the forms and endorsements contained in this coverage part as of the Endorsement Effective Date are listed above. Forms and endorsements added to this policy after this date will appear on another Policy Changes endorsement. Please read your policy and all "Policy Changes" carefully.		Endorsement Premium NIL D/B - 10 (This premium may be subject to adjustment.)
Date Issued: AUGUST 11, 2021 Issuing Office: SOUTHERN REGION		Authorized Representative _____

5000215 2135972428



IL-7028 (03/94)

INSURED'S COPY



POLICY DOCUMENT

MY 1010220

INSURED 'S COPY

INSURED 'S COPY

POLICY SCHEDULE

SELECTIVE INSURANCE
BRANCHVILLE, NEW JERSEY 07890

ISSUE DATE: 06/02/2021

Policy No.
MY 1010220

Issued To
THE GLOBE ACADEMY

Period
08/12/2021 08/12/2022

Transaction Type
RENEWAL

Agent Number
00-09071-00000

Billing Type
DIRECT BILL

Transaction Eff. Date
08/12/2021

Number of Remaining Installments
01

BILL ACCOUNT: 251 983 054

PAYMENT WILL BE BILLED AS FOLLOWS:

	SCHEDULED BILL DATE	SCHEDULED DUE DATE	PREMIUM AMOUNTS
01.	07/23/2021	08/13/2021	5,049.00
		TOTAL	\$5,049.00

THIS IS NOT A BILL.

Your bill will be sent under separate cover. This is a Payment Schedule of your policy premium due based on your selected installment plan. Changes made to the policy premium after the issue date listed above, will be reflected on future bills.

An installment fee of \$0.00 may be added to each installment bill. Policies not paid by the installment due date are subject to a late fee of \$20.00 for each late payment. An insufficient fund fee of \$25.00 will be charged for payments returned by your financial institution.

A reinstatement fee may be incurred when a policy is reinstated after a non-pay cancellation is processed. Fee amounts are generally \$35 for commercial line policies and will appear on the next bill.

500000MY 101022026



Policy Number MY 1010220

Issued By: SELECTIVE INSURANCE COMPANY OF AMERICA
 40 WANTAGE AVE, BRANCHVILLE, NJ 07890

NOT-FOR-PROFIT MANAGEMENT LIABILITY POLICY DECLARATIONS

THE LIABILITY COVERAGES ON THIS POLICY ARE WRITTEN ON A CLAIMS-MADE BASIS. COVERAGE APPLIES TO CLAIMS FIRST MADE AGAINST INSURED DURING THE POLICY PERIOD OR EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY AVAILABLE TO PAY SETTLEMENTS OR JUDGMENTS WILL BE REDUCED BY DEFENSE COSTS, AND DEFENSE COSTS WILL BE APPLIED AGAINST THE RETENTION.

ITEM 1.
Named Entity and Address:
 THE GLOBE ACADEMY
 4105 BRIARCLIFF RD NE
 ATLANTA, GA 30345-2031

ITEM 2.
Policy Period
From: AUGUST 12, 2021
To: AUGUST 12, 2022

 12:01 A.M Standard Time At
 Named Entity Mailing Address.

Producer Number:
 00-09071-00000

Producer: MANRY & HESTON, INC.

ITEM 3.
All Notices Of Claim Or Loss Must Be Sent To The Insurer Pursuant To The Terms Of This Policy In Writing To:

 SELECTIVE INSURANCE COMPANY OF AMERICA
 40 WANTAGE AVE, BRANCHVILLE, NJ 07890
 (csvcenter@selective.com)

ITEM 4.
 "X" Indicates Coverage Applies

☒	Part A — Not-For-Profit Directors and Officers Liability Premium	\$2,032.00
☒	Part B — Employment Practices Liability Premium	\$3,017.00
☐	Part C — Fiduciary Liability Premium	
☐	Part D — MLI ElitePac Premium	
TOTAL PREMIUM		\$5,049.00

In return for payment of the premium, and subject to all terms and conditions of this policy, the Insurer agrees with the Insured to provide the insurance indicated in the schedules of these declarations. Insurance is only provided for those coverages when a specific limit is shown in the Declaration(s).

Date Issued: MAY 29, 2021

Issuing Office: SOUTHERN REGION

Authorized Representative: _____

Policy Number MY 1010220

ITEM 5. Coverage Applies Where A Limit Is Shown For The Coverage**PART A — NOT-FOR-PROFIT ORGANIZATION DIRECTORS AND OFFICERS LIABILITY**

Limit of Liability:	\$1,000,000.00	All Claims In The Aggregate
Retention:	\$.00 \$2,500.00 \$2,500.00	Each Claim under Insuring Agreement A Each Claim under Insuring Agreement B Each Claim under Insuring Agreement C
Prior or Pending Litigation Date:	08-12-2014	

PART B — EMPLOYMENT PRACTICES LIABILITY

Limit of Liability:	\$1,000,000.00	All Claims In The Aggregate
Third Party Liability:	☒	Applies
	☐	Does not apply
Retention:	\$5,000.00	Each Claim
Prior or Pending Litigation Date:	08-12-2014	Claims for Wrongful Acts Claims for Third Party Wrongful Acts

PART C — FIDUCIARY LIABILITY

Limit of Liability:		All Claims In The Aggregate
Voluntary Compliance Program Sublimit of Liability:		All Claims In The Aggregate This amount included in Fiduciary Liability Limit
Health Insurance Portability and Accountability Act (HIPAA) Coverage Sublimit of Liability:		All Claims In The Aggregate This amount included in Fiduciary Liability Limit
Retention:		Each Claim
Prior or Pending Litigation Date:		

ITEM 6.

Additional Defense Costs Limit of Liability:	\$.00	All Claims In The Aggregate Under All Liability Coverage Parts

ITEM 7.

Liability Coverages Single Limit of Liability:	\$1,000,000.00	All Claims Under All Liability Coverage Parts
If a Single Limit of Liability is listed above, the Insurer's maximum liability in one policy period for all Claims under each purchased liability coverage shall not exceed this limit.		

SUPPLEMENTAL EXTENDED REPORTING PERIOD

1 Year:	50%
2 Years:	75%
3 Years:	100%
4 Years:	125%
5 Years:	150%
6 Years:	165%

Policy Number
MY 1010220

MANAGEMENT LIABILITY POLICY FORMS AND ENDORSEMENT SCHEDULE

Policy Effective Date: AUGUST 12, 2021

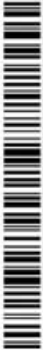
Schedule Effective Date: AUGUST 12, 2021

The following forms and endorsements are applicable to this policy:

THE FOLLOWING FORMS AND ENDORSEMENTS ARE APPLICABLE TO THE MANAGEMENT LIABILITY COVERAGE PART:

MY 00 11	0413	PRIVATE CO MGMT LIAB POLICY DECLARATIONS
MY 00 08	0413	MGT LIAB POLICY FORMS/END SCHEDULE
MY 00 02	0413	NOT-FOR-PROFIT MGMT LIAB GEN TERMS&COND
MY 00 03	0413	NOT-FOR-PROFIT D & O LIABILITY COVERAGE
MY 00 05	0413	EMPLOYMENT PRACTICES LIABILITY COVERAGE
MY 01 06	0413	GEORGIA CHG-CANCEL AND NONRENEWAL
MY 70 05	0413	EDUCATIONAL INSTITUTIONS CHANGES
MY 70 08	0115	CAP ON LOSSES FROM CERT ACTS OF TERR
MY 70 14	0413	ALL DEFENSE COSTS OUTSIDE LIMIT LIAB
MY 70 22	0215	RETENTION REDUCTION INCENTIVE
MY 70 23	0215	EMPLOYEE PRIVACY DEFENSE COSTS SUB-LIMIT
MY 70 24	0215	THIRD PARTY WRONGFUL ACTS EXTENSION
MY 70 29	1220	DISCL PURSUANT TO TERR RISK INS ACT
MY 70 31	0916	DONATION ASSURANCE COVERAGE
MY 70 32	0916	IMMIGRATION CLAIM DEFENSE COVERAGE
MY 70 33	0916	WORKPLACE VIOLENCE EXPENSES
MY 80 04	0413	PROFESSIONAL SERVICES EXCLUSION
MY 80 06	0413	ABUSE OR MOLESTATION EXCL

40000FMY 1010220344



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MY 00 08 04 13
Page 1 of 1

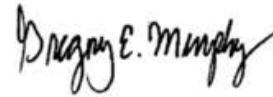
INSURED'S COPY

We will provide the insurance described in this policy in return for the premium
and compliance with all applicable provisions of this policy

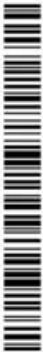
40000FMY 1010202069



Secretary



Chairman



Misc-1597 (10/06)

INSURED'S COPY



POLICY DOCUMENT

WC 907321000

INSURED 'S COPY

INSURED 'S COPY

The GLOBE Academy

Issued by The Stock Insurance Company

WC 00 00 01 A

POLICY NUMBER WC 9073210	PREVIOUS POLICY NUMBER WC 9073174

SELECTIVE WAY INSURANCE COMPANY
WANTAGE AVENUE, BRANCHVILLE, NJ 07890

INFORMATION PAGE

NCCI COMPANY NO. **11606**

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

ITEM 1. NAME OF INSURED & MAILING ADDRESS		PRODUCER'S NAME AND MAILING ADDRESS		
THE GLOBE ACADEMY, INC. 4105 BRIARCLIFF RD NE ATLANTA, GA 30345-2031		MANRY & HESTON, INC. PO BOX 49607 ATLANTA, GA 30359-1607		
INSURED IS: CORPORATION	FED ID NO. 271366277	AGENT NUMBER: 31-00-09071-00000		
ITEM 2. POLICY PERIOD The Policy Period is from AUGUST 10, 2021 To AUGUST 10, 2022 12:01 A.M., standard time at the insured's mailing address.				
ITEM 3. COVERAGE				
A. 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 3.A. The limits of our liability under Part Two are:				
		Bodily Injury By Accident	\$1,000,000	each accident
		Bodily Injury By Disease	\$1,000,000	each employee
		Bodily Injury By Disease	\$1,000,000	policy limit
C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: ALL STATES EXCEPT ND, OH, WA & WY.				
ITEM 4. PREMIUM: 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.				
CLASSIFICATION	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
SEE ATTACHED SCHEDULE(S)				
EXPENSE CONSTANT		0900		160
TERRORISM - GA \$.010		9740		700
CATASTROPHE - GA \$.020		9741		1,400
GIIP ASSESSMENT (0.00%)		9690		NONE
Minimum Premium \$1,102		Total Estimated Cost		\$28,173
If indicated below, interim adjustments of premium shall be made:				
☐ Semi-Annually		☐ Quarterly		☐ Monthly
Deposit Premium			\$28,173	
This policy includes these endorsements and schedules: REFER TO WC-52				
D/B - 10 - 204205546				
Issue Date: AUGUST 18, 2021		Issuing Office: SOUTHERN REGION		
Form-64 (07/08)		Copyright 1987 National Council on Compensation Insurance.		
			Authorized Representative	

INSURED'S COPY

The GLOBE Academy

Name of Company **SELECTIVE WAY INSURANCE COMPANY**

NCCI COMPANY NO. **11606**

Attached to and Forming Part of
Policy Number **WC 9073210**

Policy Effective Date **08/10/21**

FED ID NO. 271366277
BUREAU FILE NO. 101351033

SCHEDULE OF OPERATIONS

Extension of Item No. 4 of the Information Page WC-00-00-01A

Location of Operations		Insured's Name and State Location THE GLOBE ACADEMY, INC. GEORGIA		
Producer MANRY & HESTON, INC.		31-00-09071-00000		
Classification of Operations	Code No.	Estimated Total Remuneration ☐ Annual ☐ 3 Year	Rate Per \$100 of remuneration	Estimated Premium ☐ Annual ☐ 3 Year
LOCATION # 001				
SCHOOL PROFESSIONAL EMPLOYEES & CLERICAL (02)	8868	6,779,868	0.38	25,763
SCHOOL ALL OTHER EMPLOYEES (04)	9101	221,245	4.71	10,421
ESTIMATED ANNUAL PREMIUM WAIVER OF SUBROGATION DEDUCTIBLE CREDIT \$2500 PREMIUM FOR INCREASED LIMITS PART TWO 1.10% PREMIUM SUBJECT TO EXPERIENCE MODIFICATION APPLICABLE EXPERIENCE MODIFICATION (FINAL) PREMIUM ADJUSTED BY APPLICATION OF EXPERIENCE MODIFICATION SCHEDULE MODIFICATION 9.00% DRUG FREE WORKPLACE CREDIT MANAGED CARE CREDIT PER CAPITA PREMIUM FOREIGN VOLUNTARY COVERAGE POLICY MINIMUM PREMIUM CHARGE TOTAL ESTIMATED STANDARD PREMIUM PREMIUM DISCOUNT 9.00% LARGE DEDUCTIBLE CREDIT PAID FURLOUGHED EMPLOYEES PAYROLL PREMIUM SUBTOTAL				36,184 NONE (2,171) 374 34,387 .910 31,292 (2,816) NONE NONE NONE NONE 28,476 (2,563) NONE NONE 25,913

All Other Terms and Conditions Remain Unchanged.

Issue Date: **AUGUST 18, 2021**

GA

Authorized Representative _____

Form-63 (11/88)

INSURED'S COPY

The GLOBE Academy

Policy Effective Date
AUGUST 10, 2021

Policy Number
WC 9073210

NAMED INSURED EXTENSION SCHEDULE

EXTENSION OF INFORMATION PAGE

ITEM 1.

NAMED INSURED

It is agreed that **Item 1.** of the Information Page includes the following Named Insureds:

State: GA

Loc. No. Bldg. No.

NAME OF INSURED
GLOBE ACADEMY INC.

001

001

F.E.I.N.
F271366277

NJTIN

UI

WC-53A (09/06)

INSURED'S COPY

Policy Number
WC 9073210

SCHEDULE OF LOCATIONS

Policy Effective Date: AUGUST 10, 2021

Schedule Effective Date: AUGUST 10, 2021

EXTENSION OF INFORMATION PAGE

ITEM 1.

LOCATIONS OF THE INSURED

LOCATION NUMBER

ADDRESS

001

4105 BRIARCLIFF RD NE
ATLANTA, GA 30345

WC-54 (03/99)

INSURED'S COPY

Policy Number
WC 9073210

WORKERS' COMPENSATION POLICY FORMS AND ENDORSEMENT SCHEDULE

Policy Effective Date: AUGUST 10, 2021

THE FOLLOWING FORMS AND ENDORSEMENTS ARE APPLICABLE TO THE WORKERS' COMPENSATION POLICY:

WC000001A	WCOMP DEC
WC 51	QUICK REFERENCE
WC 53A	NAMED INSURED EXTENSION SCHEDULE
WC000000C	WC AND EMPLOYERS LIAB INS POLICY
WC000404	PENDING RATE CHANGE ENDORSEMENT
WC000406	PREMIUM DISCOUNT ENDORSEMENT
WC000414A	90-DAY NOTICE OF CHANGE IN OWNERSHIP END
WC000419	PREMIUM DUE DATE ENDORSEMENT
WC000421E	CAT (OTHER THAN CERT ACTS OF TERR)
WC000422C	TERR RISK INS PROG REAUTH ACT DISCL END
WC000425	EXPERIENCE RATING MOD FACTOR REV END
WC100601C	GA CANCELTION NONRENEWAL AND CHANGE END
WC100602	GEORGIA BENEFITS DEDUCTIBLE ENDORSEMENT
WC990614	SIGNATURE PAGE

WC-52 (01/99)

INSURED'S COPY



POLICY DOCUMENT

S 213597207

INSURED 'S COPY

INSURED 'S COPY

The GLOBE Academy

Issued by The Stock Insurance Company

Policy Number
S 2135972

SELECTIVE INSURANCE COMPANY OF AMERICA
40 WANTAGE AVE, BRANCHVILLE, NJ 07890

COMMERCIAL POLICY COMMON DECLARATION

Named Insured and Address THE GLOBE ACADEMY, INC. 4105 BRIARCLIFF RD NE ATLANTA, GA 30345-2031	Policy Period From: AUGUST 12, 2021 To: AUGUST 12, 2022 12:01 A.M Standard Time At Location of Designated Premises.
Named Insured is: CORPORATION	Producer Number: 00-09071-00000
Producer: MANRY & HESTON, INC. GEORGIA	
Schedule of Coverage COMMERCIAL PROPERTY COVERAGE COMMERCIAL GENERAL LIABILITY COVERAGE COMMERCIAL AUTOMOBILE COVERAGE COMMERCIAL INLAND MARINE COVERAGE COMMERCIAL UMBRELLA COVERAGE COMMERCIAL ABUSE OR MOLESTATION COVG COMMERCIAL CRIME COVERAGE SCHOOL BOARD LEGAL LIABILITY	
PREMIUM INCLUDES TERRORISM - CERTIFIED ACTS \$1,643.00	
In return for payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance indicated in the schedule above. Insurance is provided only for those coverages for which a specific limit is shown on the attached coverage declaration(s).	
PAYMENT METHOD D/B - 10	Total Policy Premium <u> \$57,959.00 </u> (This premium may be subject to adjustment.)
Date Issued: AUGUST 10, 2021 Issuing Office: SOUTHERN REGION Authorized Representative _____	

IL-7025 (11/89)

INSURED'S COPY

Policy Number
S 2135972

SCHEDULE OF LOCATIONS

Policy Effective Date: AUGUST 12, 2021		Schedule Effective Date: AUGUST 12, 2021	
Prem. No.	Location	Bldg. No.	Occupancy
1	2225 HERITAGE DR NE ATLANTA, GA 30345	1	CHARTER SCHOOL
		2	MODULAR CLASS
2	4105 BRIARCLIFF RD NE AND 4085 BRIARCLIFF RD, NE ATLANTA, GA 30345	1	CHARTER SCHOOL
3	4069 BRIARCLIFF RD NE ATLANTA, GA 30345	1	OFFICE

IL-7036 (01/93)

INSURED'S COPY

The GLOBE Academy

Previous Policy Number
S 2135972

Policy Number
S 2135972

COMMERCIAL LIABILITY COVERAGE DECLARATION

Policy Effective Date: AUGUST 12, 2021

Coverage Effective Date: AUGUST 12, 2021

Business of Named Insured:

CHARTER SCHOOL

Insurance is provided only for those coverages for which a specific limit is shown in the following coverage schedule.

Coverage Limits

COMMERCIAL GENERAL LIABILITY

General Aggregate Limit (Other Than Products-Completed Operations)	\$3,000,000
Products-Completed Operations -- Aggregate Limit	\$3,000,000
Personal and Advertising -- Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage To Premises Rented To You Limit -- Any One Premises	\$1,000,000
Medical Expense Limit -- Any One Person	\$20,000

Commercial Liability Premium (s)

Classification	Class Code	Premium Basis	Rates		Advanced Premium	
			Premises - Operations	Products - Completed Operations	Premises - Operations	Products - Completed Operations
SCHOOLS GENERAL LIABILITY EXTENSION COVERAGE					\$835.00	
TERRORISM					\$526.00	
EMPLOYEE BENEFITS LIABILITY	92100		FLAT	CHARGE	\$251.00	----
EXTENDED REPORTING PERIOD	92100		FLAT	CHARGE	\$251.00	----
LOCATION #001 BUILDING #001						
SCHOOLS FACULTY LIABILITY FOR CORPORAL (T-502)	47469	72 (T35)	11.288	INCL.	\$813.00	INCL.
SCHOOLS PRIVATE ELEM NOT FOR PROFIT ONLY (T-502)	47476	803 (T36)	11.288	INCL.	\$9,064.00	INCL.
LOCATION #002 BUILDING #001						
SCHOOLS FACULTY LIABILITY FOR CORPORAL (T-502)	47469	26 (T35)	11.288	INCL.	\$293.00	INCL.
SCHOOLS PRIVATE ELEM NOT FOR PROFIT ONLY (T-502)	47476	285 (T36)	11.288	INCL.	\$3,217.00	INCL.
Minimum Premium	\$264.00	\$.00	Total Premium	\$15,547.00	\$.00	

Location of all premises you own, rent, or control:

Refer to "Schedule of Locations"

Premium and Rate Legend

(T36) Schools - rate per pupil
(A) Area - rate per 1000 square feet
(T35) Schools - rate per faculty member

This Schedule lists all your premises, operations and other exposures, as they exist as of the coverage effective date.

Forms and Endorsements:

Refer to "Commercial Policy Forms and Endorsement Schedule"

Total Advance Premium
\$15,547.00
(This premium may be subject to adjustment.)

CG-7035 (06/90)

INSURED'S COPY

Coverage Effective Date
AUGUST 12, 2021

Policy Number
S 2135972

COMMERCIAL LIABILITY SCHEDULE

Commercial Liability Premium (s)						
Classification	Class Code	Premium Basis	Rates		Advanced Premium	
			Premises - Operations	Products - Completed Operations	Premises - Operations	Products - Completed Operations
LOCATION #003 BUILDING #001						

BUILDINGS PREMISES OTHER THAN	61226	1,940 (A)	153.245	INCL.	\$297.00	INCL.
NOT						
(T-502)						
CG-7045 (06/92)						
INSURED'S COPY						

The GLOBE Academy

17. Attach a copy of any intended education service provider contracts or arrangements for the provision of education management or support services, including with any EMO, CMO, ESO, etc. Such contracts shall describe the specific services for which the contracting organization is responsible. Such contracts should clearly delineate the respective roles and responsibilities of the management organization and the governing board in the management and operation of the charter school. Such contracts must also include the fee structure.

NOT APPLICABLE

The GLOBE Academy

18. Attach a copy of any agreements with your local school district or Board of Education (Exhibit 18 - DCSD Assurances and Required Statements). Exhibit 18 – DCSD Assurances and Required Statements may not be altered in any way.

NOT APPLICABLE

Exhibit 18 - DCSD Assurances and Required Statements

Georgia law, State Board of Education Rule, and DeKalb County School District (hereinafter "DCSD") policy require your school to provide assurances that it will meet specific requirements and comply with applicable laws. This assurances form enumerates these requirements and, when you submit the signed signature sheet with this assurances form as part of your charter school application package, you are providing the legal assurance that your charter school understands and will comply with these requirements. 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 school located in DeKalb County is true to the best of my knowledge and belief.

The Charter School agrees to comply with and adhere to the Georgia Department of Education's Assurances as well as DCSD's Assurances as follows:

Governance

1. The Charter School shall be subject to the control and management of the DeKalb Board of Education, as provided in the charter and in a manner consistent with the Constitution.
2. Charter School Board members (hereinafter the "Board") will not constitute a voting majority on any other public or private school board. Board member services shall be voluntary and each board member shall be fully insured with appropriate and approved Directors & Officers Liability Coverage. The Charter School acknowledges that the potential exists for Board members to be sued in their official and/or personal capacity, which means that the financial protection for liability payments and/or defense costs will only be through the Directors & Officers Liability Coverage unless the Charter School also opts to purchase a bond for its Board members. The District recommends that the Charter School also purchase a bond in addition to providing Directors & Officers Liability Coverage to ensure that all Board Members are fully protected from financial hardship and liability and to prevent any potential gap in coverage.
3. No member of the Board shall sell, lease, or receive payment for providing textbooks, supplies, services, equipment, facilities, or land to a Charter School or other public school in DCSD. Nor will the Board members receive payment for services as Board members.
4. The recruitment of students is the responsibility of the Charter School. During the recruitment process, the Charter School will provide parents of potential students with accurate information about the programs, services and amenities available at the school. The Charter School shall make an electronic copy of the complete Charter School petition and contract available on its website.
5. The Charter School agrees to sign an updated version of this Letter of Assurances, if needed during the charter term, to ensure compliance with federal or state law or rule and/or DCSD policy, regulations, and/or guidelines.

Financial

1. DCSD shall fund the charter school pursuant to the funding formula provided by O.C.G.A. § 20-2-2068.1 and applicable State Board rules.

The GLOBE Academy

2. According to State Board Rule 160-4-9-.05, the per-pupil funding amounts listed in § 15(c) of the Charter represent DCSD's good-faith estimate of the base per-pupil amount at which it will fund the Charter School as long as the school system receives the state and local revenues upon which the approved school budget is based. The actual amount of per-pupil funding DCSD will provide to the charter school is subject to change in a given fiscal year based on fluctuations in enrollment and state and local revenues, and shall be derived from the funding formula provided by O.C.G.A. § 20-2-2068.1.
3. The Charter School agrees to maintain enrollment less than or equal to the maximum enrollment identified in the charter contract. Only upon annual approval from the DeKalb Board of Education and the Georgia Department of Education by April 1st of the preceding year may the Charter School exceed its maximum enrollment levels by no more than 15% of the enrollment identified in the charter contract.
4. The Charter School is subject to periodic audits by DCSD's Internal Audits Department.
5. The Charter School will be responsible for providing various financial reports to the DCSD Internal Audits Department, DCSD School Innovation Department, and DeKalb Board of Education. The reports include but are not limited to the following: Cash Flow Statement, Balance Sheet, Statement of Expenditures vs. Budget, Statement of Revenue vs. Expenditures, Quarterly Statements, and End-of-Year Statements (showing encumbrances through June 30).
6. Any qualified audit findings, or non-conformity with generally accepted governmental accounting standards, may result in termination of the charter after review by the DCSD Finance Department.
7. Any deficit occurring during or at the end of a fiscal year shall be eliminated by funds to be provided by the Charter School. The Charter School shall not request any additional funds from the DCSD to cover any deficit created by the Charter School and the DCSD shall not allocate funds for the Charter School for the next fiscal year until the deficit has been resolved satisfactorily.
8. The Charter School is solely responsible for all debts incurred by the Charter School and its governing body, and the DCSD shall not be contractually bound to the Charter School or to any third party with whom the Charter School has a contract or from whom the Charter School has purchased goods or services, except as otherwise agreed in the charter contract.
9. If the Charter School wishes to enter into an agreement to borrow funds in which the repayment period exceeds the current fiscal year, the Charter School must notify DCSD one month prior to entering the agreement for review and consideration and provide an amended budget reflecting the loan and repayment period that has been previously approved by the Charter School governing board. To enter into a significant long-term debt, the Charter School must be in its second (or subsequent) charter term and be in good standing with DCSD and the GADOE.
10. The Charter School will provide evidence that it has obtained appropriate insurance of the governing board and administrators by August 1st of its first year of operation. In the event the Charter School ceases operation for any reason, the Charter School and its governing body shall be responsible for closing out the business affairs of the Charter School. The Charter School shall cooperate with the DCSD to the extent necessary to provide an orderly return of the students to the appropriate schools for which they are zoned. At the time a Charter School ceases operations any furniture and equipment purchased with state or local funds shall be delivered to DCSD.

11. If the Charter School plans to cease operation or is notified that the contract will not be renewed, the school will notify the DCSD Office of School Innovation within 48 hours with the name and contact information for the person responsible for the closing procedures.
12. Upon notification of termination or non-renewal of the Charter in accordance with Sections 24 or 26 of the Charter Contract, the Charter School shall allow DCSD to place a full-time DCSD employee at the Charter School to monitor all school operations and to monitor and access records of the Charter School's expenditures and proposed spending of remaining public funds. The District will designate a receivership under the DCSD's Internal Audits Department to ensure full transparency of closing procedures. Unless an emergency closure is necessary, the Charter School will ensure that a transition plan is developed, approved by DCSD, and the Charter School will close at the end of the fiscal year in which it is operating, per state law.
13. Within thirty (30) days after termination of the charter for a local Charter School, all public surplus shall be returned to DCSD. Upon termination of the charter for a local charter school, all assets of the terminated charter school purchased using state or federal grant funds, and all unencumbered state or federal grant funds awarded by the State Board of Education, shall revert to the local district and shall not be used by the school or its nonprofit governing board to satisfy liabilities.
14. The Charter School shall submit a financial audit for the final year of operation, prepared by an independent Georgia-licensed certified public accountant within thirty (30) days of ceasing operations. This audit shall include a detailed inventory of all assets. Further, should the Charter School not have sufficient funds to pay all of its bills, invoices, or other evidence of indebtedness at the time it ceases operation, DCSD shall not be responsible for any debts incurred or contracts signed by the Charter School.

Performance Evaluation

1. The Charter School will be assessed using DCSD's effective school framework. The formal data sharing agreement with Research/Data/Evaluation to provide the District with MAP and/or other assessment data when Georgia Milestones data is unavailable shall be maintained.
2. The Charter School will ensure that all data required for evaluating performance is complete, accurate, and submitted in a timely manner.

Student Support Services

1. The Charter School will provide services to Students with Disabilities and English Language Learners in the same manner as traditional schools in DCSD. The Charter School shall follow DCSD's Exceptional Education Service Guidelines for DCSD Charter Schools (Including Special Education And Hospital Homebound). Additionally, the Charter School will provide supplemental education services and remediation in required cases in the same manner as traditional schools in DCSD. The Charter School will establish a Student Support Team (SST) in accordance with state guidelines and DCSD board policies manual and comply with Section 504 by providing appropriate accommodations.
2. The Charter School will notify the DCSD upon receipt of a formal complaint or due process hearing request made by a parent/guardian or student concerning the Individuals with Disabilities in Education Act or 504 Plan, furnish a copy of such complaint and cooperate fully in the investigation, defense and resolution of such complaint.

The GLOBE Academy

1. The Charter School will use DCSD forms for Section 504, special education, counseling services, psychological services, social services, SST, and health services.
4. The Charter School will hire or contract Special Education teacher(s), a licensed school counselor, a licensed certified school psychologist or a licensed clinical psychologist, a licensed school social worker, a school nurse, and special education paraprofessionals, to provide services to eligible students in accordance with State and federal guidelines.
5. The Charter School may choose to adopt the DCSD Student Code of Conduct, may modify the DCSD Code of Conduct, or use its own Code of Student Conduct but must still comply with federal and state due process procedures. An electronic copy of the Charter School's Student Code of Conduct will be published on the Charter School's website by August 1st of each school year. The Charter School will handle all discipline issues regarding students with disabilities in accordance with federal regulations, state guidelines, and DCSD policies.

Personnel

1. The Charter School is responsible for the hiring of all personnel required to implement the contract. The Charter School's hiring decisions may not cause the District to fail to meet federal comparability standards. The District will inform the Charter School no later than the October Date Certain of each year if the Charter School's staffing practices need to be adjusted to meet federal comparability. Failure to follow District guidance may result in a federal fine.
2. No administrator will be directly responsible for the hiring, supervision or evaluation of a member of his/her immediate family.
3. The Charter School shall submit the Certified Personnel Index (CPI) data to the DCSD's Human Resources Department per District established deadlines and other times upon request by Human Resources personnel.
4. The faculty, instructional staff and all other personnel necessary for the operation of the Charter School shall be employees of the Charter School. Employees will meet GAPSC requirements for working at Charter Schools.

Facilities

1. Prior to students occupying any facilities and/or the Charter School committing to any certificate of lease or ownership, the Charter School shall obtain proper approval for any sites and/or facilities from DCSD and the Georgia Department of Education's Facilities Services Division.
2. The Charter School will prepare a safety plan and submit that plan and its approval from the Georgia Emergency Management Agency to the District prior to the start of school annually.

School Nutrition & Transportation

1. If the Charter School elects to participate in the National School Breakfast and Lunch Program, the Charter School will submit its own application to the GADOE if required and will be

- responsible for accurately counting meals and submitting financial reimbursement claims to the GADOE for meals meeting specified nutrient standards.
2. The Charter School agrees to provide DCSD with transportation safety documentation, if any, as required by the GADOE no later than June 1 for the pending school year and adhere to DCSD's Transportation Standard Operating Procedures, if DCSD school buses are used.
 3. The Charter School's transportation program will comply with applicable law and any vehicles or drivers used for transporting students will meet the same safety standards applicable to public schools in this State.
 4. The Charter School will adhere to DCSD's Transportation Standard Operating Procedures, if DCSD school buses are used.

Public Safety

In accordance with DeKalb Board of Education Policy 188-R(2), this letter of assurances serves as notification of the charter school administration's and Governing Board's intention to contact the DeKalb County School District Department of Public Safety to respond to any intruder/suspicious person(s), student disruption, bomb threat, drug issue, violence or other acts that threaten the safety of students, staff, and authorized visitors at the charter school.

Administrative

1. The Charter School's leader will be provided a District email address, identify a business email and voicemail for correspondence with the DCSD, and make good faith efforts to respond to all DCSD inquiries within one business day. Representatives from the Charter School will attend any workshop, in-services, and/or training and other meeting(s) as required by DCSD. The Charter School shall complete annual reports and surveys, as mandated by DCSD.
2. The Charter School shall report daily attendance to DCSD using the standard, approved method of data collection. Master schedules and student schedules must exist for students in grades K-12 prior to the start of the school year. All changes in the schedules shall be completed prior to the first FTE count date of the school year. Final grades for each course must be recorded after each semester. DCSD will provide the necessary software and training for the student information system application while the Charter School will provide hardware and the necessary internet service connection. The DCSD Student Information System is to be used for the collection of all data and information required by O.C.G.A. 20-2-320 for mandatory reporting to the State Department of Education (SDOE) and federal agencies (example: discipline). The method of data collection will be that which is currently in use by DCSD and may be changed from time to time based on technology currently in use. Existing periodic and end-of-year checklists provided by DCSD will be used to define when progress reports, report cards and other verifications are to be produced.
3. The Charter School shall maintain all student records in accordance with applicable federal and state laws, regulations, rules and policies. The Charter School shall maintain all student records on behalf of the District during each student's enrollment in the Charter School. Upon a student's withdrawal or other matriculation from the Charter School, the student's educational records shall be returned within ten (10) business days to the District's student records center for retention.

4. The Charter School shall maintain and ensure the privacy and confidentiality of each student's educational record in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and shall not disclose to any unauthorized third party any personally identifiable information concerning any student enrolled in the Charter School without first obtaining prior written parental permission.
5. Subject to state and federal laws, DCSD and its agents shall have the right to examine and copy all records, reports, documents, and files relating to any activity, program, or student of the Charter School. The Charter School agrees to unannounced visits and announced instructional audits conducted by DCSD's School Innovation and/or the Internal Audits Departments, as needed; provided, however, that such visits shall not interfere with the operations of the Charter School. This access, however, shall not be unreasonably withheld if prior notice is provided by DCSD.
6. The Charter School will follow the District's gifted identification process as set forth by the guidance from the Georgia Department of Education, DCSD's Department of Curriculum & Instruction, and DCSD's Office of Continuous Improvement.

Assurances for Charter Schools with an Education Service Provider Agreement

If the Charter School did not establish relations with an Education Service Provider (ESP) during the petition process, but elects to enter into such a contract (hereinafter "ESP Agreement") during the charter term, the District and the state shall be notified. A charter amendment must be approved prior to execution of the ESP Agreement.

1. No provision of the ESP Agreement shall interfere with the Board's duty to exercise its statutory, contractual and fiduciary responsibilities governing the operation of the Charter School. No provision of the ESP Agreement shall prohibit the Board from acting as an independent, self-governing public body, or allow public decisions to be made other than in compliance with the Open Meetings Act. The Board of the school will solely retain authority over the budget. Representatives of the ESP will not serve on the Board.
2. The Board must ensure that, while management partners may make recommendations to the governing board, the Board will not be under any contractual obligation to accept these recommendations.
3. If the charter contract is terminated, the Charter School Board shall ensure that the management company turns over all student, personnel, fiscal, and other Charter School records to the Board within five business days.
4. Nothing in the ESP Agreement shall be construed in any way to limit the authority of the DeKalb County Board of Education including, but not limited to, the authority to take and enforce action pursuant to O.C.G.A. § 50-14-1 et seq. and O.C.G.A. §50-18-70 et seq.
5. To the extent there are any conflicts between the terms of the Charter School's charter contract and the terms of the ESP Agreement, the terms of the charter contract will control.
6. If an ESP purchases equipment, materials and supplies for the use of, on behalf of or as the agent of the charter, the ESP Agreement shall provide that such equipment, materials and supplies shall be and remain the property of the charter. The ESP shall not charge additional commission, mark up or similar fees, for the items purchased for the use of, on behalf of or as

the agent of the Charter School. Any such purchases must be made from a third party supplier, unless set forth in the charter petition.

7. The Board will ensure that the ESP Agreement contains a section that will reasonably permit either party to terminate the ESP Agreement.
8. The ESP Agreement should include provisions dealing with ownership of physical and intellectual property developed by the ESP or by the Charter School's employees.

Insurance Generally

Charter School shall procure and maintain for the duration of its charter contract, at its sole cost and expense, such insurance as will fully protect it and the indemnitees, from any and all claims as set forth in the Indemnification clause that may arise out of Charter School's operations under the charter agreement from incidents, accidents and claims for personal injury, bodily injury, and property damage which may arise from or in connection with the performance of this charter agreement and for the Charter School's professional liability under the charter agreement.

The following is the minimum insurance coverage and limits that the Charter School must maintain. If the Charter School maintains broader coverage or higher limits than the minimums shown below, DCSD requires and shall be entitled to all coverage and for higher limits maintained by the Charter School.

Minimum Scope and Limit of Insurance

1. Workers' Compensation & Employer's Liability Insurance - Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury or disease.
2. Commercial General Liability Insurance, including contractual liability insurance, products and completed operations, personal injury, bodily injury, property damage and advertising injury, and any other type of liability for which the charter agreement or this Letter of Assurances applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.
3. Business Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage. Insurance shall include all owned, non-owned and hired vehicle liability.
4. Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.
5. Educators' Legal Liability Insurance with limits of not less than \$2,000,000 each claim \$2,000,000 in the annual aggregate for all claims. Coverage shall include insurance coverage for DCSD, its appointed and elected officials, departments, agencies, boards, commissions, its

- directors and officers, trustees, agents, employees, volunteers and students while participating in internship programs. Coverage is to also cover Employment Practices Liability.
6. Property insurance coverage shall be "all risks" and in sufficient amounts to cover the replacement cost of all structures and contents for property owned or leased by the Charter School. Insurance policy shall be endorsed to name DCSD as a Loss Payee as their interest may appear. Deductible or Self-Insured Retentions shall not exceed \$100,000 per loss.
 7. Crime and Fidelity Bond in the sum of not less than \$1,000,000 per occurrence. Coverage shall include coverage for Employee Theft and Dishonesty, Forgery or Alteration, Theft of Money and Securities, Robbery and Burglary, Computer Fraud, Funds Transfer Fraud and Money Orders, Counterfeit Currency and Impersonation Fraud and shall cover liability to 3rd Parties.

Other Insurance Provisions

The aforementioned insurance policies shall contain or be endorsed to contain, the following provisions:

1. A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least forty-five (45) days prior written notice to DCSD.
2. Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of DCSD, its appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers.
3. Commercial Employer's Liability, General Liability, Automobile Liability and Umbrella Liability insurance policies shall include an appropriate endorsement making DCSD, its appointed and elected officials, departments, agencies, boards, commissions, its directors and officers, trustees, agents, employees, volunteers and students while participating in internship programs, Additional insureds under such policies.

A copy of these endorsements shall be provided to DCSD.

Claims-Made Policies

If any insurance policy is written on a claims-made coverage form:

1. The retroactive date must be shown, and this date must be before the execution date of charter contract.
2. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of charter agreement.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the charter agreement, charter school must purchase extended reporting period coverage for a minimum of three (3) years after completion of charter agreement.
4. A copy of the claims reporting requirements must be submitted to DCSD.

Verification of Insurance Coverage

1. Charter school shall furnish DCSD with Certificates of Insurance and certified copy of all insurance policies including Additional Insured, Waiver of Subrogation, and Endorsements. However, failure to obtain the required documents shall not waive the Charter School's obligation to provide them. The certificates, policies and endorsements shall contain the following information:
 - a. Name and address of agent/broker;
 - b. Name and address of insured;
 - c. Name of insurance company, underwriting syndicate, or other insuring entity;
 - d. Description of coverage in standard terminology;
 - e. Policy period;
 - f. Policy Number;
 - g. Limits of liability;
 - h. Name and address of certificate holder;
 - i. Acknowledgment to the DCSD of notice requirements of material adverse change;
 - j. Signature of authorized agent/broker;
 - k. Telephone number of authorized agent/broker; and
 - l. Details of policy exclusions applicable to these Assurances in comments section of Insurance Certificate.
2. In addition to the certificates of insurance, policies and endorsements, the Charter School's broker/ insurer shall provide copies of the policy endorsements evidencing the coverage(s) for DCSD through the indemnification and insurance obligations assumed by the Charter School. All certificates/endorsements evidencing primary and excess layers shall be renewed and kept current and up to date on an annual or lesser time basis as needed.
3. All Risk Property Insurance should be in sufficient amounts to cover the replacement cost of all structures and contents to their full value for property owned or leased by the Charter School. Policy(ies) shall be endorsed to name DCSD as a Loss Payee as their interest may appear.
4. Under all coverage required hereunder, the policy(ies) shall be endorsed to include the following terms and conditions: Except for any acceptable secondary layer of protection, the policies shall be primary and not excess to any other coverage provided by or available to DCSD.

Self-Insured Retentions

Director of Risk Management may require the Charter School to purchase coverage with a lower retention or provide financial proof of its ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Non-Limitation on Charter School's Liability

The obligations for the Charter School to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of Charter School whether or not same is covered by insurance.

Insurance Ratings

All of the insurance policies specified shall be written on a form acceptable to DCSD and all companies providing insurance required by charter agreement must meet the minimum financial security requirements of Best's Rating not less than A and Best's Financial Size Category not less than Class X.

Special Risks or Circumstances

DCSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

Charter School's Property Insurance

The Charter School assumes sole responsibility for loss or damage to its property.

Other Obligations

1. **Entire Agreement.** These Assurances constitute the entire agreement between the Charter School, DeKalb Board of Education, and District, with respect to the matters set forth herein and supersedes all prior, contemporaneous, written or oral negotiations, agreements, or understandings between the parties regarding such matters, but does not supersede the charter contract, which sets forth the entire agreement between the Charter School, DeKalb Board of Education, and State Board of Education. A scanned or photocopy of these Assurances will be deemed an original.
2. **Waiver.** No failure or delay by the DeKalb Board of Education, or district designee, in exercising any right or remedy herein shall operate as a waiver thereof. The rights and remedies of the District under these Assurances are cumulative and are not exclusive of any rights or remedies which it would otherwise have herein.
3. **No Violation.** The Charter School represents and warrants that the execution of, and performance under, these Assurances will not be a breach of, violation of, or conflict with any other contract or agreement to which it is a party or subject, including the charter contract.
4. **Headings/Interpretation of MOU.** The headings contained in these Assurances are for convenience only and shall not affect in any way the meaning or interpretation of this document.
5. **Severability.** In the event that any term or provision of these Assurances is found to be, or becomes by operation of law, invalid, unenforceable or void, the remaining terms and provisions shall not be affected thereby and shall remain in full force and effect, and the invalid, unenforceable or void term or provision shall be deemed not to be a part of these Assurances.
6. **Governing Law.** These Assurances shall be governed by and construed and enforced in accordance with the laws of the State of Georgia.
7. **Notices.** Unless otherwise provided in the charter contract, or these Assurances, all notices shall be in writing and shall be sent by electronic mail, U.S.P.S. regular mail, personally delivered, overnight delivery service or certified mail, postage prepaid. Notices shall be

The GLOBE Academy

deemed given (a) on the date delivered if delivered personally or by electronic mail, (b) on the first business day following the date of dispatch if delivered by overnight delivery service or (c) three days after deposit in the United States mail with adequate postage affixed if sent certified or by regular mail.

Enforcement. The Charter School acknowledges that if, in the judgment of DCSD, the Charter School is in material breach of one or more provisions of the charter and if such material breach is not fully cured within thirty (30) days after the receipt of written notice to the Charter School identifying the breach and what must be done to cure it, DCSD shall be authorized to initiate termination procedures set forth in O.C.G.A. 20-2-2068 and the accompanying State Board Rule.

Notices shall be addressed as follows:

To the District:

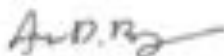
Attn: Superintendent
DeKalb County School District
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

With a copy to:

Director
School Innovation Department
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

Agreed to and accepted by the Charter School:

As the Chair of the Governing Board for the Charter School, I provide legal assurance that the Charter School understands and will adhere to the requirements contained in this Letter of Assurances.



Governing Board Chair

July 26, 2022

Date

Andrew D Reynolds, PhD, MSW, MEd
Board Chair, The GLOBE Academy

The GLOBE Academy

19. Attach a copy of any Letters of Intent and/or agreements detailing any proposed partnerships, including agreements with other local schools/systems for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.

NOT APPLICABLE

20. Attach a copy of any MOU/lease/proof of ownership for the school's facility.

The GLOBE Academy

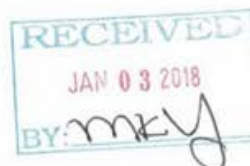
SHERMAN & PHALEN, LLC
ATTORNEYS AT LAW
1165 NORTCHASE PKWY. SE
SUITE 450
MARIETTA, GA 30067

TEL: (770) 579-0109

FAX: (770) 788-8336

December 20, 2017

The Globe Academy, Inc.
Attn: Sharon Camara
2225 Heritage Drive NE
Atlanta, GA 30345



RE: Purchase from Breiman
4069 Briarcliff Road, Atlanta, GA 30345

Dear Ms. Camara:

Please find enclosed the original recorded Limited Warranty Deed on your property. Your deed should be kept in a safe place; however, should anything happen to it, there is a copy on file at the Office of the Clerk of Superior Court in the County Courthouse where your property is located.

Also enclosed is the Owner's Policy of Title Insurance purchased at the time of closing and a copy of the Settlement Statement. We suggest you keep the Deed and Owner's Policy together.

If you have any questions or if we may be of further assistance, please do not hesitate to contact our office.

Sincerely,

SHERMAN & PHALEN, LLC

Angela Wadsworth
Paralegal

Enclosures

2017158453 DEED BOOK 26569 Pg 743

Filed and Recorded:
10/30/2017 12:45:12 PM
Debra DeBerry
Clerk of Superior Court
DeKalb County, Georgia
Real Estate Transfer Tax \$308.00

Space Above This Line for Recorder's Use

Prepared By and Return To:

Sherman & Phalen, LLC
1165 Northchase Parkway SE, Suite 450
Marietta, GA 30067

STATE OF GEORGIA

COUNTY OF COBB

LIMITED WARRANTY DEED

THIS INDENTURE, is made this 23rd day of October, 2017, between **ROBERT F. BREIMAN AND JENNIFER M. BREIMAN** ("Grantor"), and **THE GLOBE ACADEMY, INC., a Georgia nonprofit corporation** ("Grantee") to wit:

FOR AND IN CONSIDERATION of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration in hand paid to Grantor by Grantee at and before the execution, sealing and delivery hereof, the receipt and sufficiency of which is hereby acknowledged, the Grantor has granted, bargained and sold to said Grantee, and Grantee's heirs, successors and assigns forever, the following described premises, to wit:

All that certain piece or portion of ground described in **Exhibit "A"** attached hereto and made a part hereof, together with all buildings and improvements thereon, and all the rights, ways, privileges, appurtenances and advantages thereunto belonging or in anywise appertaining thereto, situated in DeKalb County, Georgia (collectively, the "Property"). To have and to hold all and singular the premises before mentioned, unto said Grantee, its successors and assigns, forever.

And said Grantor does hereby warrant the title to said premises, and will defend the same against the lawful claims of all persons claiming by, through or under Grantor, but not otherwise, provided that, this conveyance is subject to those matters set forth on **Exhibit "B"** attached hereto.

[Signatures on following Page]

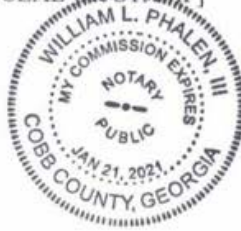
IN WITNESS WHEREOF, Grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered in the presence of:

[Signature]
Witness
[Signature]
Notary Public

My commission expires: _____

[AFFIX NOTARIAL SEAL OR STAMP]



GRANTOR:

[Signature] (Seal)
ROBERT F. BREIMAN

[Signature] (Seal)
JENNIFER M. BREIMAN

DEED BOOK 26569 Pg 745

Exhibit "A"

Legal Description

All that tract or parcel of land lying and being in Land Lot 206 of the 18th District of DeKalb County, Georgia, being known and designated as Lot 4, Block B, Unit 1, Sunrise Estates Subdivision, as per plat recorded in Plat Book 28, Page 95, DeKalb County Records, which plat is hereby referred to and made a part of this description, being improved property more particularly known as 4069 Briarcliff Road, according to the current system of numbering houses in DeKalb County, Georgia.

DEED BOOK 26569 Pg 746
Debra DeBerry
Clerk of Superior Court
DeKalb County, Georgia

Exhibit "B"

Permitted Exceptions

1. All taxes for the year 2018 and subsequent years not yet due and payable.
2. All matters as shown on that plat recorded at Plat Book 28, Page 95, DeKalb County, Georgia Records.



Policy No.: 4049-1-17-1182-2017.7230610-212974763

OWNER'S POLICY OF TITLE INSURANCE

Issued by

CHICAGO TITLE INSURANCE COMPANY

Any notice of claim and any other notice or statement in writing required to be given the Company under this Policy must be given to the Company at the address shown in Section 18 of the Conditions.

COVERED RISKS

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS FROM COVERAGE CONTAINED IN SCHEDULE B, AND THE CONDITIONS, CHICAGO TITLE INSURANCE COMPANY, a Florida corporation, (the "Company") insures as of Date of Policy and, to the extent stated in Covered Risks 9 and 10, after Date of Policy, against loss or damage, not exceeding the Amount of Insurance, sustained or incurred by the Insured by reason of:

1. Title being vested other than as stated in Schedule A.
2. Any defect in or lien or encumbrance on the Title. This Covered Risk includes but is not limited to insurance against loss from
 - (a) A defect in the Title caused by
 - (i) forgery, fraud, undue influence, duress, incompetency, incapacity, or impersonation;
 - (ii) failure of any person or Entity to have authorized a transfer or conveyance;
 - (iii) a document affecting Title not properly created, executed, witnessed, sealed, acknowledged, notarized, or delivered;
 - (iv) failure to perform those acts necessary to create a document by electronic means authorized by law;
 - (v) a document executed under a falsified, expired, or otherwise invalid power of attorney;
 - (vi) a document not properly filed, recorded, or indexed in the Public Records including failure to perform those acts by electronic means authorized by law; or
 - (vii) a defective judicial or administrative proceeding.
 - (b) The lien of real estate taxes or assessments imposed on the Title by a governmental authority due or payable, but unpaid.
 - (c) Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
3. Unmarketable Title.
4. No right of access to and from the Land.

5. The violation or enforcement of any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
 - (a) the occupancy, use, or enjoyment of the Land;
 - (b) the character, dimensions, or location of any improvement erected on the Land;
 - (c) the subdivision of land; or
 - (d) environmental protection
 if a notice, describing any part of the Land, is recorded in the Public Records setting forth the violation or intention to enforce, but only to the extent of the violation or enforcement referred to in that notice.
6. An enforcement action based on the exercise of a governmental police power not covered by Covered Risk 5 if a notice of the enforcement action, describing any part of the Land, is recorded in the Public Records, but only to the extent of the enforcement referred to in that notice.
7. The exercise of the rights of eminent domain if a notice of the exercise, describing any part of the Land, is recorded in the Public Records.
8. Any taking by a governmental body that has occurred and is binding on the rights of a purchaser for value without Knowledge.
9. Title being vested other than as stated Schedule A or being defective
 - (a) as a result of the avoidance in whole or in part, or from a court order providing an alternative remedy, of a transfer of all or any part of the title to or any interest in the Land occurring prior to the transaction vesting Title as shown in Schedule A because that prior transfer constituted a fraudulent or preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws; or
 - (b) because the instrument of transfer vesting Title as shown in Schedule A constitutes a preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws by reason of the failure of its recording in the Public Records
 - (i) to be timely, or
 - (ii) to impart notice of its existence to a purchaser for value or to a judgment or lien creditor.
10. Any defect in or lien or encumbrance on the Title or other matter included in Covered Risks 1 through 9 that has been created or attached or has been filed

7230610

ALTA Owners Policy 06/17/06 w-GA Mod_306

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Page 1 of 5





CHICAGO TITLE
INSURANCE COMPANY

Policy No.: 4049-1-17-1182-2017.7230610-212974763

or recorded in the Public Records subsequent to
Date of Policy and prior to the recording of the

deed or other instrument of transfer in the Public
Records that vests Title as shown in Schedule A.

The Company will also pay the costs, attorneys' fees, and expenses incurred in defense of any matter insured against by this Policy, but only to the extent provided in the Conditions.

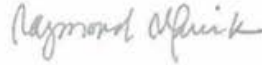
IN WITNESS WHEREOF, CHICAGO TITLE INSURANCE COMPANY has caused this policy to be signed and sealed by its duly authorized officers.

Countersigned:

By: 
Authorized Officer or Agent
Angela Wadsworth
Sherman & Phalen, LLC
1165 Northchase Parkway, SE, Suite 450
Marietta, GA 30067
Tel: 770-579-0109
Fax: 770-579-8443



By:



President

Attest:



Secretary

EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to:
 - (i) the occupancy, use, or enjoyment of the Land;
 - (ii) the character, dimensions or location of any improvement erected on the Land;
 - (iii) the subdivision of land; or
 - (iv) environmental protection;or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
 - (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
 3. Defects, liens, encumbrances, adverse claims, or other matters:
 - (a) created, suffered, assumed, or agreed to by the Insured Claimant;

- (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
 - (c) resulting in no loss or damage to the Insured Claimant;
 - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and 10); or
 - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
 - (a) a fraudulent conveyance or fraudulent transfer; or
 - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
 5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

CONDITIONS

1. DEFINITION OF TERMS

The following terms when used in this policy mean:

7230610 ALTA Owners Policy 06/17/06 w-GA Mod_306
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Page 2 of 5



(a) "Amount of Insurance": The amount stated in Schedule A, as may be increased or decreased by endorsement to this policy, increased by Section 8(b), or decreased by Sections 10 and 11 of these Conditions.

(b) "Date of Policy": The date designated as "Date of Policy" in Schedule A.

(c) "Entity": A corporation, partnership, trust, limited liability company, or other similar legal entity.

(d) "Insured": The Insured named in Schedule A.

(i) The term "Insured" also includes

(A) successors to the Title of the Insured by operation of law as distinguished from purchase, including heirs, devisees, survivors, personal representatives, or next of kin;

(B) successors to an Insured by dissolution, merger, consolidation, distribution, or reorganization;

(C) successors to an Insured by its conversion to another kind of Entity;

(D) a grantee of an Insured under a deed delivered without payment of actual valuable consideration conveying the Title

(1) if the stock, shares, memberships, or other equity interests of the grantee are wholly-owned by the named Insured,

(2) if the grantee wholly owns the named Insured,

(3) if the grantee is wholly-owned by an affiliated Entity of the named Insured, provided the affiliated Entity and the named Insured are both wholly-owned by the same person or Entity, or

(4) if the grantee is a trustee or beneficiary of a trust created by a written instrument established by the Insured named in Schedule A for estate planning purposes.

(ii) With regard to (A), (B), (C), and (D) reserving, however, all rights and defenses as to any successor that the Company would have had against any predecessor Insured.

(e) "Insured Claimant": An Insured claiming loss or damage.

(f) "Knowledge" or "Known": Actual knowledge, not constructive knowledge or notice that may be imputed to an Insured by reason of the Public Records or any other records that impart constructive notice of matters affecting the Title.

(g) "Land": The land described in Schedule A, and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways or waterways, but this does not modify or limit the extent that a right of access to and from the Land is insured by this policy.

(h) "Mortgage": Mortgage, deed of trust, trust deed, or other security instrument, including one evidenced by electronic means authorized by law.

(i) "Public Records": Records established under state statutes at Date of Policy for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge. With respect to Covered Risk 5(d), "Public Records" shall also include environmental protection liens filed in the records of the clerk of the United States District Court for the district where the Land is located.

(j) "Title": The estate or interest described in Schedule A.

(k) "Unmarketable Title": Title affected by an alleged or apparent matter that would permit a prospective purchaser or lessee of the Title or lender on the Title to be released from

the obligation to purchase, lease, or lend if there is a contractual condition requiring the delivery of marketable title.

2. CONTINUATION OF INSURANCE

The coverage of this policy shall continue in force as of Date of Policy in favor of an Insured, but only so long as the Insured retains an estate or interest in the Land, or holds an obligation secured by a purchase money Mortgage given by a purchaser from the Insured, or only so long as the Insured shall have liability by reason of warranties in any transfer or conveyance of the Title. This policy shall not continue in force in favor of any purchaser from the Insured of either (i) an estate or interest in the Land, or (ii) an obligation secured by a purchase money Mortgage given to the Insured.

3. NOTICE OF CLAIM TO BE GIVEN BY INSURED CLAIMANT

The Insured shall notify the Company promptly in writing (i) in case of any litigation as set forth in Section 5(a) of these Conditions, (ii) in case Knowledge shall come to an Insured hereunder of any claim of title or interest that is adverse to the Title, as insured, and that might cause loss or damage for which the Company may be liable by virtue of this policy, or (iii) if the Title, as insured, is rejected as Unmarketable Title. If the Company is prejudiced by the failure of the Insured Claimant to provide prompt notice, the Company's liability to the Insured Claimant under the policy shall be reduced to the extent of the prejudice.

4. PROOF OF LOSS

In the event the Company is unable to determine the amount of loss or damage, the Company may, at its option, require as a condition of payment that the Insured Claimant furnish a signed proof of loss. The proof of loss must describe the defect, lien, encumbrance, or other matter insured against by this policy that constitutes the basis of loss or damage and shall state, to the extent possible, the basis of calculating the amount of the loss or damage.

5. DEFENSE AND PROSECUTION OF ACTIONS

(a) Upon written request by the Insured, and subject to the options contained in Section 7 of these Conditions, the Company, at its own cost and without unreasonable delay, shall provide for the defense of an Insured in litigation in which any third party asserts a claim covered by this policy adverse to the Insured. This obligation is limited to only those stated causes of action alleging matters insured against by this policy. The Company shall have the right to select counsel of its choice (subject to the right of the Insured to object for reasonable cause) to represent the Insured as to those stated causes of action. It shall not be liable for and will not pay the fees of any other counsel. The Company will not pay any fees, costs, or expenses incurred by the Insured in the defense of those causes of action that allege matters not insured against by this policy.

(b) The Company shall have the right, in addition to the options contained in Section 7 of these Conditions, at its own cost, to institute and prosecute any action or proceeding or to do any other act that in its opinion may be necessary or desirable to establish the Title, as insured, or to prevent or reduce loss or damage to the Insured. The Company may take any appropriate action under the terms of this policy, whether or not it shall be liable to the Insured. The exercise of these rights shall not be an admission of liability or waiver of any provision of this policy. If the Company exercises its rights under this subsection, it must do so diligently.

(c) Whenever the Company brings an action or asserts a defense as required or permitted by this policy, the Company may pursue the litigation to a final determination by a court of



competent jurisdiction, and it expressly reserves the right, in its sole discretion, to appeal any adverse judgment or order.

6. DUTY OF INSURED CLAIMANT TO COOPERATE

(a) In all cases where this policy permits or requires the Company to prosecute or provide for the defense of any action or proceeding and any appeals, the Insured shall secure to the Company the right to so prosecute or provide defense in the action or proceeding, including the right to use, at its option, the name of the Insured for this purpose. Whenever requested by the Company, the Insured, at the Company's expense, shall give the Company all reasonable aid (i) in securing evidence, obtaining witnesses, prosecuting or defending the action or proceeding, or effecting settlement, and (ii) in any other lawful act that in the opinion of the Company may be necessary or desirable to establish the Title, or any other matter as insured. If the Company is prejudiced by the failure of the Insured to furnish the required cooperation, the Company's obligations to the Insured under the policy shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation, with regard to the matter or matters requiring such cooperation.

(b) The Company may reasonably require the Insured Claimant to submit to examination under oath by any authorized representative of the Company and to produce for examination, inspection, and copying, at such reasonable times and places as may be designated by the authorized representative of the Company, all records, in whatever medium maintained, including books, ledgers, checks, memoranda, correspondence, reports, e-mails, disks, tapes, and videos whether bearing a date before or after Date of Policy, that reasonably pertain to the loss or damage. Further, if requested by any authorized representative of the Company, the Insured Claimant shall grant its permission, in writing, for any authorized representative of the Company to examine, inspect, and copy all of these records in the custody or control of a third party that reasonably pertain to the loss or damage. All information designated as confidential by the Insured Claimant provided to the Company pursuant to this Section shall not be disclosed to others unless, in the reasonable judgment of the Company, it is necessary in the administration of the claim. Failure of the Insured Claimant to submit for examination under oath, produce any reasonably requested information, or grant permission to secure reasonably necessary information from third parties as required in this subsection, unless prohibited by law or governmental regulation, shall terminate any liability of the Company under this policy as to that claim.

7. OPTIONS TO PAY OR OTHERWISE SETTLE CLAIMS; TERMINATION OF LIABILITY

In case of a claim under this policy, the Company shall have the following additional options:

(a) To Pay or Tender Payment of the Amount of Insurance.

To pay or tender payment of the Amount of Insurance under this policy together with any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment or tender of payment and that the Company is obligated to pay.

Upon the exercise by the Company of this option, all liability and obligations of the Company to the Insured under this policy, other than to make the payment required in this subsection, shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation.

(b) To Pay or Otherwise Settle With Parties Other Than the Insured or With the Insured Claimant.

(i) To pay or otherwise settle with other parties for or in the name of an Insured Claimant any claim insured against under this policy. In addition, the Company will pay any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment and that the Company is obligated to pay; or

(ii) To pay or otherwise settle with the Insured Claimant the loss or damage provided for under this policy, together with any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment and that the Company is obligated to pay.

Upon the exercise by the Company of either of the options provided for in subsections (b)(i) or (ii), the Company's obligations to the Insured under this policy for the claimed loss or damage, other than the payments required to be made, shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation.

8. DETERMINATION AND EXTENT OF LIABILITY

This policy is a contract of indemnity against actual monetary loss or damage sustained or incurred by the Insured Claimant who has suffered loss or damage by reason of matters insured against by this policy.

(a) The extent of liability of the Company for loss or damage under this policy shall not exceed the lesser of

(i) the Amount of Insurance; or

(ii) the difference between the value of the Title as insured and the value of the Title subject to the risk insured against by this policy.

(b) If the Company pursues its rights under Section 5 of these Conditions and is unsuccessful in establishing the Title, as insured,

(i) the Amount of Insurance shall be increased by 10%, and

(ii) the Insured Claimant shall have the right to have the loss or damage determined either as of the date the claim was made by the Insured Claimant or as of the date it is settled and paid.

(c) In addition to the extent of liability under (a) and (b), the Company will also pay those costs, attorneys' fees, and expenses incurred in accordance with Sections 5 and 7 of these Conditions.

9. LIMITATION OF LIABILITY

(a) If the Company establishes the Title, or removes the alleged defect, lien or encumbrance, or cures the lack of a right of access to or from the Land, or cures the claim of Unmarketable Title, all as insured, in a reasonably diligent manner by any method, including litigation and the completion of any appeals, it shall have fully performed its obligations with respect to that matter and shall not be liable for any loss or damage caused to the Insured.

(b) In the event of any litigation, including litigation by the Company or with the Company's consent, the Company shall have no liability for loss or damage until there has been a final determination by a court of competent jurisdiction, and disposition of all appeals, adverse to the Title, as insured.

(c) The Company shall not be liable for loss or damage to the Insured for liability voluntarily assumed by the Insured in settling any claim or suit without the prior written consent of the Company.

10. REDUCTION OF INSURANCE; REDUCTION OR TERMINATION OF LIABILITY

All payments under this policy, except payments made for costs, attorneys' fees, and expenses, shall reduce the Amount of Insurance by the amount of the payment.



11. LIABILITY NONCUMULATIVE

The Amount of Insurance shall be reduced by any amount the Company pays under any policy insuring a Mortgage to which exception is taken in Schedule B or to which the Insured has agreed, assumed, or taken subject, or which is executed by an Insured after Date of Policy and which is a charge or lien on the Title, and the amount so paid shall be deemed a payment to the Insured under this policy.

12. PAYMENT OF LOSS

When liability and the extent of loss or damage have been definitely fixed in accordance with these Conditions, the payment shall be made within 30 days.

13. RIGHTS OF RECOVERY UPON PAYMENT OR SETTLEMENT

(a) Whenever the Company shall have settled and paid a claim under this policy, it shall be subrogated and entitled to the rights of the Insured Claimant in the Title and all other rights and remedies in respect to the claim that the Insured Claimant has against any person or property, to the extent of the amount of any loss, costs, attorneys' fees, and expenses paid by the Company. If requested by the Company, the Insured Claimant shall execute documents to evidence the transfer to the Company of these rights and remedies. The Insured Claimant shall permit the Company to sue, compromise, or settle in the name of the Insured Claimant and to use the name of the Insured Claimant in any transaction or litigation involving these rights and remedies.

If a payment on account of a claim does not fully cover the loss of the Insured Claimant, the Company shall defer the exercise of its right to recover until after the Insured Claimant shall have recovered its loss.

(b) The Company's right of subrogation includes the rights of the Insured to indemnities, guaranties, other policies of insurance, or bonds, notwithstanding any terms or conditions contained in those instruments that address subrogation rights.

14. THIS SECTION INTENTIONALLY DELETED

15. LIABILITY LIMITED TO THIS POLICY; POLICY ENTIRE CONTRACT

(a) This policy together with all endorsements, if any, attached to it by the Company is the entire policy and contract between the Insured and the Company. In interpreting any

provision of this policy, this policy shall be construed as a whole.

(b) Any claim of loss or damage that arises out of the status of the Title or by any action asserting such claim shall be restricted to this policy.

(c) Any amendment of or endorsement to this policy must be in writing and authenticated by an authorized person, or expressly incorporated by Schedule A of this policy.

(d) Each endorsement to this policy issued at any time is made a part of this policy and is subject to all of its terms and provisions. Except as the endorsement expressly states, it does not (i) modify any of the terms and provisions of the policy, (ii) modify any prior endorsement, (iii) extend the Date of Policy, or (iv) increase the Amount of Insurance.

16. SEVERABILITY

In the event any provision of this policy, in whole or in part, is held invalid or unenforceable under applicable law, the policy shall be deemed not to include that provision or such part held to be invalid, but all other provisions shall remain in full force and effect.

17. CHOICE OF LAW; FORUM

(a) Choice of Law: The Insured acknowledges the Company has underwritten the risks covered by this policy and determined the premium charged therefor in reliance upon the law affecting interests in real property and applicable to the interpretation, rights, remedies, or enforcement of policies of title insurance of the jurisdiction where the Land is located.

Therefore, the court or an arbitrator shall apply the law of the jurisdiction where the Land is located to determine the validity of claims against the Title that are adverse to the Insured and to interpret and enforce the terms of this policy. In neither case shall the court or arbitrator apply its conflicts of law principles to determine the applicable law.

(b) Choice of Forum: Any litigation or other proceeding brought by the Insured against the Company must be filed only in a state or federal court within the United States of America or its territories having appropriate jurisdiction.

18. NOTICES, WHERE SENT

Any notice of claim and any other notice or statement in writing required to be given to the Company under this policy must be given to the Company at CHICAGO TITLE INSURANCE COMPANY, Attn: Claims Department, P.O. Box 45023, Jacksonville, FL 32232-5023.



The GLOBE Academy

CHICAGO TITLE INSURANCE COMPANY
OWNERS FORM
SCHEDULE A

Policy No.: 4049-1-17-1182-2017.7230610-212974763

Address Reference: 4069 Briarcliff Road, Atlanta, GA 30345

Amount of Insurance: \$308,000.00

Premium: \$600.60

Date of Policy: October 23, 2017

1. Name of Insured:

THE GLOBE ACADEMY, INC., a Georgia nonprofit corporation

2. The estate or interest in the land which is covered by this Policy is:

Fee Simple

3. Title is vested in:

THE GLOBE ACADEMY, INC., a Georgia nonprofit corporation

4. The land referred to in this Policy is described as follows:

All that tract or parcel of land lying and being in Land Lot 206 of the 18th District of DeKalb County, Georgia, being known and designated as Lot 4, Block B, Unit 1, Sunrise Estates Subdivision, as per plat recorded in Plat Book 28, Page 95, DeKalb County Records, which plat is hereby referred to and made a part of this description, being improved property more particularly known as 4069 Briarcliff Road, according to the current system of numbering houses in DeKalb County, Georgia.

This Policy is valid only if Schedule B is attached.

72306-10A
6/17/06

ALTA Owner's Policy with Georgia modifications

CHICAGO TITLE INSURANCE COMPANY
OWNERS FORM
SCHEDULE B

Policy No.: 4049-1-17-1182-2017.7230610-212974763

EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the company will not pay costs, attorney's fees or expenses) which arise by reason of:

GENERAL EXCEPTIONS:

- (1) Rights or claims of parties in possession not shown by the public records.
- (2) Encroachments, overlaps, boundary line disputes, or other matters which would be disclosed by an accurate survey or inspection of the premises.
- (3) Easements, or claims of easements, not shown by the public records.
- (4) Any lien, or right to a lien, for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the public records.
- (5) Taxes or special assessments which are not shown as existing liens by the public records.

SPECIAL EXCEPTIONS:

1. All taxes for the year 2018 and subsequent years, not yet due and payable.
2. All matters as shown on that plat recorded at Plat Book 28, Page 95, DeKalb County, Georgia Records.

Countersigned



Authorized Signatory
SHERMAN & PHALEN, LLC

Schedule B of this policy consists of 1 page.

72306-10B
6/17/06

ALTA Owner's Policy with Georgia modifications

The GLOBE Academy

WHEN RECORDED MAIL TO:

CenterState Bank, N.A.
Attn: Cathy Tucker
P.O. Box 570
West Point, GA 31833

SEND TAX NOTICES TO:

CenterState Bank, N.A.
Loan Servicing Center
P.O. Box 570
West Point, GA 31833



*****002*

SECURITY DEED

THIS SECURITY DEED dated 10/19/2018, is made and executed between The Globe Academy, Inc., whose address is 2225 Heritage Drive NE, Atlanta, GA 30345 (referred to below as "Grantor") and CenterState Bank, N.A., whose address is 3953 Lavista Road, Atlanta, GA 30084 (referred to below as "Lender").

GRANT OF SECURITY DEED. FOR AND IN CONSIDERATION of the financial accommodations to Grantor by Lender resulting in the obligation which is hereinafter more particularly described, and in order to secure that obligation, Grantor hereby grants, bargains, conveys, transfers, assigns and sells to Lender, with power of sale, all of Grantor's right, title, and interest in and to the following described real property: **The Real Property is located in DeKalb County, State of Georgia and is described as follows:**

See Exhibit A, which is attached to this Security Deed and made a part of this Security Deed as if fully set forth herein.

TOGETHER WITH ANY AND ALL of the following: (i) all buildings, structures and improvements now or hereafter located on the real property or on any part or parcel thereof and all fixtures affixed or attached, actually or constructively, thereto; (ii) all and singular the tenements, hereditaments, easements and appurtenances belonging thereto or in any wise appertaining thereto and the reversion and reversions, remainder or remainders thereof; (iii) all Rents accruing therefrom, whether now or hereafter due; (iv) all accounts and contract rights now or hereafter arising in connection with any part or parcel thereof or any buildings, structures or improvements now or hereafter located thereon, including without limitation all accounts and contract rights in and to all leases or undertakings to lease now or hereafter affecting the land or any buildings, structures, or improvements thereon; (v) all minerals, flowers, crops, trees, timber, shrubbery and other emblements now or hereafter located thereon or thereunder or on or under any part or parcel thereof; (vi) all estates, rights, title and interest therein, or in any part or parcel thereof; (vii) all equipment, machinery, apparatus, fittings, fixtures, furniture, furnishings, mobile homes, modular homes and all personal property of every kind or description whatsoever now or hereafter located thereon, or in or on the buildings, structures and improvements thereon, and used in connection with the operation and maintenance thereof, and all additions thereto and replacements thereof; and (viii) all building materials, supplies, goods and equipment delivered thereto and placed thereon for the purpose of being affixed to or installed or incorporated or otherwise used in the buildings, structures or other improvements now or hereafter located thereon or any part or parcel thereof.

The Real Property or its address is commonly known as 4105 & 4085 Briarcliff Road NE, and 4069 Briarcliff Road, Atlanta, GA 30345. The Real Property tax identification number is 18-232-02-001; 18-206-13-022; 18-206-13-023.

THIS SECURITY DEED, INCLUDING THE ASSIGNMENT OF RENTS AND THE SECURITY INTEREST IN THE RENTS AND PERSONAL PROPERTY, IS GIVEN TO SECURE (A) PAYMENT OF THE INDEBTEDNESS AND (B) PERFORMANCE OF ANY AND ALL OBLIGATIONS UNDER THE NOTE IN THE ORIGINAL PRINCIPAL AMOUNT OF \$500,000.00 WHICH HAS THE MATURITY DATE OF OCTOBER 19, 2043, THE RELATED DOCUMENTS, AND THIS SECURITY DEED. THIS CONVEYANCE SHALL BE CONSTRUED AS A DEED PASSING TITLE AND NOT AS A MORTGAGE. IT IS THE INTENTION OF GRANTOR AND LENDER TO CREATE A PERPETUAL OR INDEFINITE SECURITY INTEREST IN THE REAL PROPERTY DESCRIBED IN THIS SECURITY DEED PURSUANT TO O.C.G.A. 44-14-80 AND TO AGREE THAT TITLE SHALL NOT REVERT TO GRANTOR FOR A PERIOD OF SEVEN (7) YEARS FROM THE MATURITY DATE OF THE DEBT OR DEBTS SECURED BY THIS SECURITY DEED. HOWEVER, NOTHING IN THIS PARAGRAPH WILL IMPAIR LENDER'S RIGHTS TO COLLECTION OF THE INDEBTEDNESS AND FORECLOSURE OF THE SECURITY INTEREST IF THE INDEBTEDNESS IS NOT REPAYED WHEN DUE. THIS SECURITY DEED IS GIVEN AND ACCEPTED ON THE FOLLOWING TERMS:

PAYMENT AND PERFORMANCE. Except as otherwise provided in this Security Deed, Grantor shall pay to Lender all amounts secured by this Security Deed as they become due and shall strictly perform all of Grantor's obligations under this Security Deed and the Related Documents.

POSSESSION AND MAINTENANCE OF THE PROPERTY. Grantor agrees that Grantor's possession and use of the Property shall be governed by the following provisions:

Possession and Use. Until the occurrence of an Event of Default, Grantor may (1) remain in possession and control of the Property; (2) use, operate or manage the Property; and (3) collect the Rents from the Property.

Duty to Maintain. Grantor shall maintain the Property in tenantable condition and promptly perform all repairs, replacements, and maintenance necessary to preserve its value.

Compliance With Environmental Laws. Grantor represents and warrants to Lender that: (1) During the period of Grantor's ownership of the Property, there has been no use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance by any person on, under, about or from the Property; (2) Grantor has no knowledge of, or reason to believe that there has been, except as previously disclosed to and acknowledged by Lender in writing, (a) any breach or violation of any Environmental Laws, (b) any use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance on, under, about or from the Property by any prior owners or occupants of the Property, or (c) any actual or threatened litigation or claims of any kind by any person relating to such matters; and (3) Except as previously disclosed to and acknowledged by Lender in writing, (a) neither Grantor nor any tenant, contractor, agent or other authorized user of the Property shall use, generate, manufacture, store, treat, dispose of or release any Hazardous Substance on, under, about or from the Property; and (b) any such activity shall be conducted in compliance with all applicable federal, state, and local laws, regulations and ordinances, including without limitation all Environmental Laws. Grantor authorizes Lender and its agents to enter upon the Property to make such inspections and tests, at Grantor's expense, as Lender may deem appropriate to determine compliance of the Property



#####002*

SECURITY DEED (Continued)

Loan No: 22594329

Page 2

with this section of the Security Deed. Any inspections or tests made by Lender shall be for Lender's purposes only and shall not be construed to create any responsibility or liability on the part of Lender to Grantor or to any other person. The representations and warranties contained herein are based on Grantor's due diligence in investigating the Property for Hazardous Substances. Grantor hereby (1) releases and waives any future claims against Lender for indemnity or contribution in the event Grantor becomes liable for cleanup or other costs under any such laws; and (2) agrees to indemnify, defend, and hold harmless Lender against any and all claims, losses, liabilities, damages, penalties, and expenses which Lender may directly or indirectly sustain or suffer resulting from a breach of this section of the Security Deed or as a consequence of any use, generation, manufacture, storage, disposal, release or threatened release occurring prior to Grantor's ownership or interest in the Property, whether or not the same was or should have been known to Grantor. The provisions of this section of the Security Deed, including the obligation to indemnify and defend, shall survive the payment of the indebtedness and the satisfaction and reconveyance of the lien of this Security Deed and shall not be affected by Lender's acquisition of any interest in the Property, whether by foreclosure or otherwise.

Nuisance, Waste. Grantor shall not cause, conduct or permit any nuisance nor commit, permit, or suffer any stripping of or waste on or to the Property or any portion of the Property. Without limiting the generality of the foregoing, Grantor will not remove, or grant to any other party the right to remove, any timber, minerals (including oil and gas), coal, clay, scoria, soil, gravel or rock products without Lender's prior written consent.

Removal of Improvements. Grantor shall not demolish or remove any improvements from the Real Property without Lender's prior written consent. As a condition to the removal of any improvements, Lender may require Grantor to make arrangements satisfactory to Lender to replace such improvements with improvements of at least equal value.

Lender's Right to Enter. Lender and Lender's agents and representatives may enter upon the Real Property at all reasonable times to attend to Lender's interests and to inspect the Real Property for purposes of Grantor's compliance with the terms and conditions of this Security Deed.

Compliance with Governmental Requirements. Grantor shall promptly comply with all laws, ordinances, and regulations, now or hereafter in effect, of all governmental authorities applicable to the use or occupancy of the Property, including without limitation, the Americans With Disabilities Act. Grantor may contest in good faith any such law, ordinance, or regulation and withhold compliance during any proceeding, including appropriate appeals, so long as Grantor has notified Lender in writing prior to doing so and so long as, in Lender's sole opinion, Lender's interests in the Property are not jeopardized. Lender may require Grantor to post adequate security or a surety bond, reasonably satisfactory to Lender, to protect Lender's interest.

Duty to Protect. Grantor agrees neither to abandon or leave unattended the Property. Grantor shall do all other acts, in addition to those acts set forth above in this section, which from the character and use of the Property are reasonably necessary to protect and preserve the Property.

DUE ON SALE - CONSENT BY LENDER. Lender may, at Lender's option, declare immediately due and payable all sums secured by this Security Deed upon the sale or transfer, without Lender's prior written consent, of all or any part of the Property, or any interest in the Property. A "sale or transfer" means the conveyance of Property or any right, title or interest in the Property; whether legal, beneficial or equitable; whether voluntary or involuntary; whether by outright sale, deed, installment sale contract, land contract, contract for deed, leasehold interest with a term greater than three (3) years, lease-option contract, or by sale, assignment, or transfer of any beneficial interest in or to any land trust holding title to the Property, or by any other method of conveyance of an interest in the Property. If any Grantor is a corporation, partnership or limited liability company, transfer also includes any change in ownership of more than twenty-five percent (25%) of the voting stock, partnership interests or limited liability company interests, as the case may be, of such Grantor. However, this option shall not be exercised by Lender if such exercise is prohibited by federal law or by Georgia law.

TAXES AND LIENS. The following provisions relating to the taxes and liens on the Property are part of this Security Deed:

Payment. Grantor shall pay when due (and in all events prior to delinquency) all taxes, payroll taxes, special taxes, assessments, water charges and sewer service charges levied against or on account of the Property, and shall pay when due all claims for work done on or for services rendered or material furnished to the Property. Grantor shall maintain the Property free of any liens having priority over or equal to the interest of Lender under this Security Deed, except for those liens specifically agreed to in writing by Lender, and except for the lien of taxes and assessments not due as further specified in the Right to Contest paragraph.

Right to Contest. Grantor may withhold payment of any tax, assessment, or claim in connection with a good faith dispute over the obligation to pay, so long as Lender's interest in the Property is not jeopardized. If a lien arises or is filed as a result of nonpayment, Grantor shall within fifteen (15) days after the lien arises or, if a lien is filed, within fifteen (15) days after Grantor has notice of the filing, secure the discharge of the lien, or if requested by Lender, deposit with Lender cash or a sufficient corporate surety bond or other security satisfactory to Lender in an amount sufficient to discharge the lien plus any costs and attorneys' fees, or other charges that could accrue as a result of a foreclosure or sale under the lien. In any contest, Grantor shall defend itself and Lender and shall satisfy any adverse judgment before enforcement against the Property. Grantor shall name Lender as an additional obligee under any surety bond furnished in the contest proceedings.

Evidence of Payment. Grantor shall upon demand furnish to Lender satisfactory evidence of payment of the taxes or assessments and shall authorize the appropriate governmental official to deliver to Lender at any time a written statement of the taxes and assessments against the Property.

Notice of Construction. Grantor shall notify Lender at least fifteen (15) days before any work is commenced, any services are furnished, or any materials are supplied to the Property, if any mechanic's lien, materialmen's lien, or other lien could be asserted on account of the work, services, or materials and the cost exceeds \$1,000.00. Grantor will upon request of Lender furnish to Lender advance assurances satisfactory to Lender that Grantor can and will pay the cost of such improvements.

PROPERTY DAMAGE INSURANCE. The following provisions relating to insuring the Property are a part of this Security Deed:

Maintenance of Insurance. Grantor shall procure and maintain policies of fire insurance with standard extended coverage endorsements on a replacement basis for the full insurable value covering all improvements on the Real Property in an amount sufficient to avoid application of any coinsurance clause, and with a standard mortgagee clause in favor of Lender. Grantor shall also procure and maintain comprehensive general liability insurance in such coverage amounts as Lender may request with Lender being named as additional insureds in such liability insurance policies. Additionally, Grantor shall maintain such other insurance, including but not limited to hazard, business interruption and boiler insurance as Lender may require. Policies shall be written by such insurance companies and in such form as may be reasonably acceptable to Lender. Grantor shall deliver to Lender certificates of coverage from each insurer containing a stipulation that coverage will not be cancelled or diminished without a minimum of thirty (30) days' prior written notice to Lender and not containing any disclaimer of the insurer's liability for failure to give such notice. Each insurance policy also shall include an endorsement providing that coverage in favor of Lender will not be impaired in any way by any act, omission or default of Grantor or any other person. Should the Real Property be located in an area designated by the Administrator of the Federal Emergency Management Agency as a special flood hazard area, Grantor agrees to obtain and maintain Federal Flood Insurance, if available, for the full unpaid principal balance of the loan and any prior liens on the property securing the loan, up to the maximum policy limits set under the National Flood Insurance Program, or as otherwise required by Lender, and to maintain such insurance for the term of the loan.

Application of Proceeds. Grantor shall promptly notify Lender of any loss or damage to the Property if the estimated cost of repair or



*****002*

Loan No: 22594329

**SECURITY DEED
(Continued)**

Page 3

replacement exceeds \$1,000.00. Lender may make proof of loss if Grantor fails to do so within fifteen (15) days of the casualty. Whether or not Lender's security is impaired, Lender may, at Lender's election, receive and retain the proceeds of any insurance and apply the proceeds to the reduction of the indebtedness, payment of any lien affecting the Property, or the restoration and repair of the Property. If Lender elects to apply the proceeds to restoration and repair, Grantor shall repair or replace the damaged or destroyed Improvements in a manner satisfactory to Lender. Lender shall, upon satisfactory proof of such expenditure, pay or reimburse Grantor from the proceeds for the reasonable cost of repair or restoration if Grantor is not in default under this Security Deed. Any proceeds which have not been disbursed within 180 days after their receipt and which Lender has not committed to the repair or restoration of the Property shall be used first to pay any amount owing to Lender under this Security Deed, then to pay accrued interest, and the remainder, if any, shall be applied to the principal balance of the indebtedness. If Lender holds any proceeds after payment in full of the indebtedness, such proceeds shall be paid to Grantor as Grantor's interests may appear.

Grantor's Report on Insurance. Upon request of Lender, however not more than once a year, Grantor shall furnish to Lender a report on each existing policy of insurance showing: (1) the name of the insurer; (2) the risks insured; (3) the amount of the policy; (4) the property insured, the then current replacement value of such property, and the manner of determining that value; and (5) the expiration date of the policy. Grantor shall, upon request of Lender, have an independent appraiser satisfactory to Lender determine the cash value replacement cost of the Property.

LENDER'S EXPENDITURES. If any action or proceeding is commenced that would materially affect Lender's interest in the Property or if Grantor fails to comply with any provision of this Security Deed or any Related Documents, including but not limited to Grantor's failure to discharge or pay when due any amounts Grantor is required to discharge or pay under this Security Deed or any Related Documents, Lender on Grantor's behalf may (but shall not be obligated to) take any action that Lender deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances and other claims, at any time levied or placed on the Property and paying all costs for insuring, maintaining and preserving the Property. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Grantor. All such expenses will become a part of the indebtedness and, at Lender's option, will (A) be payable on demand; (B) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (1) the term of any applicable insurance policy; or (2) the remaining term of the Note; or (C) be treated as a balloon payment which will be due and payable at the Note's maturity. The Security Deed also will secure payment of these amounts. Such right shall be in addition to all other rights and remedies to which Lender may be entitled upon Default.

WARRANTY; DEFENSE OF TITLE. The following provisions relating to ownership of the Property are a part of this Security Deed:

Title. Grantor warrants that: (a) Grantor holds good and marketable title of record to the Property in fee simple, free and clear of all liens and encumbrances other than those set forth in the Real Property description or in any title insurance policy, title report, or final title opinion issued in favor of, and accepted by, Lender in connection with this Security Deed, and (b) Grantor has the full right, power, and authority to execute and deliver this Security Deed to Lender.

Defense of Title. Subject to the exception in the paragraph above, Grantor warrants and will forever defend the title to the Property against the lawful claims of all persons. In the event any action or proceeding is commenced that questions Grantor's title or the interest of Lender under this Security Deed, Grantor shall defend the title to the Property at Grantor's expense. Grantor may be the nominal party in such proceeding, but Lender shall be entitled to participate in the proceeding and to be represented in the proceeding by counsel of Lender's own choice, and Grantor will deliver, or cause to be delivered, to Lender such instruments as Lender may request from time to time to permit such participation.

Compliance With Laws. Grantor warrants that the Property and Grantor's use of the Property complies with all existing applicable laws, ordinances, and regulations of governmental authorities.

Survival of Representations and Warranties. All representations, warranties, and agreements made by Grantor in this Security Deed shall survive the execution and delivery of this Security Deed, shall be continuing in nature, and shall remain in full force and effect until such time as Grantor's indebtedness shall be paid in full.

CONDEMNATION. The following provisions relating to condemnation proceedings are a part of this Security Deed.

Proceedings. If any proceeding in condemnation is filed, Grantor shall promptly notify Lender in writing, and Grantor shall promptly take such steps as may be necessary to defend the action and obtain the award. Grantor may be the nominal party in such proceeding, but Lender shall be entitled to participate in the proceeding and to be represented in the proceeding by counsel of its own choice, and Grantor will deliver or cause to be delivered to Lender such instruments and documentation as may be requested by Lender from time to time to permit such participation.

Application of Net Proceeds. If all or any part of the Property is condemned by eminent domain proceedings or by any proceeding or purchase in lieu of condemnation, Lender may at its election require that all or any portion of the net proceeds of the award be applied to the indebtedness or the repair or restoration of the Property. The net proceeds of the award shall mean the award after payment of all reasonable attorneys' fees and costs and expenses, including court costs that are incurred by Lender in connection with the condemnation.

IMPOSITION OF TAXES, FEES AND CHARGES BY GOVERNMENTAL AUTHORITIES. The following provisions relating to governmental taxes, fees and charges are a part of this Security Deed:

Current Taxes, Fees and Charges. Upon request by Lender, Grantor shall execute such documents in addition to this Security Deed and take whatever other action is requested by Lender to perfect and continue Lender's security interest on the Property. Grantor shall reimburse Lender for all taxes, as described below, together with all expenses incurred in recording, perfecting or continuing this Security Deed, including without limitation all taxes, fees, documentary stamps, and other charges for recording or registering this Security Deed.

Taxes. The following shall constitute taxes to which this section applies: (1) a specific tax upon this type of Security Deed or upon all or any part of the indebtedness secured by this Security Deed; (2) a specific tax on Grantor which Grantor is authorized or required to deduct from payments on the indebtedness secured by this type of Security Deed; (3) a tax on this type of Security Deed chargeable against the Lender or the holder of the Note; and (4) a specific tax on all or any portion of the indebtedness or on payments of principal and interest made by Grantor.

Subsequent Taxes. If any tax to which this section applies is enacted subsequent to the date of this Security Deed, this event shall have the same effect as an Event of Default, and Lender may exercise any or all of its available remedies for an Event of Default as provided below unless Grantor either (1) pays the tax before it becomes delinquent, or (2) contests the tax as provided above in the Taxes and Liens section and deposits with Lender cash or a sufficient corporate surety bond or other security satisfactory to Lender.

SECURITY AGREEMENT; FINANCING STATEMENTS. The following provisions relating to this Security Deed as a security agreement are a part of this Security Deed:

Security Agreement. This instrument shall constitute a Security Agreement to the extent any of the Property constitutes fixtures, and Lender shall have all of the rights of a secured party under the Uniform Commercial Code as amended from time to time.

Security Interest. Upon request by Lender, Grantor shall take whatever action is requested by Lender to perfect and continue Lender's security interest in the Rents and Personal Property. In addition to recording this Security Deed in the real property records, Lender



#####002*

**SECURITY DEED
(Continued)**

Loan No: 22594329

Page 4

may, at any time and without further authorization from Grantor, file executed counterparts, copies or reproductions of this Security Deed as a financing statement. Grantor shall reimburse Lender for all expenses incurred in perfecting or continuing this security interest. Upon default, Grantor shall not remove, sever or detach the Personal Property from the Property. Upon default, Grantor shall assemble any Personal Property not affixed to the Property in a manner and at a place reasonably convenient to Grantor and Lender and make it available to Lender within three (3) days after receipt of written demand from Lender to the extent permitted by applicable law.

Addresses. The mailing addresses of Grantor (debtor) and Lender (secured party) from which information concerning the security interest granted by this Security Deed may be obtained (each as required by the Uniform Commercial Code) are as stated on the first page of this Security Deed.

FURTHER ASSURANCES; ATTORNEY-IN-FACT. The following provisions relating to further assurances and attorney-in-fact are a part of this Security Deed:

Further Assurances. At any time, and from time to time, upon request of Lender, Grantor will make, execute and deliver, or will cause to be made, executed or delivered, to Lender or to Lender's designee, and when requested by Lender, cause to be filed, recorded, refilled, or re-recorded, as the case may be, at such times and in such offices and places as Lender may deem appropriate, any and all such mortgages, deeds of trust, security deeds, security agreements, financing statements, continuation statements, instruments of further assurance, certificates, and other documents as may, in the sole opinion of Lender, be necessary or desirable in order to effectuate, complete, perfect, continue, or preserve (1) Grantor's obligations under the Note, this Security Deed, and the Related Documents, and (2) the liens and security interests created by this Security Deed on the Property, whether now owned or hereafter acquired by Grantor. Unless prohibited by law or Lender agrees to the contrary in writing, Grantor shall reimburse Lender for all costs and expenses incurred in connection with the matters referred to in this paragraph.

Attorney-in-Fact. If Grantor fails to do any of the things referred to in the preceding paragraph, Lender may do so for and in the name of Grantor and at Grantor's expense. For such purposes, Grantor hereby irrevocably appoints Lender as Grantor's attorney-in-fact for the purpose of making, executing, delivering, filing, recording, and doing all other things as may be necessary or desirable, in Lender's sole opinion, to accomplish the matters referred to in the preceding paragraph.

FULL PERFORMANCE. If Grantor pays all the indebtedness when due, and otherwise performs all the obligations imposed upon Grantor under this Security Deed, Lender shall execute and deliver to Grantor a suitable satisfaction of this Security Deed and suitable statements of termination of any financing statement on file evidencing Lender's security interest in the Rents and the Personal Property. Grantor will pay, if permitted by applicable law, any reasonable termination fee as determined by Lender from time to time.

EVENTS OF DEFAULT. Each of the following, at Lender's option, shall constitute an Event of Default under this Security Deed:

Payment Default. Grantor fails to make any payment when due under the Indebtedness.

Default on Other Payments. Failure of Grantor within the time required by this Security Deed to make any payment for taxes or insurance, or any other payment necessary to prevent filing of or to effect discharge of any lien.

Other Defaults. Grantor fails to comply with or to perform any other term, obligation, covenant or condition contained in this Security Deed or in any of the Related Documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Grantor.

Default in Favor of Third Parties. Should Grantor default under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Grantor's property or Grantor's ability to repay the Indebtedness or Grantor's ability to perform Grantor's obligations under this Security Deed or any of the Related Documents.

False Statements. Any warranty, representation or statement made or furnished to Lender by Grantor or on Grantor's behalf under this Security Deed or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Defective Collateralization. This Security Deed or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

Insolvency. The dissolution or termination of Grantor's existence as a going business, the insolvency of Grantor, the appointment of a receiver for any part of Grantor's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Grantor.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Grantor or by any governmental agency against any property securing the Indebtedness. This includes a garnishment of any of Grantor's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Grantor as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Grantor gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Breach of Other Agreement. Any breach by Grantor under the terms of any other agreement between Grantor and Lender that is not remedied within any grace period provided therein, including without limitation any agreement concerning any indebtedness or other obligation of Grantor to Lender, whether existing now or later.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party of any of the Indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any Guaranty of the Indebtedness.

Adverse Change. A material adverse change occurs in Grantor's financial condition, or Lender believes the prospect of payment or performance of the Indebtedness is impaired.

Insecurity. Lender in good faith believes itself insecure.

LENDER'S REMEDIES AND POWER OF SALE. Upon the occurrence of an Event of Default, Lender shall have the following rights, powers, and remedies:

Accelerate Indebtedness. Lender, at Lender's option and election and without notice to Grantor, may declare all or any portion of the indebtedness to be immediately due and payable, whereupon the same shall be and shall become due and payable forthwith without presentment demand, protest or notice of any kind, all of which are expressly waived by Grantor.

Entry and Possession. Lender may enter upon the Property, or any part thereof, and take possession of the Property, excluding therefrom Grantor and all agents, employees and representatives of Grantor; employ a manager of the Property or any part thereof; hold, store, use, operate, manage, control, maintain and lease the Property or any part thereof; conduct business thereon; make all necessary and appropriate repairs, renewals, and replacements; keep the Property insured; and carry out or enter into agreements of any kind with respect to the Property.



*****002*

Loan No: 22594329

**SECURITY DEED
(Continued)**

Page 5

Collection of Rents. Lender may collect and receive all Rents from the Property and apply the same to the Indebtedness, after deducting therefrom all costs, charges, and expenses of taking, holding, managing, and operating the Property, including the fees and expenses of Lender's attorneys, and agents.

Payments. Lender may pay any sum or sums deemed necessary or appropriate by Lender to protect the Property or any part of the Property or Lender's interest in the Property.

Other Remedies. Lender may exercise all rights and remedies contained in any Related Document, heretofore, concurrently herewith or in the future executed by Grantor in favor of Lender in connection with the transactions resulting in the Indebtedness or any part thereof.

Appointment of Receiver. Lender may make application to any court and be entitled to the appointment of a receiver to take charge of the Property or any part thereof without alleging or proving, or having any consideration given to, the insolvency of Grantor, the value of the Property as security for the Indebtedness, or any other matter usually incident to the appointment of a receiver.

UCC Remedies. With respect to the Personal Property in which a security interest is herein granted, Lender may exercise any or all of the rights accruing to a secured party under this Security Deed, the Uniform Commercial Code (Sections 11-9-101 et. seq. of the Ga. Code Annotated) and any other applicable law. Grantor shall, if Lender requests, assemble all such Personal Property and make it available to Lender at a place or places to be designated by Lender, which shall be reasonably convenient to Grantor and Lender. Any notice required to be given by Lender of a public or private sale, lease or other disposition of the Personal Property or any other intended action by Lender may be delivered personally to Grantor or may be deposited in the United States mail with postage prepaid duly addressed to Grantor at the address of Grantor last known to Lender at least five (5) business days prior to such proposed action, and shall constitute reasonable and fair notice to Grantor of any such action.

Power of Sale. Lender may sell the Property, or any part thereof or any interest therein, separately, at Lender's discretion, with or without taking possession thereof, at public sale before the courthouse door of the county in which the Property, or any part thereof, is located, to the highest bidder for cash, after first giving notice of the time, place and terms of such sale by advertisement, published once a week for four weeks (without regard for the number of days) in a newspaper in which advertisements of sheriff's sales are published in such county. The advertisement so published shall be notice to Grantor, and Grantor hereby waives all other notices. Lender may bid and purchase at any such sale, and Lender may execute and deliver to the purchaser or purchasers at any such sale a sufficient conveyance of the Property, or the part thereof or interest therein sold. Lender's conveyance may contain recitals as to the occurrence of an Event of Default, under this Security Deed, which recitals shall be presumptive evidence that all preliminary acts prerequisite to such sale and conveyance were in all things duly complied with. The recitals made by Lender shall be binding and conclusive upon Grantor, and the sale and conveyance made by Lender shall divest Grantor of all right, title, interest and equity that Grantor may have had in, to and under the Property, or the part thereof or interest therein sold, and shall vest the same in the purchaser or purchasers at such sale. Lender may hold one or more sales hereunder until the Indebtedness has been satisfied in full. Grantor hereby constitutes and appoints Lender as Grantor's agent and attorney-in-fact to make such sale, to execute and deliver such conveyance and to make such recitals, and Grantor hereby ratifies and confirms all of the acts and doings of Lender as Grantor's agent and attorney-in-fact hereunder. Lender's agency and power as attorney-in-fact hereunder are coupled with an interest, cannot be revoked by insolvency, incompetency, death or otherwise, and shall not be exhausted until the Indebtedness has been satisfied in full. The proceeds of each sale by Lender hereunder shall be applied first to the costs and expenses of the sale and of all proceedings in connection therewith, including attorneys' fees if applicable, then to payment of the Indebtedness, and the remainder, if any, shall be paid to Grantor. If the proceeds of any sale are not sufficient to pay the Indebtedness in full, Lender shall determine, at Lender's option and in Lender's discretion, the portions of the Indebtedness to which the proceeds (after deducting therefrom the costs and expenses of the sale and all proceedings in connection therewith) shall be applied and in what order the proceeds shall be so applied. Grantor covenants and agrees that, in the event of any sale pursuant to the agency and power herein granted, Grantor shall be and become a tenant holding over and shall deliver possession of the Property, or the part thereof or interest therein sold, to the purchaser or purchasers at the sale or be summarily dispossessed in accordance with the provisions of law applicable to tenants holding over.

Cumulative Remedies. All rights and remedies set forth in this Security Deed are cumulative and in addition to any right or remedy provided for by statute, or now or hereafter existing at law or in equity, including without limitation the right of Lender to collect or enforce the Indebtedness with or without taking action with respect to the Property. Lender may, at Lender's election and at Lender's discretion, exercise each and every such right and remedy concurrently or separately. Except as may be prohibited by applicable law, all of Lender's rights and remedies, whether evidenced by this Security Deed or by any other writing, shall be cumulative and may be exercised singularly or concurrently.

Attorneys' Fees; Expenses. If any part of the Indebtedness is collected by or with any assistance from or consultation with an attorney at law, Grantor shall pay to Lender as Lender's attorneys' fees, fifteen percent (15%) of such amount collected. Whether or not any court action is involved, and to the extent not prohibited by law, all attorneys' fees and all reasonable expenses Lender incurs that in Lender's opinion are necessary at any time for the protection of its interest or the enforcement of its rights shall become a part of the Indebtedness payable on demand and shall bear interest at the Note rate from the date of the expenditure until repaid. Expenses covered by this paragraph include, without limitation, however subject to any limits under applicable law, Lender's attorneys' fees and Lender's legal expenses whether or not there is a lawsuit, including attorneys' fees and expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services, the cost of searching records, obtaining title reports (including foreclosure reports), surveyors' reports, and appraisal fees and title insurance, to the extent permitted by applicable law. Grantor also will pay any court costs, in addition to all other sums provided by law.

NOTICES. Any notice required to be given under this Security Deed, including without limitation any notice of default and any notice of sale shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Security Deed. All copies of notices of foreclosure from the holder of any prior security interest which has priority over this Security Deed shall be sent to Lender's address, as shown near the beginning of this Security Deed. Any party may change its address for notices under this Security Deed by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Grantor agrees to keep Lender informed at all times of Grantor's current address. Unless otherwise provided or required by law, if there is more than one Grantor, any notice given by Lender to any Grantor is deemed to be notice given to all Grantors.

MISCELLANEOUS PROVISIONS. The following miscellaneous provisions are a part of this Security Deed:

Amendments. This Security Deed, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Security Deed. No alteration or amendment to this Security Deed shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

Annual Reports. If the Property is used for purposes other than Grantor's residence, Grantor shall furnish to Lender, upon request, a certified statement of net operating income received from the Property during Grantor's previous fiscal year in such form and detail as Lender shall require. "Net operating income" shall mean all cash receipts from the Property less all cash expenditures made in connection with the operation of the Property.

Caption Headings. Caption headings in this Security Deed are for convenience purposes only and are not to be used to interpret or

002

Page 6

Loan No: 22594329

define the provisions of this Security Deed.

Governing Law. This Security Deed will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Georgia without regard to its conflicts of law provisions. This Security Deed has been accepted by Lender in the State of Georgia.

No Waiver by Lender. Lender shall not be deemed to have waived any rights under this Security Deed unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Security Deed shall not constitute or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision. Under no circumstances shall the granting of this Security Deed by Lender, nor any course of dealing between Lender and Grantor, shall constitute a waiver of any of Lender's rights or of any of Grantor's obligations as set forth herein. The consent by Lender to any future transactions. Whenever the consent of Lender is required under this Security Deed, the granting of Lender's obligations as set forth herein in any instance shall not constitute continuing consent to subsequent instances where such consent is required prior to or at the time such consent may be granted or withheld in the sole discretion of Lender.

Severability. If a court of competent jurisdiction finds any provision of this Security Deed to be illegal, invalid, or unenforceable as to any circumstance, that finding shall not make the offending provision illegal, invalid, or unenforceable as to any other circumstance. If, as a result, any provision of this Security Deed becomes legal, valid and enforceable. If the offending provision cannot be so reformed, it shall be considered deleted from this Security Deed. Unless otherwise required by law, the illegality, invalidity, or unenforceability of any provision of this Security Deed shall not affect the legality, validity or enforceability of any other provision of this Security Deed.

Merger. There shall be no merger of the interest or estate created by this Security Deed with any other interest or estate in the Property at any time held by or for the benefit of Lender in any capacity, without the written consent of Lender.

Successors and Assigns. Subject to any limitations stated in this Security Deed on transfer of Grantor's interest, this Security Deed shall be binding upon and inure to the benefit of the parties, their successors and assigns. If ownership of the Property becomes vested in a person other than Grantor, Lender, without notice to Grantor, may deal with Grantor's successors with reference to this Security Deed and the Indebtedness by way of forbearance or extension without releasing Grantor from the obligations of this Security Deed or liability under the Indebtedness.

Time is of the Essence. Time is of the essence in the performance of this Security Deed.

Waiver of Notice and Hearing and Homestead Exemption. Grantor expressly waives: (1) any right Grantor may have under the Constitution of the State of Georgia or the Constitution of the United States to appear in person or to a judicial hearing prior to the execution of any right or remedy provided to Lender by this Security Deed and Grantor waives Grantor's rights, if any, to set aside or invalidate any sale under power duly consummated in accordance with the provisions of this Security Deed on the ground (if such be the case) that the sale was consummated without prior notice or judicial hearing or both; and (2) all homestead exemption rights, if any, which Grantor or Grantor's family may have pursuant to the Constitution and laws of the United States, the State of Georgia or any other State of the United States, in and to the Property as against the collection of any debt or debts of Grantor or Grantor's family. All waivers by Grantor in this paragraph shall be deemed to be made voluntarily and knowingly by Grantor, after Grantor has been fully advised of the nature and consequences of the waivers herein and after Grantor has been fully advised of the execution of this Security Deed shall be conclusive evidence of the making of such waivers and that such waivers have been voluntarily, intelligently and knowingly made.

DEFINITIONS. The following capitalized words and terms shall have the following meanings when used in this Security Deed. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Security Deed shall have the meanings attributed to such terms in the Uniform Commercial Code:

Borrower. The word "Borrower" means The Globe Academy, Inc. and includes all co-signers and co-makers signing the Note and all their successors and assigns.

Default. The word "Default" means the Default set forth in this Security Deed in the section titled "Default".

Environmental Laws. The words "Environmental Laws" mean any and all state, federal and local statutes, regulations and ordinances relating to the protection of human health or the environment, including, without limitation the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. ("CERCLA"), the Superfund Amendments and Reauthorization Act of 1986, Pub. L. No. 99-499 ("SARA"), the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq., or other applicable state or federal laws, rules or regulations adopted pursuant thereto.

Event of Default. The words "Event of Default" mean any of the events of default set forth in this Security Deed in the events of default section of this Security Deed.

Grantor. The word "Grantor" means The Globe Academy, Inc.,

Guaranty. The word "Guaranty" means the guaranty from guarantor, endorser, surety, or accommodation party to Lender, including without limitation a guaranty of all or part of the Note.

Hazardous Substances. The words "Hazardous Substances" mean materials that, because of their quantity, concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported or otherwise handled. The words "Hazardous Substances" include the very broad range and include without limitation any and all hazardous or toxic substances, materials or waste as defined by or listed under the Environmental Laws. The term "Hazardous Substances" also includes, without limitation, petroleum and petroleum by-products or any fraction thereof and asbestos.

Improvements. The word "improvements" means all existing and future improvements, buildings, structures, mobile homes affixed on the Real Property, facilities, additions, replacements and other construction on the Real Property.

Indebtedness. The word "Indebtedness" means all principal, interest, and other amounts, costs and expenses payable under the Note or Related Documents, together with all renewals of, extensions of, modifications of, consolidations of and substitutions for the Note or Related Documents and any amounts expended or advanced by Lender to discharge Grantor's obligations or expenses incurred by Lender to enforce Grantor's obligations under this Security Deed, together with any amounts expended to preserve and protect the Property and together with interest on such amounts as provided in this Security Deed.

Lender. The word "Lender" means CenterState Bank, N.A., its successors and assigns.

Note. The word "Note" means the promissory note dated 10/19/2018, in the original principal amount of \$500,000.00 from Grantor to Lender, together with all renewals of, extensions of, modifications of, refinancings of, consolidations of, and substitutions for the promissory note or agreement. The maturity date of the Note is October 19, 2043. **NOTICE TO GRANTOR: THE NOTE CONTAINS A VARIABLE INTEREST RATE.**

Personal Property. The words "Personal Property" mean all equipment, fixtures, mobile homes, modular homes, and other articles of



Loan No: 22594329

**SECURITY DEED
(Continued)**

Page 7

personal property now or hereafter owned by Grantor, and now or hereafter attached, affixed to or used in the operation of the Real Property excluding only that property which by operation of law is Real Property; together with all accessions, parts, and additions to, all replacements of, and all substitutions for, any of such property; and together with all proceeds (including without limitation all insurance proceeds and refunds of premiums) from any sale or other disposition of the Property.

Property. The word "Property" means collectively the Real Property and the Personal Property.

Real Property. The words "Real Property" mean the real property, interests and rights, as further described in this Security Deed less and except the Personal Property.

Related Documents. The words "Related Documents" mean all promissory notes, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Indebtedness.

Rents. The word "Rents" means all present and future rents, revenues, income, issues, royalties, profits, and other benefits derived from the Property.

Security Deed. The words "Security Deed" mean this Security Deed between Grantor and Lender, and includes without limitation all assignments and security interest provision relating to the Personal Property and the Rents.

IN WITNESS WHEREOF, THIS SECURITY DEED HAS BEEN SIGNED BY THE UNDERSIGNED, WHO ACKNOWLEDGES A COMPLETED COPY HEREOF. THIS SECURITY DEED IS GIVEN UNDER SEAL AND IT IS INTENDED THAT THIS SECURITY DEED IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.

Signed, Sealed and Delivered in the presence of:

X _____
Unofficial Witness

GRANTOR:
THE GLOBE ACADEMY, INC.

By: _____ (Seal)
Sharon Camara, PhD, Board Chair of The
Globe Academy, Inc.

Notary Public, _____ County

(NOTARY SEAL)

My Commission expires: _____

The GLOBE Academy

WHEN RECORDED MAIL TO:

CenterState Bank, N.A.
Attn: Cathy Tucker
P.O. Box 570
West Point, GA 31833

SEND TAX NOTICES TO:

CenterState Bank, N.A.
Loan Servicing Center
P.O. Box 570
West Point, GA 31833



WAIVER OF GRANTOR'S RIGHTS

GRANTOR: The Globe Academy, Inc.

LENDER: CenterState Bank, N.A.

DATE OF SECURITY DEED: 10/19/2018

PROPERTY DESCRIPTION: Located in DeKalb County, State of Georgia and is described as follows:

See Exhibit A, which is attached to this Waiver and made a part of this Waiver as if fully set forth herein.

The Real Property or its address is commonly known as 4105 & 4095 Briarcliff Road NE, and 4069 Briarcliff Road, Atlanta, GA 30345.
The Real Property tax identification number is 18-232-02-001; 18-206-13-022; 18-206-13-023.

BY EXECUTION OF THIS PARAGRAPH, EACH GRANTOR EXPRESSLY: (A) Acknowledges the right to accelerate the debt and the power of attorney given herein to Lender to sell the property by non-judicial foreclosure upon default by Grantor without any judicial hearing and without any notice other than such notice as is required to be given under the provisions of the Security Deed; (B) Waives any and all rights which each Grantor may have under the Fifth and Fourteenth Amendments to the Constitution of the United States, the various provisions of the Constitution for the several States, or by reason of any other applicable law, to notice and to judicial hearing prior to the exercise by Lender of any right or remedy herein provided to Lender, except such notice as is specifically required to be provided in the Security Deed; (C) Acknowledges that each Grantor has read the Security Deed and specifically that paragraph relating to the foreclosure provisions, and any and all questions regarding the legal effect of the Security Deed and its provisions have been explained fully to each Grantor and each Grantor has been afforded an opportunity to consult with counsel prior to executing the Security Deed; (D) Acknowledges that all waivers of the aforesaid rights of each Grantor have been made knowingly, intentionally and willingly by each Grantor as part of a bargained for loan transaction; and (E) Agrees that the provisions of this Waiver of Grantor's Rights are incorporated into and made a part of the Security Deed.

IN WITNESS WHEREOF, THIS WAIVER HAS BEEN SIGNED BY THE UNDERSIGNED, WHO ACKNOWLEDGES A COMPLETED COPY HEREOF. THIS WAIVER IS GIVEN UNDER SEAL AND IT IS INTENDED THAT THIS WAIVER IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.

Signed, Sealed and Delivered in the presence of:

GRANTOR:

X
Unofficial Witness

THE GLOBE ACADEMY, INC.

Notary Public, _____ County

By: _____ (Seal)
Sharon Camara, PhD, Board Chair of The
Globe Academy, Inc.

(NOTARY SEAL)

My Commission expires: _____

The GLOBE Academy

WHEN RECORDED MAIL TO:

CenterState Bank, N.A.
Attn: Cathy Tucker
P.O. Box 570
West Point, GA 31833

SEND TAX NOTICES TO:

CenterState Bank, N.A.
Loan Servicing Center
P.O. Box 570
West Point, GA 31833



CLOSING ATTORNEY'S AFFIDAVIT

GRANTOR: The Globe Academy, Inc.

LENDER: CenterState Bank, N.A.

DATE OF SECURITY DEED: 10/19/2018

PROPERTY DESCRIPTION: Located in: DeKalb County, State of Georgia and is described as follows:

See Exhibit A, which is attached to this Affidavit and made a part of this Affidavit as if fully set forth herein.

The Real Property or its address is commonly known as 4105 & 4085 Briarcliff Road NE, and 4069 Briarcliff Road, Atlanta, GA 30345. The Real Property tax identification number is 18-232-02-001; 18-206-13-022; 18-206-13-023.

BEFORE THE UNDERSIGNED ATTESTING OFFICER personally appeared the undersigned closing attorney, who having been first duly sworn according to law states under oath as follows:

In closing the above loan but prior to the execution of the Security Deed and Waiver of Grantor's Rights by The Globe Academy, Inc. ("Grantor"), I reviewed with and explained to Grantor the terms and provisions of the Security Deed and particularly the provisions thereof authorizing Lender to sell the secured Property by a nonjudicial foreclosure under a power of sale, together with the Waiver of Grantor's Rights, and informed Grantor of Grantor's rights under the Constitution of the State of Georgia and the Constitution of the United States to notice and a judicial hearing prior to such foreclosure in the absence of a knowing, intentional and willing contractual waiver by Grantor of Grantor's rights. After the review with and explanation to Grantor, Grantor executed the Security Deed and Waiver of Grantor's Rights.

Based on the review with and explanation to Grantor, it is my opinion that Grantor knowingly, intentionally and willingly executed the waiver of Grantor's constitutional rights to notice and judicial hearing prior to any such nonjudicial foreclosure.

IN WITNESS WHEREOF, THIS AFFIDAVIT HAS BEEN SIGNED AND SEALED BY THE UNDERSIGNED, WHO ACKNOWLEDGES A COMPLETED COPY HEREOF.

X _____ (SEAL)
Closing Attorney

SWORN TO AND SUBSCRIBED before me this _____ day of _____, _____

X _____
Notary Public

(NOTARY SEAL)

My Commission expires: _____

The GLOBE Academy

WHEN RECORDED MAIL TO:

CenterState Bank, N.A.
Attn: Cathy Tucker
P.O. Box 570
West Point, GA 31833

SEND TAX NOTICES TO:

CenterState Bank, N.A.
Loan Servicing Center
P.O. Box 570
West Point, GA 31833



#####002*

ASSIGNMENT OF RENTS

THIS ASSIGNMENT OF RENTS dated 10/19/2018, is made and executed between The Globe Academy, Inc., whose address is 2225 Heritage Drive NE, Atlanta, GA 30345 (referred to below as "Grantor") and CenterState Bank, N.A., whose address is 3953 Lavista Road, Atlanta, GA 30084 (referred to below as "Lender").

ASSIGNMENT. For valuable consideration, Grantor hereby assigns, grants a continuing security interest in, and conveys to Lender all of Grantor's right, title, and interest in and to the Rents from the following described Property located in DeKalb County, State of Georgia and is described as follows:

See Exhibit A, which is attached to this Assignment and made a part of this Assignment as if fully set forth herein.

The Property or its address is commonly known as 4105 & 4085 Briarcliff Road NE, and 4069 Briarcliff Road, Atlanta, GA 30345. The Property tax identification number is 18-232-02-001; 18-206-13-022; 18-206-13-023.

THIS ASSIGNMENT IS GIVEN TO SECURE (1) PAYMENT OF THE INDEBTEDNESS AND (2) PERFORMANCE OF ANY AND ALL OBLIGATIONS OF GRANTOR UNDER THE NOTE, THIS ASSIGNMENT, AND THE RELATED DOCUMENTS. THIS ASSIGNMENT IS GIVEN AND ACCEPTED ON THE FOLLOWING TERMS:

PAYMENT AND PERFORMANCE. Except as otherwise provided in this Assignment or any Related Documents, Grantor shall pay to Lender all amounts secured by this Assignment as they become due, and shall strictly perform all of Grantor's obligations under this Assignment. Unless and until Lender exercises its right to collect the Rents as provided below and so long as there is no default under this Assignment, Grantor may remain in possession and control of and operate and manage the Property and collect the Rents, provided that the granting of the right to collect the Rents shall not constitute Lender's consent to the use of cash collateral in a bankruptcy proceeding.

GRANTOR'S REPRESENTATIONS AND WARRANTIES. Grantor warrants that:

Ownership. Grantor is entitled to receive the Rents free and clear of all rights, loans, liens, encumbrances, and claims except as disclosed to and accepted by Lender in writing.

Right to Assign. Grantor has the full right, power and authority to enter into this Assignment and to assign and convey the Rents to Lender.

No Prior Assignment. Grantor has not previously assigned or conveyed the Rents to any other person by any instrument now in force.

No Further Transfer. Grantor will not sell, assign, encumber, or otherwise dispose of any of Grantor's rights in the Rents except as provided in this Assignment.

LENDER'S RIGHT TO RECEIVE AND COLLECT RENTS. Lender shall have the right at any time, and even though no default shall have occurred under this Assignment, to collect and receive the Rents. For this purpose, Lender is hereby given and granted the following rights, powers and authority:

Notice to Tenants. Lender may send notices to any and all tenants of the Property advising them of this Assignment and directing all Rents to be paid directly to Lender or Lender's agent.

Enter the Property. Lender may enter upon and take possession of the Property; demand, collect and receive from the tenants or from any other persons liable therefor, all of the Rents; institute and carry on all legal proceedings necessary for the protection of the Property, including such proceedings as may be necessary to recover possession of the Property; collect the Rents and remove any tenant or tenants or other persons from the Property.

Maintain the Property. Lender may enter upon the Property to maintain the Property and keep the same in repair; to pay the costs thereof and of all services of all employees, including their equipment, and of all continuing costs and expenses of maintaining the Property in proper repair and condition, and also to pay all taxes, assessments and water utilities, and the premiums on fire and other insurance effected by Lender on the Property.

Compliance with Laws. Lender may do any and all things to execute and comply with the laws of the State of Georgia and also all other laws, rules, orders, ordinances and requirements of all other governmental agencies affecting the Property.

Lease the Property. Lender may rent or lease the whole or any part of the Property for such term or terms and on such conditions as Lender may deem appropriate.

Employ Agents. Lender may engage such agent or agents as Lender may deem appropriate, either in Lender's name or in Grantor's name, to rent and manage the Property, including the collection and application of Rents.

Other Acts. Lender may do all such other things and acts with respect to the Property as Lender may deem appropriate and may act exclusively and solely in the place and stead of Grantor and to have all of the powers of Grantor for the purposes stated above.



#####002*

ASSIGNMENT OF RENTS (Continued)

Loan No: 22594329

Page 2

No Requirement to Act. Lender shall not be required to do any of the foregoing acts or things, and the fact that Lender shall have performed one or more of the foregoing acts or things shall not require Lender to do any other specific act or thing.

APPLICATION OF RENTS. All costs and expenses incurred by Lender in connection with the Property shall be for Grantor's account and Lender may pay such costs and expenses from the Rents. Lender, in its sole discretion, shall determine the application of any and all Rents received by it; however, any such Rents received by Lender which are not applied to such costs and expenses shall be applied to the indebtedness. All expenditures made by Lender under this Assignment and not reimbursed from the Rents shall become a part of the indebtedness secured by this Assignment, and shall be payable on demand, with interest at the Note rate from date of expenditure until paid.

FULL PERFORMANCE. If Grantor pays all of the indebtedness when due and otherwise performs all the obligations imposed upon Grantor under this Assignment, the Note, and the Related Documents, Lender shall execute and deliver to Grantor a suitable satisfaction of this Assignment and suitable statements of termination of any financing statement on file evidencing Lender's security interest in the Rents and the Property. Any termination fee required by law shall be paid by Grantor, if permitted by applicable law.

LENDER'S EXPENDITURES. If any action or proceeding is commenced that would materially affect Lender's interest in the Property or if Grantor fails to comply with any provision of this Assignment or any Related Documents, including but not limited to Grantor's failure to discharge or pay when due any amounts Grantor is required to discharge or pay under this Assignment or any Related Documents, Lender on Grantor's behalf may (but shall not be obligated to) take any action that Lender deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances and other claims, at any time levied or placed on the Rents or the Property and paying all costs for insuring, maintaining and preserving the Property. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Grantor. All such expenses will become a part of the indebtedness and, at Lender's option, will (A) be payable on demand; (B) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (1) the term of any applicable insurance policy; or (2) the remaining term of the Note; or (C) be treated as a balloon payment which will be due and payable at the Note's maturity. The Assignment also will secure payment of these amounts. Such right shall be in addition to all other rights and remedies to which Lender may be entitled upon Default.

DEFAULT. Each of the following, at Lender's option, shall constitute an Event of Default under this Assignment:

Payment Default. Grantor fails to make any payment when due under the Indebtedness.

Other Defaults. Grantor fails to comply with or to perform any other term, obligation, covenant or condition contained in this Assignment or in any of the Related Documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Grantor.

Default on Other Payments. Failure of Grantor within the time required by this Assignment to make any payment for taxes or insurance, or any other payment necessary to prevent filing of or to effect discharge of any lien.

Default in Favor of Third Parties. Grantor defaults under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Grantor's property or ability to perform Grantor's obligations under this Assignment or any of the Related Documents.

False Statements. Any warranty, representation or statement made or furnished to Lender by Grantor or on Grantor's behalf under this Assignment or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Defective Collateralization. This Assignment or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

Insolvency. The dissolution or termination of Grantor's existence as a going business, the insolvency of Grantor, the appointment of a receiver for any part of Grantor's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Grantor.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Grantor or by any governmental agency against the Rents or any property securing the Indebtedness. This includes a garnishment of any of Grantor's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Grantor as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Grantor gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Property Damage or Loss. The Property is lost, stolen, substantially damaged, sold, or borrowed against.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party of any of the Indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any Guaranty of the Indebtedness.

Adverse Change. A material adverse change occurs in Grantor's financial condition, or Lender believes the prospect of payment or performance of the Indebtedness is impaired.

Insecurity. Lender in good faith believes itself insecure.

RIGHTS AND REMEDIES ON DEFAULT. Upon the occurrence of any Event of Default and at any time thereafter, Lender may exercise any one or more of the following rights and remedies, in addition to any other rights or remedies provided by law:

Accelerate Indebtedness. Lender shall have the right at its option without notice to Grantor to declare the entire Indebtedness immediately due and payable, including any prepayment penalty that Grantor would be required to pay.

Collect Rents. Lender shall have the right, without notice to Grantor, to take possession of the Property and collect the Rents, including amounts past due and unpaid, and apply the net proceeds, over and above Lender's costs, against the Indebtedness. In furtherance of this right, Lender shall have all the rights provided for in the Lender's Right to Receive and Collect Rents Section, above. If the Rents are collected by Lender, then Grantor irrevocably designates Lender as Grantor's attorney-in-fact to endorse instruments received in payment thereof in the name of Grantor and to negotiate the same and collect the proceeds. Payments by tenants or other users to Lender in response to Lender's demand shall satisfy the obligations for which the payments are made, whether or not any proper grounds for the demand existed. Lender may exercise its rights under this subparagraph either in person, by agent, or through a receiver.

Appoint Receiver. Lender shall have the right to have a receiver appointed to take possession of all or any part of the Property, with the power to protect and preserve the Property, to operate the Property preceding foreclosure or sale, and to collect the Rents from the Property and apply the proceeds, over and above the cost of the receivership, against the Indebtedness. The receiver may serve without bond if permitted by law. Lender's right to the appointment of a receiver shall exist whether or not the apparent value of the Property exceeds the indebtedness by a substantial amount. Employment by Lender shall not disqualify a person from serving as a receiver.



**ASSIGNMENT OF RENTS
(Continued)**

Loan No: 22594329

Page 3

Other Remedies. Lender shall have all other rights and remedies provided in this Assignment or the Note or by law.

Election of Remedies. Election by Lender to pursue any remedy shall not exclude pursuit of any other remedy, and an election to make expenditures or to take action to perform an obligation of Grantor under this Assignment, after Grantor's failure to perform, shall not affect Lender's right to declare a default and exercise its remedies.

Attorneys' Fees; Expenses. If any part of the indebtedness is collected by or with any assistance from or consultation with an attorney at law, Grantor shall pay to Lender as Lender's attorneys' fees, fifteen percent (15%) of such amount collected. Whether or not any court action is involved, and to the extent not prohibited by law, all attorneys' fees and all reasonable expenses Lender incurs that in Lender's opinion are necessary at any time for the protection of its interest or the enforcement of its rights shall become a part of the indebtedness payable on demand and shall bear interest at the Note rate from the date of the expenditure until repaid. Expenses covered by this paragraph include, without limitation, however subject to any limits under applicable law, Lender's attorneys' fees and Lender's legal expenses whether or not there is a lawsuit, including attorneys' fees and expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services, the cost of searching records, obtaining title reports (including foreclosure reports), surveyors' reports, and appraisal fees, title insurance, and fees for the Trustee, to the extent permitted by applicable law. Grantor also will pay any court costs, in addition to all other sums provided by law.

MISCELLANEOUS PROVISIONS. The following miscellaneous provisions are a part of this Assignment:

Amendments. This Assignment, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Assignment. No alteration or amendment to this Assignment shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

Caption Headings. Caption headings in this Assignment are for convenience purposes only and are not to be used to interpret or define the provisions of this Assignment.

Governing Law. This Assignment will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Georgia without regard to its conflicts of law provisions. This Assignment has been accepted by Lender in the State of Georgia.

Merger. There shall be no merger of the interest or estate created by this Assignment with any other interest or estate in the Property at any time held by or for the benefit of Lender in any capacity, without the written consent of Lender.

Interpretation. (1) In all cases where there is more than one Borrower or Grantor, then all words used in this Assignment in the singular shall be deemed to have been used in the plural where the context and construction so require. (2) If more than one person signs this Assignment as "Grantor," the obligations of each Grantor are joint and several. This means that if Lender brings a lawsuit, Lender may sue any one or more of the Grantors. If Borrower and Grantor are not the same person, Lender need not sue Borrower first, and that Borrower need not be joined in any lawsuit. (3) The names given to paragraphs or sections in this Assignment are for convenience purposes only. They are not to be used to interpret or define the provisions of this Assignment.

No Waiver by Lender. Lender shall not be deemed to have waived any rights under this Assignment unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Assignment shall not prejudice or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision or any other provision of this Assignment. No prior waiver by Lender, nor any course of dealing between Lender and Grantor, shall constitute a waiver of any of Lender's rights or of any of Grantor's obligations as to any future transactions. Whenever the consent of Lender is required under this Assignment, the granting of such consent by Lender in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of Lender.

Notices. Any notice required to be given under this Assignment shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Assignment. Any party may change its address for notices under this Assignment by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Grantor agrees to keep Lender informed at all times of Grantor's current address. Unless otherwise provided or required by law, if there is more than one Grantor, any notice given by Lender to any Grantor is deemed to be notice given to all Grantors.

Powers of Attorney. The various agencies and powers of attorney conveyed on Lender under this Assignment are granted for purposes of security and may not be revoked by Grantor until such time as the same are renounced by Lender.

Severability. If a court of competent jurisdiction finds any provision of this Assignment to be illegal, invalid, or unenforceable as to any circumstance, that finding shall not make the offending provision illegal, invalid, or unenforceable as to any other circumstance. If feasible, the offending provision shall be considered modified so that it becomes legal, valid and enforceable. If the offending provision cannot be so modified, it shall be considered deleted from this Assignment. Unless otherwise required by law, the illegality, invalidity, or unenforceability of any provision of this Assignment shall not affect the legality, validity or enforceability of any other provision of this Assignment.

Successors and Assigns. Subject to any limitations stated in this Assignment on transfer of Grantor's interest, this Assignment shall be binding upon and inure to the benefit of the parties, their successors and assigns. If ownership of the Property becomes vested in a person other than Grantor, Lender, without notice to Grantor, may deal with Grantor's successors with reference to this Assignment and the indebtedness by way of forbearance or extension without releasing Grantor from the obligations of this Assignment or liability under the indebtedness.

Time is of the Essence. Time is of the essence in the performance of this Assignment.

DEFINITIONS. The following capitalized words and terms shall have the following meanings when used in this Assignment. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Assignment shall have the meanings attributed to such terms in the Uniform Commercial Code.

Assignment. The word "Assignment" means this ASSIGNMENT OF RENTS, as this ASSIGNMENT OF RENTS may be amended or modified from time to time, together with all exhibits and schedules attached to this ASSIGNMENT OF RENTS from time to time.

Borrower. The word "Borrower" means The Globe Academy, Inc.

Default. The word "Default" means the Default set forth in this Assignment in the section titled "Default".

Event of Default. The words "Event of Default" mean any of the events of default set forth in this Assignment in the default section of this Assignment.

Grantor. The word "Grantor" means The Globe Academy, Inc.

Guaranty. The word "Guaranty" means the guaranty from guarantor, endorser, surety, or accommodation party to Lender, including



#####002*

Loan No: 22594329

**ASSIGNMENT OF RENTS
(Continued)**

Page 4

without limitation a guaranty of all or part of the Note.

Indebtedness. The word "Indebtedness" means all principal, interest, and other amounts, costs and expenses payable under the Note or Related Documents, together with all renewals of, extensions of, modifications of, consolidations of and substitutions for the Note or Related Documents and any amounts expended or advanced by Lender to discharge Grantor's obligations or expenses incurred by Lender to enforce Grantor's obligations under this Assignment, together with any amounts expended to preserve and protect the Property and together with interest on such amounts as provided in this Assignment.

Lender. The word "Lender" means CenterState Bank, N.A., its successors and assigns.

Note. The word "Note" means the promissory note dated 10/19/2018, in the original principal amount of \$500,000.00 from Grantor to Lender, together with all renewals of, extensions of, modifications of, refinancings of, consolidations of, and substitutions for the promissory note or agreement.

Property. The word "Property" means all of Grantor's right, title and interest in and to all the Property as described in the "Assignment" section of this Assignment.

Related Documents. The words "Related Documents" mean all promissory notes, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Indebtedness.

Rents. The word "Rents" means all of Grantor's present and future rights, title and interest in, to and under any and all present and future leases, including, without limitation, all rents, revenue, income, issues, royalties, bonuses, accounts receivable, cash or security deposits, advance rentals, profits and proceeds from the Property, and other payments and benefits derived or to be derived from such leases of every kind and nature, whether due now or later, including without limitation Grantor's right to enforce such leases and to receive and collect payment and proceeds thereunder.

THE UNDERSIGNED ACKNOWLEDGES HAVING READ ALL THE PROVISIONS OF THIS ASSIGNMENT, AND NOT PERSONALLY BUT AS AN AUTHORIZED SIGNER, HAS CAUSED THIS ASSIGNMENT TO BE SIGNED AND EXECUTED ON BEHALF OF GRANTOR ON 10/19/2018.

IN WITNESS WHEREOF, THIS ASSIGNMENT HAS BEEN SIGNED BY THE UNDERSIGNED, WHO ACKNOWLEDGES A COMPLETED COPY HEREOF. THIS ASSIGNMENT IS GIVEN UNDER SEAL AND IT IS INTENDED THAT THIS ASSIGNMENT IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.

Signed, Sealed and Delivered in the presence of:

X _____
Unofficial Witness

GRANTOR:

THE GLOBE ACADEMY, INC.

Notary Public, _____ County
(NOTARY SEAL)

By: _____ (Seal)
Sharon Camara, PHD, Board Chair of The
Globe Academy, Inc.

My Commission expires: _____



21. Attach a copy of the school's Certificate of Occupancy.

The GLOBE Academy



DeKalb County Department of Planning & Sustainability

DV240

Non-Residential Certificate of Occupancy

Installation or modification to signs at this location requires a separate Sign permit.

Project	
Type: Non-Residential Permit Number: 1043843820	Project: GLOBE ACADEMY
Work Type: ALTERATIONS TO EXISTING STRUCTURE	Construction Type: N/A
Occupancy Type: SCHOOLS, PUBLIC OR PRIVATE	
Maximum Occupancy Load :	
Property	
Address: 2225 HERITAGE DR ATLANTA, GA 30345-	Parcel ID: 18 205 01 097 Lot #:
Zoning: R-100 Rezoning: N/A	Land Use: COS Census: 216.01 District: 02 06
Applicant	
Owner: DEKALB BOARD OF EDUCATION	Address: 1701 MOUNTAIN INDUSTRIAL BLVD STONE MOUNTAIN, GA 30083
Tenant: N/A	Address: N/A
The structure has been inspected for compliance with the requirements of all codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified and the structure has been erected, to the best of the county's knowledge and belief, in compliance with all applicable county codes at the time of issuance of this certificate of occupancy. Occupancy shall be limited to the area defined by the building permit indicated above for which this certificate is issued. In accordance with chapter 7, article ii, division 3, section 7-33(f) of the DeKalb county code, this certificate may be revoked by the director of development or his/her duly authorized representative for either one or more of the following: (1) changes or alterations in the type of permitted use or occupancy without approval. (2) changes or violations of the conditions of the certificate without approval. (3) alterations, additions, or improvements to the building, structure, or systems without approval.	
Special Stipulations and/or Conditions (If Applicable)	

Date: 08/20/2014

Issued By:

Permits, Zoning & Plans Review Supervisor



**DeKalb County
Department of Planning & Sustainability**

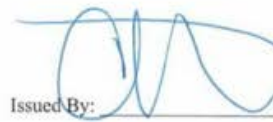
DV240

Non-Residential Certificate of Occupancy

Installation or modification to signs at this location requires a separate Sign permit.

Project	
Type: Non-Residential Permit Number: 1043888400	Project: GLOBE ACADEMY
Work Type: ALTERATIONS TO EXISTING STRUCTURE	Construction Type: N/A
Occupancy Type: SCHOOLS, PUBLIC OR PRIVATE	
Maximum Occupancy Load :	
Property	
Address: 4105 BRIARCLIFF RD ATLANTA, GA 30345-	Parcel ID: 18 232 02 001 Lot #:
Zoning: R-100 Rezoning: N/A Land Use: SUB	Census: 217.06 District: 02 06
Applicant	
Owner: BRIARCLIFF METHODIST CHURCH Address: 4105 BRIARCLIFF RD NE ATLANTA, GA 30345	
Tenant: N/A Address: N/A	
The structure has been inspected for compliance with the requirements of all codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified and the structure has been erected, to the best of the county's knowledge and belief, in compliance with all applicable county codes at the time of issuance of this certificate of occupancy. Occupancy shall be limited to the area defined by the building permit indicated above for which this certificate is issued. In accordance with chapter 7, article ii, division 3, section 7-33(f) of the DeKalb county code, this certificate may be revoked by the director of development or his/her duly authorized representative for either one or more of the following: (1) changes or alterations in the type of permitted use or occupancy without approval. (2) changes or violations of the conditions of the certificate without approval. (3) alterations, additions, or improvements to the building, structure, or systems without approval.	
Special Stipulations and/or Conditions (If Applicable)	

Date: 02/18/2016

Issued By: 

Permits, Zoning & Plans Review Supervisor

The GLOBE Academy

22. Attach a copy of the facility's Emergency Safety Plan.

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 1 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

SAFE SCHOOL STUDENT & FACULTY POPULATION

Student(s) Population: 1095

Faculty/Staff Population: 137

Transportation: 25 (Buses Needed to Evacuate)

Exceptional Ed Student(s) Population: 81

Exceptional Ed Student(s) Transportation: 2 (Buses

Needed to Evacuate) Primary Relocation Site: Lakeside

High School

Secondary Relocation Site: Shallowford Prebyterian Church
CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 2 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

SAFE SCHOOL EMERGENCY PLANNING COMMITTEE

Principal : Christi Elliot-Earby Phone No.: 404-446-7953

The GLOBE Academy

Asst. Principal: Cutia Blunt Phone No.: 404-467-7953 Asst.
Principal: Judy Limor Phone No.: 404-580-1568 Other Staff
: Denise Clayton-Purvis Phone No.: 404-327-7754 Other
Staff : Mark Bollinger Phone No.: 404-277-0471 Counselor
: Ashley Church Phone No.: 404-216-1789 Teacher : N/A Phone
No.: N/A

Teacher : N/A Phone No.: N/A Custodian : Cleve Craddock
Phone No.: 404-314-8139 Student : N/A

Parent : N/A

Law Enforcement: N/A

Fire Department: N/A

Community Leader:N/A

Other : N/A

Other : N/A

Other : N/A

Other : N/A

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 3 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

SCHEDULE OF EMERGENCY DRILLS

Primary and secondary reunification Primary and secondary
reunification sites have been identified and p n sites have
been identified and posted: osted: Yes Yes Each classroom has
primary and sec Each classroom has primary and secondary
evacuation routes posted: onday evacuation routes posted: Yes
Yes

Primary and secondary relocation s Primary and secondary
relocation sites within the building have been ites within the
building have been posted: posted: Yes Yes

Fire/Evacuation Drill Dates:
State law requires 2 drills within first 10 days

The GLOBE Academy

of school and at least one drill for each subsequent month.

August(1): 08/13/2021 August(2): 08/16/2021 September:
09/14/2021 October : 10/13/2021 November : 11/15/2021
December : 12/07/2021 January : 01/13/2022 February :
02/08/2022 March : 03/16/2022 April : May : 05/05/2022

Identify primary and secondary relocation sites if evacuation from the campus is necessary:

Primary: Echo ridge Grades: K-3 Primary: Shallowford
Prebyterian Grades: 4-8 Secondary: Lakeside High
School Grades: K-3 Secondary: Lakeside High School
Grades: 4-8

Tornado Drill(s):

First Semester Date: 11/02/2021 Second Semester
Date: Second Semester Drill is the Statewide
Drill in February of Each Year.

Intruder (Lockdown) Drills:

First Semester Date: 11/08/2021 Second Semester Date:
03/28/2022 Type of Lockdown: LEVEL 3 Type of Lockdown:
LEVEL 3 Safe Schools Audit Score: N/A Safe Schools
Audit Score: N/A

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 4 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

STAFF EMERGENCY ASSIGNMENTS

Designated staff to prepare and ma
Designated staff to prepare and maintain the
Emergency Kits: intain the Emergency Kits:
Keyana McGlatherly Mary Boyaijian

Designated staff to contact Region Designated staff to contact
Regional Superintendent: al Superintendent:
Jen Parker Christi Elliot-Earby

Designated staff to identify missi Designated
staff to identify missing/absent students and
staff: ng/absent students and staff: Christina
Cattinella Judy Limor

The GLOBE Academy

Tamiko Walker Alisha Freeman

Designated staff to locate and identify the injured/sick: Designated staff to locate and identify the injured/sick:

Lindsay Reese Cherrie Morgan

N/A N/A

N/A

Designated staff to accompany injured/sick to medical facilities: Designated staff to accompany injured/sick to medical facilities: Lisa Dibble Sandra Daniel

Zakia Funchess N/A

N/A

Identified staff trained in First Aid and CPR: Identified staff trained in First Aid and CPR:

Cherrie Morgan Anthony Delevoe

Lindsay Reese Melissa Lewis

Designated staff to handle telephone calls: Designated staff to handle telephone calls:

Mary Boyajain Keyana McGathery

N/A

Designated staff to receive parents/guardians at reunification site(s): Designated staff to receive parents/guardians at reunification site(s): NOTE: All students must be signed out by a parent or guardian. Please keep sign-out logs.

Ashley Witechezk Ashley Church

Scott Lawrence N/A

N/A

Designated staff to show emergency personnel utility and ventilation shutoffs: Designated staff to show emergency personnel utility and ventilation shutoffs: Bill Robinson Cleve Craddock

Designated staff to assist with pedestrian traffic and on-campus vehicle traffic: Designated staff to assist with pedestrian traffic and on-campus vehicle traffic:

Mark Bollinger Michael Sanders

Nick Towns

Designated staff to make temporary ID badges for staff and emergency personnel: Designated staff to make temporary ID badges for staff and emergency personnel: Megan Cottrell Kate Allen

Name(s) of person(s) to contact after school/extra curricular activities and programs: Name(s) of person(s) to contact after school/extra curricular activities and programs:

The GLOBE Academy

Mark Bollinger N/A

N/A

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 5 080321 TIME 9:09
AM SAFE SCHOOL PLAN

School Year 2021-2022

EMERGENCY KITS CHECKLIST ANSWER

A copy of the DCSD Emergency Response Procedures and
Protocols Manual Protocols Manual Yes A copy of
the Safe School/Crisis Management Plan A copy of
the Safe School/Crisis Management Plan Yes

Current call rosters of all students including pertinent
medical information, phone number(s), release information
and contact(s) information and contact(s) information Yes

Current list of all staff members including phone numbers
and contact information and contact information Yes

Copy of school or district personnel directory with phone
numbers and contact information numbers and contact
information Yes 10 writing tablets and pens/pencils
10 writing tablets and pens/pencils Yes 10 working
magic makers 10 working magic makers Yes Signage for
Staging Area Signage for Staging Area Yes

500 plain white peel-off name tag stickers (used
to identify students, staff or Crisis Team)
students, staff or Crisis Team) Yes

Student release/sign-out sheets Student
release/sign-out sheets Yes Staff sign-in/sign-out
sheets Staff sign-in/sign-out sheets Yes List of
students on off-campus trips List of students on off-
campus trips Yes Five sets of safety gloves Five
sets of safety gloves Yes

Floor/Site Plan of the grounds and surrounding areas
(Faculty floor plan with utility shut offs and detailed
instruction on disablement) instruction on
disablement) Yes Copies of photographs of the

The GLOBE Academy

building(interior and exterior) Copies of
photographs of the building(interior and exterior)

Yes

Copies of student and staff emergency contact/release
information information Yes

Emergency Medical Information for the students & staff
(Info. regarding students & staff with medical problems
that may be impacted by evacuation/emergency) that
may be impacted by evacuation/emergency) Yes Most
recent yearbook Most recent yearbook Yes Flashlight
and extra batteries Flashlight and extra batteries
Yes Bullhorn and extra batteries Bullhorn and extra
batteries Yes Cell phone and/or walkie-talkie Cell
phone and/or walkie-talkie Yes

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 6 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

EMERGENCY KITS CHECKLIST ANSWER Basic First-Aid Kit
Basic First-Aid Kit Yes Emergency phone numbers of
assistance agencies Emergency phone numbers of
assistance agencies Yes Set of master keys Set of
master keys Yes Bus routes and driver contact
information Bus routes and driver contact information
Yes

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 7 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

ATTENDANCE AND DISCIPLINE ANSWER

Student and parents are informed of student behavioral
expectations and school discipline procedures. expectations and
school discipline procedures. Yes

All students and parents receive and sign
for a copy of the current Code of Student

The GLOBE Academy

Conduct - Student Rights and Responsibilities and Character Development Handbook. Responsibilities and Character Development Handbook. Yes

All students are taught the contents of the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. Development Handbook. Yes

Grade-appropriate Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook tests are administered to all students. tests are administered to all students. Yes

All absent or new students receive and are taught the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. and Character Development Handbook. Yes

Weapons, Drugs, Safe School Zone, and Bullying Signs are posted. posted. Yes

The state-sponsored Weapons and Drugs reporting number 1-877-SAY-STOP is posted. 1-877-SAY-STOP is posted. Yes

A daily record of student absences is maintained and parents are contacted. are contacted. Yes

Students may be checked out of school ONLY by a parent or guardian. guardian. Yes

The county-sponsored Alert Line reporting number 1-888-475-0482 is posted. 1-888-475-0482 is posted. Yes
CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 8 080321 TIME 9:09 AM SAFE SCHOOL PLAN
School Year 2021-2022

REPORTING/TRAINING CHECKLIST ANSWER

Violations of state and federal laws that occur on school property or at school events are reported to a law enforcement agency. enforcement agency. Yes

A record is kept of disruptive, dangerous incidents on school property or at school events. school property or at school events. Yes

Administrators are designated to complete and file accident and incident reports. and incident reports. Yes

All staff members are aware of child abuse/neglect

The GLOBE Academy

reporting requirements. reporting requirements. Yes

All staff members are told to report unsafe and potentially unsafe situations and/or conditions to the administrative staff. staff. Yes

All staff members are told to report incidents of bullying and any other types of harassment. and any other types of harassment. Yes

At least one hour of personal safety instruction is scheduled for the staff. scheduled for the staff. Yes

Each teacher receives a copy of the Emergency Response Procedures and Protocols manual. Procedures and Protocols manual. Yes

All staff members have or will receive information on the policy relative to student restraint. policy relative to student restraint. Yes

The District will facilitate training of all school-based and support staff on violence prevention. Staff has been informed and are expected to participate in training. informed and are expected to participate in training. Yes

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 9 080321 TIME 9:09 AM SAFE SCHOOL PLAN

School Year 2021-2022

SAFETY AND SECURITY CHECKLIST ANSWER

All windows are in good repair with no broken or missing windows. windows. Yes Surveillance cameras and monitors are in good working order. Surveillance cameras and monitors are in good working order. Yes

Staff members are trained on the proper use and maintenance of surveillance cameras. of surveillance cameras. Yes

All cameras are operable and the monitors are placed where staff can see them. staff can see them. Yes Glass in entrance doors is safety glass. Glass in entrance doors is safety glass. Yes Door-locking hardware is in proper working order. Door-locking hardware is in proper working order. Yes Door panic bars are

The GLOBE Academy

operable and in good working condition. Door panic bars are operable and in good working condition. Yes Handrails and non-slip steps are provided in stairways. Handrails and non-slip steps are provided in stairways. Yes Access to electrical panels in all areas is restricted. Access to electrical panels in all areas is restricted. Yes All portals/hatches are secured with hasps and padlocks. All portals/hatches are secured with hasps and padlocks. Yes

Mobile classrooms, outbuildings, and storage sheds are secured and locked. secured and locked. Yes Building access control is assigned to an administrator. Building access control is assigned to an administrator. Yes Keys and duplicates are kept in a locked key cabinet. Keys and duplicates are kept in a locked key cabinet. Yes

Master keys are kept to a minimum and the control access system is monitored. system is monitored. Yes

Keys and employee IDs are collected from employees who no longer work in the office. longer work in the office. Yes

All keys are checked in and accounted for at the end of the school year. school year. Yes

Areas around the building and mobile classrooms are lighted. Areas around the building and mobile classrooms are lighted. Yes

Chemical storage areas are locked and inventoried on a regular basis. regular basis. Yes

Science lab equipment and chemicals are secured and inventoried on a regular basis. inventoried on a regular basis. No Response: Not Applicable

Access to bus loading areas is restricted during arrival and dismissal. and dismissal. No Response: Not Applicable

The GLOBE Academy

Staff members are assigned to student parking areas at arrival and dismissal. arrival and dismissal. Yes
CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 10 080321 TIME 9:09 AM SAFE SCHOOL PLAN
School Year 2021-2022

SAFETY AND SECURITY CHECKLIST ANSWER

Parking areas are supervised during the school day or can be seen from the school. be seen from the school. Yes

An area is designated as the pick-up/drop-off area for car riders. riders. Yes Exterior and interior walls are free from graffiti. Exterior and interior walls are free from graffiti. Yes

Graffiti is reported to the school police immediately and not cleaned until cleared by police. not cleaned until cleared by police. Yes

School personnel know locations of shutoffs for water, gas, HVAC vents. HVAC vents. Yes

Hallways are clear of travel impediments during the school day and during night activities. day and during night activities. Yes Vehicle access to playground/athletic areas is restricted. Vehicle access to playground/athletic areas is restricted. Yes

All playground/athletic areas are fenced and are supervised when students are present. when students are present. Yes

Playground and athletic equipment is in good repair and is inspected frequently. inspected frequently. Yes

Visitor policy signs and trespassing signs are displayed in plain view and are in good repair. plain view and are in good repair. Yes

All visitors, including parents, are required to sign in at the front office and wear an ID badge. the front office and wear an ID badge. Yes

All visitors check out upon leaving the building and turn in their ID badge. their ID badge. Yes

The GLOBE Academy

Visitor parking is clearly marked. Visitor parking is clearly marked. Yes

All employees wear ID badges at all times during work/school hours. hours. Yes

All commercial deliveries are made at one designated entrance. entrance. Yes All commercial deliveries are inventoried by an employee. All commercial deliveries are inventoried by an employee. Yes Delivery persons are accompanied by an employee. Delivery persons are accompanied by an employee. Yes

All food deliveries are inspected and inventoried by food service personnel. service personnel. Yes

Students are issued parking permits for school parking only upon proof of a valid driver's license. upon proof of a valid driver's license.

No Response: Not Applicable

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 11 080321 TIME 9:09 AM SAFE SCHOOL PLAN

School Year 2021-2022

SAFETY AND SECURITY CHECKLIST ANSWER

Student access to parking areas during the school day is restricted. restricted. No Response: Not Applicable

Student drivers are aware that vehicles are subject to search when on school property. search when on school property. Yes

Employees are aware of their responsibility for items in their vehicle while on DCSD property. their vehicle while on DCSD property. No Response: Not Applicable

Students are restricted from entering or remaining in vacant classrooms. vacant classrooms. No Response: Not Applicable

At the end of the work/school day, all exterior doors and restrooms are checked. restrooms are checked. Yes

Classroom-to-office communications is operable and routinely tested. routinely tested. Yes

Walkie-talkies are strategically located throughout the

The GLOBE Academy

building and are in fair working condition.

building and are in fair working condition. Yes

All school equipment has been labeled and
inventoried. All school equipment has been labeled
and inventoried. Yes

An updated equipment inventory is maintained
throughout the school year. school year. Yes

All fundraising money or checks are given to the
bookkeeper daily. daily. No Response: Not
Applicable

All fundraising money or checks are placed in the school
vault daily. vault daily. No Response: Not
Applicable

Building vault has controlled access and can be
opened from the inside. the inside. No Response:
Not Applicable

School cafeteria daily receipts are transported with an
escort to the office/vault area. escort to the office/vault
area. Yes

Cafeteria is arranged so tables and chairs do not block
access to doors. access to doors. Yes

Fire extinguisher, First Aid Kit, and Choking
Posters are in the break-area/cafeteria. the
break-area/cafeteria. Yes

Student medicine procedures are available to student and
parents. parents. Yes

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 12 080321 TIME 9:09
AM SAFE SCHOOL PLAN
School Year 2021-2022

SAFETY AND SECURITY CHECKLIST ANSWER

Student medicine is identified by name, doctor, dispensing
instructions, and is dated. instructions, and is dated. Yes

Student medicine is secured (locked) with
controlled access at all times. at all times. Yes

Students sign and date each time they take their medication.
Students sign and date each time they take their medication. Yes

Students take their medication in the

The GLOBE Academy

office area. Students may keep asthma medication or Epi-Pen with them if they have a doctors note. have a doctors note. Yes

All student medication is picked up by parent at the end of the school year. the school year. Yes

School staff is aware of proper response to blood and other body fluid spills. body fluid spills. No Response: Not Applicable

Students/staff use lab/science safety equipment at all times during experiments and lessons. during experiments and lessons. No Response: Not Applicable

Science/lab safety procedures are posted, reviewed, and practiced. practiced. Yes

Fire extinguishers are located throughout the building and are routinely inspected. are routinely inspected. Yes

The locations of fire extinguishers are clearly marked and fire extinguishers are accessible. fire extinguishers are accessible. Yes

Staff members have been trained on proper use of fire extinguishers. extinguishers. Yes

Mechanical rooms and other hazardous material storage areas are locked. are locked. Yes

Area at and near the dumpster is clean and free of flammables. flammables. Yes All vehicles are kept out of all fire lanes at all times. All vehicles are kept out of all fire lanes at all times. Yes

Boiler room is clean, free of debris, and is NOT used for storage. storage. Yes

Access to boiler room is restricted and the boiler room is routinely inspected. routinely inspected. Yes

Restrooms are clean and are inspected on a regularly basis throughout the day. throughout the day. Yes

Procedures are in place to evacuate disabled students and staff/visitors. staff/visitors. Yes

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 13 080321 TIME 9:09 AM SAFE SCHOOL PLAN
School Year 2021-2022

The GLOBE Academy

SAFETY AND SECURITY CHECKLIST ANSWER

Copies of the Emergency Response Procedures and Protocols manuals are distributed to all staff members. manuals are distributed to all staff members. Yes

New and temporary staff members are informed of emergency and safety procedures. and safety procedures. Yes

The staff is trained in Intruder Alert Procedures, including the alert and clear signals. including the alert and clear signals. Yes School bus safety rules are distributed to all students. School bus safety rules are distributed to all students. Yes

All students participate in school bus emergency evacuations drills twice per year. drills twice per year. No Response: Not Applicable

For every field trip, a complete manifest of students and staff is on each school bus and a copy is left at the school. school. No Response: Not Applicable

The intrusion alarm system and fire alarm system are operational and are periodically inspected and tested. operational and are periodically inspected and tested. Yes

A list is maintained of staff members who are trained and authorized to activate and deactivate the alarm system. authorized to activate and deactivate the alarm system. Yes

The Midland Digital Weather/Hazard Alert Monitor is operational and located where staff can hear the alarm. NOTE: Contact Student Relations if the monitor is not operational. operational. No Response: Not Applicable

All students and staff members are brought into the building from mobile classrooms during storm warnings. from mobile classrooms during storm warnings. Yes

Emergency early dismissal procedures are in place and practiced. practiced. Yes

Staff members are designated to secure the building after school hours. school hours. Yes

A list is maintained of after-school/extra-curricular

The GLOBE Academy

activities and programs. activities and programs. Yes

On teacher work days and other non-student days, including summer days, staff work schedules are arranged for the safety of the staff and security of the building. safety of the staff and security of the building. Yes

The Front Office Area is arranged with security in mind: surveillance camera, desks facing the doorway, clear check-in and check-out procedures, walkie-talkie available at all times. at all times. Yes

CGIW1197 GLOBE ACADEMY CHARTER SCHOOL PAGE 14 080321 TIME 9:09 AM SAFE SCHOOL PLAN

School Year 2021-2022

SAFETY AND SECURITY CHECKLIST ANSWER

The school has implemented an anti-bullying and anti-harassment program/strategy. anti-harassment program/strategy. Yes

A procedure has been established to track reports made by students and staff of bullying and harassment incidents. students and staff of bullying and harassment incidents. Yes

A procedure has been established to investigate reports made by victims of bullying or reports made by their parents. by victims of bullying or reports made by their parents. Yes

The school has a committee charged with developing a plan for the analysis of discipline, attendance, other student surveys/data and staff surveys in order to develop prevention activities and strategies. prevention activities and strategies. Yes

Elementary Schools: The school has implemented or has plans to implement the DeKalb County Fire Departments Risk Watch Program. Program. Yes

Procedures have been developed for two-way communication with portable classrooms/modules. with portable classrooms/modules. Yes Portable classrooms are locked when unoccupied. Portable classrooms are locked when unoccupied. Yes

Portable classroom doors are locked when class is in session. session. Yes

23. Complete and attach the budget template located on the Charter Schools Division's website:

Please note that the budget template includes:

- A monthly cash flow projection detailing revenues and expenditures for the charter school's first two (2) years of operation;
- A spreadsheet projecting cash flow, revenue estimates, budgets, and expenditures on an annual basis for the first five (5) years of the charter term.
- Back-up documentation proving the legal reality of additional sources of revenue included in the budget template – i.e., funds other than state and local funding, including bank statements and/or signed grant award letters

The GLOBE Academy

The GLOBE Academy, Inc. OPERATIONAL BUDGET

		2 YEAR HISTORICAL			CURRENT	
		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
FTE (BOY)		995	1071	1065	1061	
Income						
	10-000 Revenues					
	1215 Club Dues	11,640	5,000	5,100	5,202	
	1220 Donations	29,538	30,000	30,600	31,212	
	1225 Fund raising/M	260,721	300,000	300,000	298,901	
	1340 After School P	462,133	400,000	494,459	493,855	
	1611 Lunch Paymen	47,494	25,000	0	0	
	1701 Field Trip	91,787	45,000	91,800	93,636	
	1910 Rental Income	15,000	15,000	0	0	
	3120 Total Quality B	12,134,246	10,700,373	11,283,340	11,466,845	
	4300 Categorical Gr	17,513	14,500	14,500	0	
	4510 Child Nutrition	46,643	25,000	0	33,049	
	4520 DOE Grant Inc	124,282	450,000	110,000	110,000	
	5510 Grants Other t	500	0	0	0	
	5995 Other Income					
Total Income		13,241,497	12,009,873	12,329,799	12,532,701	
Expenses						
	Total 10-1000 Instruc	6,701,122	7,079,088	7,157,464	7,360,374	
	Total 10-2100 Pupil S	410,109	356,954	432,096	440,774	
	Total 10-2210 Improv	9,627	9,820	976	995	
	Total 10-2213 Instruc	96,329	70,099	77,600	153,479	
	Total 10-2220 Educat	70,490	73,615	75,823	77,340	
	Total 10-2300 Gener	457,463	425,202	414,453	420,970	

The GLOBE Academy

		Total 10-2400 School	1,063,287	1,127,127	1,254,766	1,275,498
		Total 10-2500 Suppo	313,700	299,585	290,003	296,010
		Total 10-2600 Maint	1,338,483	1,434,916	1,543,356	1,437,156
		Total 10-2900 Fundra	16,678	22,100	22,100	28,362
		Total 10-3100 School	166,878	98,797	33,068	33,049
		Total 10-3300 ASP O	444,070	462,150	539,913	528,252
		Total 10-5100 Debt S	153,567	144,054	127,730	113,700
Total Expenses			11,241,803	11,603,506	11,969,348	12,165,960
		Check	Y	N	N	N
Net Operating Income			1,999,694	406,367	360,451	366,741
Net Income						
Net Income			1,999,694	406,367	360,451	366,741

5 YEAR PROJECTION				
FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
1048	1043	1043	1043	
5,306	5,412	5,520	5,631	
31,836	32,473	33,122	33,785	
295,424	293,970	293,970	293,970	
491,940	491,133	491,133	491,133	
0	0	0	0	
95,509	97,419	99,367	101,355	
0	0	0	0	
11,560,111	11,733,277	11,967,942	12,207,301	
0	0	0	0	
32,992	32,968	32,968	32,968	
110,000	110,000	110,000	110,000	
0	0	0	0	
12,623,117	12,796,651	13,034,022	13,276,141	
7,414,075	7,510,603	7,644,553	7,781,317	
448,799	457,697	467,306	477,122	
1,015	1,036	1,056	1,078	
154,946	157,256	160,215	163,234	
78,887	80,464	82,074	83,715	
428,769	436,725	444,839	453,116	

1,301,938	1,328,951	1,356,549	1,384,740
302,145	308,412	314,813	321,351
1,465,899	1,495,217	1,525,121	1,555,624
28,574	28,673	28,878	29,162
32,992	32,968	32,968	32,968
538,817	549,593	560,585	571,797
106,100	99,085	92,070	85,056
12,302,957	12,486,680	12,711,028	12,940,278
N	N	N	N
320,161	309,971	322,994	335,863
320,161	309,971	322,994	335,863
320,161	309,971	322,994	335,863

24. Attach the résumé for the charter school's Chief Financial Officer.

DENISE M. CLAYTON-PURVIS, CFA

2093 MARANN DRIVE NE • ATLANTA, GA 30345
PHONE 404 638 6943 • FAX 404 638 6943 • E-MAIL DENISECLAYTONPURVIS@YAHOO.COM

WORK EXPERIENCE

April 2015 – Present	The GLOBE Academy, Inc.	Atlanta, GA
<i>Chief Financial Officer</i>		
▪ CFO for startup dual-language immersion charter school located in Dekalb County; school currently in sixth year of operations with a budget of \$12 million and serving approximately 1,000 students in K – 8. Responsibilities include: ▪ Making recommendations to strategically enhance financial performance and business opportunities, including financing options for expanded facilities ▪ Preparing forward-looking budgets and providing accurate and timely analysis of budgets, financial trends and forecasts ▪ Directing and overseeing all aspects of the payroll, human resources, technology, finance, and accounting functions of the organization ▪ Overseeing the conduct of the annual financial statement audit and any other required compliance reporting ▪ Ensuring that effective internal controls are in place ▪ Ensuring compliance with all applicable federal, state and local regulatory laws, as well as tax reporting regulatory compliance reporting for the organization ▪ Establishing and overseeing procurement policies and procedures to ensure the effective use of financial resources and efficient processes for purchases		
April 2010 – April 2015	Seabridge Investment Advisors, LLC	Atlanta, GA
<i>Vice President</i>		
▪ Portfolio manager/research analyst for \$80mm in separately managed, long only, international equity accounts; emphasis on non-U.S. equities; theme-based generalist coverage of all countries, all sectors; mostly GARP style, but unrestricted as to style; loosely benchmarked to MSCI AC ex-US; composite performance exceeded index by approximately 500bps over one year (2014), 150bps over three years (2012 – 2014), and 150bps over five years (2010 – 2014)- all gross of fees ▪ Portfolio manager for \$10mm in two separately managed ESG-tilt international accounts; international equity fund benchmarked to MSCI All Country World Index; high-quality, concentrated portfolio; new style - managed 1 year		
July 2000 – Aug. 2001	Citigroup Asset Management	Stamford, CT

Vice President, Portfolio Manager

- Associate portfolio manager and research analyst for \$1.6 billion global emerging markets fund; generalist research and portfolio management responsibility for pulp and paper, oil and gas, petrochemicals, metals and mining, and steel equities for Global Emerging Markets equity group; backup country portfolio manager for Brazil and South Africa

1997 – 2000 Prudential Global Asset Management

Newark, NJ

Senior Investment Associate

- Junior Portfolio Manager for start-up Global Emerging Markets team; macroeconomic coverage and bottom-up stock picking for Argentina, Brazil and Chile; global emerging markets sector coverage of natural resources, including pulp and paper, oil and gas, petrochemicals, metals and mining, and steel; developed proprietary company valuation model and multiple spreadsheet applications for use in valuation and portfolio management
 - Latin fund ranked #2 in 1999 and top decile from fund inception (June 1998) by Lipper
 - Picks in natural resources and steel sectors early 1999 and in telco/celco sector in late 1999 led to strong outperformance in Latin fund in 1999
 - Stock selection added 1700 basis points of relative outperformance to South African portfolio during the second half of 1999

1994 - 1997 Prudential Investments, PACE Program

Newark, NJ

Investment Analyst

- One of 15 undergraduates selected for participation in accelerated investment training program

1996 – 1997 *Third Rotation*

Prudential Capital Group

San Francisco, CA

Investment Associate

- Credit analysis for corporate loan originations; product marketing to potential clients; portfolio servicing; third rotation as part of PACE (Prudential Accelerated Career Entry) program
 - Originated \$75mm private, structured, below-investment-grade loan; participated in entire deal process from original proposal to rate lock
 - Reviewed and analyzed over 15 investment-grade and below-investment-grade loans for private and public entities; prepared complex loan modifications for current accounts

1995 – 1996 *Second Rotation*

Prudential International Insurance

Newark, NJ

Investment Analyst – New Markets Task Force

- Research and analysis of potential insurance markets in Southeast Asia and Latin America, with primary responsibility for Latin America; included demographic, macroeconomic, political and industry research as well as identification of potential strategic partners; second rotation as part of PACE program
 - Identified Brazil as potential target for International Insurance Group
 - Participated in meetings/ negotiations with potential joint venture partners

The GLOBE Academy

- Prepared Board of Directors presentation regarding task force progress and list of potential country targets

1994 – 1995 *First Rotation* Prudential Realty Group Newark, NJ
Investment Analyst

- Credit analysis of commercial mortgage originations; selected as part of team to develop PRG strategy; first rotation as part of PACE program
 - Originated \$35mm corporate mortgage; participated in all parts of deal process
 - Reviewed and analyzed over 30 potential commercial mortgages

EDUCATION

May 2001 Columbia University New York, NY
Masters of Business Administration

Dec. 1993 Georgia Institute of Technology Atlanta, GA
Bachelor of Science, Management

Initial cohort UGA Charter Schools Financial Management Certification

Member CFA Society since 1994; CFA charter holder since 1997

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The GLOBE Academy

25. Attach the charter school's signed Assurances Form (see below).

The Globe Academy
Chartered through DeKalb County School District

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 The GLOBE Academy located in DeKalb 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;

The GLOBE Academy

The Globe Academy
Chartered through DeKalb County School District

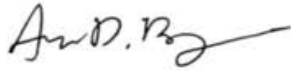
12. Shall adhere to all provisions of federal law relating to students with disabilities, including the IDEA, Section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, as applicable;
13. Shall provide state and federally mandated services for English 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);

The GLOBE Academy

The Globe Academy Chartered through DeKalb County School District

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 _____ day of _____, 202__.



11 April, 2022

Governing Board Chair, Charter School

Date

This Charter School Application, Assurance Form, and attached Exhibits were approved by the DeKalb Board of Education on the _____ day of _____, 202__.

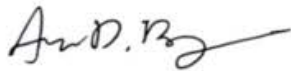
Chair, DeKalb Board of Education

Date

Superintendent, DeKalb 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.



11 April, 2022

Governing Board Chair, Charter School

Date

Chair, DeKalb Board of Education

Date

The GLOBE Academy

The Globe Academy
Chartered through DeKalb County School District

Superintendent, DeKalb Board of Education

Date

26. Attach the charter school's signed and notarized Affidavit (see below).

O.C.G. A. § 50-36-1(e)(2) AFFIDAVIT

By executing this affidavit under oath, as an applicant for a loan, grant, tax credit and/or other public benefit, as referenced in O.C.G.A. § 50-36-1, administered by the Georgia Department of Community Affairs, 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, 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 this the 25 day of July, 2022 in Atlanta (city), GA (state).

[Signature]
*Signature of Applicant

Andrew D Reynolds
Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
25 DAY OF July, 2022
Patricia P. Thornton
NOTARY PUBLIC
My Commission Expires:
4/18/2024



*This Affidavit must be signed by the same person who executes the Application Certification Form Letter

27. Attach the charter school's signed Local Board of Education Resolution approving the charter school's application.

The GLOBE Academy

28. Attach the charter school's signed Governing Board Resolution approving the charter school's application. This will serve as the formal petition to the SBOE.

BOARD RESOLUTION

At the meeting of the Board of Directors of the GLOBE Academy on June 21, 2022, the following resolution was proposed and approved by the board:

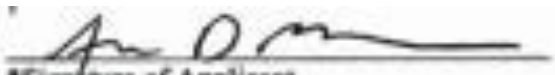
Resolved:

WHEREAS the GLOBE Academy is a DeKalb County, Georgia Charter School with current contract expiring on July 31, 2023

WHEREAS the GLOBE Academy is requesting approval of a new five-year contract term from the DeKalb County Board of Education and the Georgia Department of Education

WHEREAS the Board of Directors of the GLOBE Academy fully supports and approves the renewal petition to be submitted to the DeKalb County Board of Education and the Georgia Department of Education.

Signed:



*Signature of Applicant

Andrew D Reynolds

Printed Name of Applicant

Drew Reynolds

Chair, Board of Directors

29. For conversion schools only, attach the charter school's Confirmation of Teacher and Parent Vote.

NOT APPLICABLE