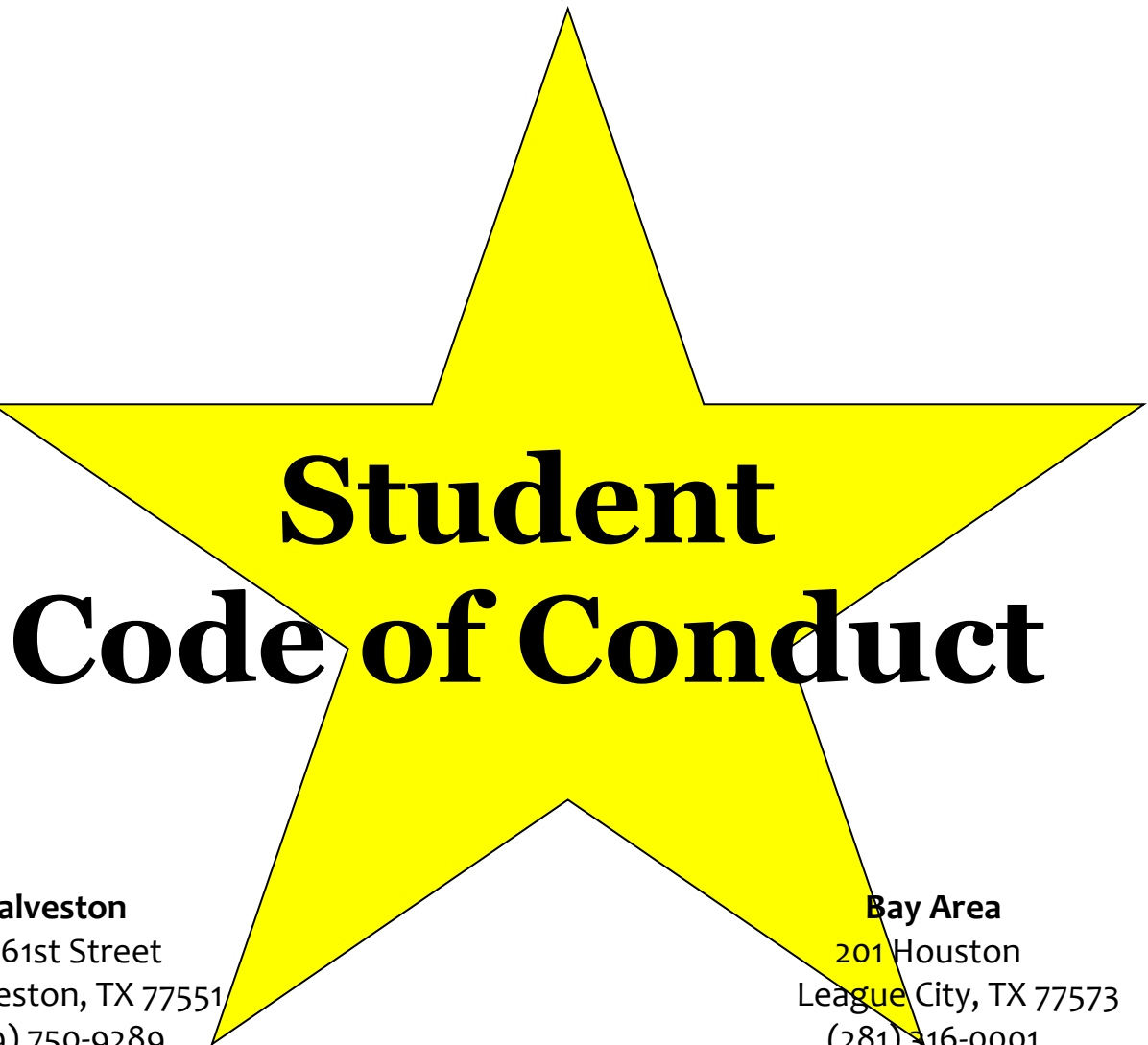


The Robert A. Mosbacher, Sr.

Odyssey Academy Charter School

Charting Stellar Journeys



Student Code of Conduct

Galveston
2412 61st Street
Galveston, TX 77551
(409) 750-9289

Bay Area
201 Houston
League City, TX 77573
(281) 316-0001

www.odyssey-academy.com

TABLE OF CONTENTS

Section I: General Information

School Hours.....	6
School Hours and Office Hours.....	6
Morning Arrival.....	6
Dismissal Procedures	6
Transportation.....	6
After School Pick-Up	6
Pick-up Procedures	7
Procedures for Early Pick-Up During School Hours.....	7
Visitors and Security	7
Closed Campus	7
Visitors at School.....	7
Security Procedures	8
Student Telephone Use.....	8
Emergency School Closures.....	8
Bad Weather Closures.....	8
Emergency Early Release	8
Breakfast/Lunch Program	8
Free and Reduced Meals Program	8
Breakfast and Lunch Prices	8
Payments for Breakfast and Lunch.....	9
Returned Checks.....	9
Lunchroom Rules.....	9
Child Nutrition.....	9
Foods of Minimal Nutritional Value	9
Competitive Foods.....	9
Holiday and Birthday Parties	10
Curriculum Programs	10
General Curriculum Information	10
Structured Physical Activity	10
Special Programs	10
Special Education	10
Section 504	10
Bilingual/ESL	11
Accelerated Instruction.....	11
PreAp.....	11
Testing Information	11
STAAR	12
TELPAS.....	12
LAS.....	12
Star Reading and Math.....	12
Extra-Curricular Activities.....	12
Library and Technology Lab Information.....	12
Library and Technology Lab Hours	13
Check-Out Policy.....	13

Fines.....	13
Parents/Staff.....	13
Computer Lab Use.....	13
Computer and Internet Acceptable Use Policy	13
Acceptable Use Guidelines.....	13
Copyrights and Trademarks.....	13
Software Compliance.....	14
Filtering	14
System Access	14
Individual User Responsibilities and Online Conduct.....	14
Vandalism.....	15
School Website	15
Prohibited Items.....	15
Items of Value.....	15
Lost and Found	15
Authorized Fees.....	15
Safety Plan and Fire Drills.....	16
Annual Notification of the Asbestos Management Plan.....	16

Section II: Expectations, Policies and Code of Conduct

Purpose.....	17
General Authority.....	18
Student Expectations	19
S.T.A.R.S. program.....	20
Attendance Policy.....	20
Absences.....	20
Reporting /Absence	21
Late Work and Make-Up Work.....	21
Truant Students.....	22
Tardiness and Late Arrivals	23
Tardy Policy	23
Procedures for Early Pick-Up during School Hours	24
Dress Code Policy.....	25
Dress Code Policy.....	25
Respectful Image	26
Back Packs	26
Dress Code Discipline Ladder.....	27
Exceptions	27
Classroom Rules and Procedures.....	27
Pledges.....	27
Classroom Guidelines.....	27
Homework Policy.....	28
Books and Materials	28
Classroom Parties	28
Birthdays	28
Parent/Teacher Conferences	28
Report Cards and Progress Reports.....	29

Grading and Conduct Scale	29
Grades.....	29
Conduct	29
Academic Recognition	29
Retention and Placement Policy	30
Pre-Kindergarten and Kindergarten	30
1st – 8th Grade	30
Tutoring.....	30
Credits for Summer School	30
Individual Education Plans.....	30
Code of Conduct.....	31
Student Consequences	32
Odyssey Discipline Ladder.....	33
Core Value Violation Form	33
Discipline Referral	33
Detention	38
Saturday Detention	38
In School Suspension	38
Out of School Suspension	38
Expulsion/Mandatory Withdrawal	39
Discipline of Students with Disabilities	36
Physical Restraint.....	36
Levels Types of Student Behavior and Consequences.....	37
Procedure for Expulsion	41
Representative	41
Evidence	41
Expulsion Order	41
Guidelines and Terms.....	42
Effect of Withdrawal	42
Appeal of Expulsion.....	42
Emergency Expulsion.....	42
Report to Law Enforcement	42
Administrative Rights to Search.....	35
Search and Seizures.....	35
Searches of Desks and Storage Areas	35
Personal Searches	35
Seizure of Personal Item(s)	35
Sexual Harassment.....	48
Staff Relations with Students	48
Sexual Harassment Employee/Student/Volunteers	48
Determination Necessary – Addressing Individual Acts	48
Administrative Procedures	48
School Governance	43
Board of Directors	43

Section III: Parent Involvement Policy and Compact

Parental Involvement, Rights, and Compact	51
Working Together	51
Obtaining Information and Protecting Student’s Rights	51
“Opting Out” of Surveys and Activities	52
Grievance Policy and Procedure	53
Student/Parent Grievance Procedures	53
Parent’s and Teacher’s Organization	54
PTO Responsibilities	54
PTO Officers	54
PTO Funds.....	57
PTO Decisions and Recommendations	54
Student Registration and Enrollment	54
Registration	55
Pre-Kindergarten Entrance Requirements	55
Kindergarten Entrance Requirements.....	55
Grades 1-8 Enrollment Priorities.....	56
New Enrollment Procedures.....	56
Re-Enrollment Procedures.....	56
Withdrawals.....	57
Student Records.....	57
Withholding Transcripts or Student Grades	57
Health Services	58
Health Office	58
Health Inventory and Update.....	58
Texas Immunization Schedule	58
Minimum Pre-Kindergarten School Immunization Requirements.....	58
Minimum Kindergarten through 8th Grade Immunization Requirements	58
Asthma.....	58
Children Who Become Ill at School.....	59
Student Illness	59
Administration of Medications at School.....	59
Screening Programs.....	60
School Health Advisory Council.....	60
Reporting Child Abuse.....	61
Assistance to Students with Learning Difficulties	61

Section I: General Information

School Hours and Office Hours

Odyssey Galveston

- Office hours are from 7:30 a.m. until 3:45 p.m.
- Before and After School Care:
 - 7:00am – 7:30am Morning Care (Make payment at front office)
 - 3:00pm – 5:30pm ACE (Afterschool Care and Enrichment)

Odyssey Bay Area - Elementary

- Office hours are from 7:30 a.m. until 3:45 p.m.
- Before and After School Care:
 - 7:00am – 7:30am Morning Care (Make payment at front office)
 - 3:00pm – 5:30pm ACE (Afterschool Care and Enrichment)

Odyssey Bay Area - Secondary

- Office hours are from 7:30 a.m. until 3:45 p.m.
- Before and After School Care:
 - 7:00am – 7:30am Morning Care (Make payment at front office)
 - 3:00pm – 5:30pm ACE (Afterschool Care and Enrichment)

Arrival and Dismissal

Students should only be on campus during school hours.

Students are not allowed on campus prior to 7:30 a.m. unless they are accompanied by a parent or attending morning care.

Students are not allowed on campus after their dismissal time unless participating in tutoring, or an extracurricular activity with their sponsor, or participating in A.C.E. (after school care).

If there is a change in transportation, it must be documented in writing and given to the front office and to the homeroom teacher.

GALVESTON

PK-3rd Grade

- Doors open at 7:30am, your child goes directly to their classroom, breakfast in the classroom, class starts at 7:45am, dismissal starts at 3:00pm and ends at 3:10pm
- PK-K dismiss in front with PK cars in right hand lane
- 1st -3rd dismiss in front in the left hand lane

4th-5th Grade

- Doors open at 7:30am, your child goes directly to the Café for breakfast until 7:45am, they will be allowed to go to their classroom beginning at 7:45am, class starts at 8:00am, dismissal starts at 3:15pm and ends at 3:25pm
- 4th will dismiss in front with cars in right hand lane
- 5th will dismiss in front with cars in left hand lane

Middle School and High School

- Doors open at 7:45am, your child goes directly to the Café for breakfast, they will be allowed to go to their classroom beginning at 8:10am, class starts at 8:15am, dismissal starts at 3:30pm and ends at 3:40pm
- 6th -7th will dismiss in front with cars in right hand lane
- 8th - 10th will dismiss in front with cars in left hand lane

Siblings

- All siblings will dismiss at the oldest sibling's dismissal time
- Siblings within PK-3rd will be located at the youngest sibling's designated spot
- Siblings of 4th-10th graders will be located at the oldest sibling's designated spot

Please be certain to have your OA car rider sign in the front windshield. Remember that you may also stagger your arrival to improve traffic flow. All parents of PK-10th grade children who would like to park your car and walk up will park in the front parking lot in a parking space, walk up to the PK-3rd grade building under the covered walkway, and check out your child(ren) with the teacher on duty. Students are not allowed to walk out into the parking lot or street unless accompanied by their parent. After loading your child(ren) in your car, please exit the parking lot onto 61st Street. We will not have parents parking in the back and walking through all of the children to the front area. Also, do not walk up to your child or their teacher in the car rider line. Thank you for your help in ensuring the safety of all!

BAY AREA

PreK-5th Grade

- Doors open at 7:20am, your child goes directly to the gym, breakfast in the gym, class starts at 7:45am, dismissal starts at 3:00pm and ends at 3:10pm

Middle School and High School

- Doors open at 7:45am, your child goes directly to the Café for breakfast, they will be allowed to go to their classroom beginning at 8:10am, class starts at 7:50am, dismissal starts at 3:30pm and ends at 3:40pm

Siblings

- All siblings will dismiss at the oldest sibling's dismissal time

Procedures for Early Pick-Up During School Hours

Early release of a student should not be a regular routine. Students need to be in attendance in order to receive classroom instruction and grades in subject areas. If your child is to be dismissed for any reason during school hours, a written note or phone call is required to the receptionist that morning before 9:00 am. The student will receive a pass designating the time in which to report to the receptionist desk for the parent to sign him/her out. Regardless of a student's age, they may not check themselves out. A parent must come in to sign the student out at the time of pick up. If a student leaves during the school day, he/she must report to the receptionist desk upon returning with a doctor's note for the absence to be considered an excused medical absence. **No student will be dismissed after 2:45pm unless it is an emergency.**

Visitors and Security

Closed Campus

For the safety of our students, Odyssey Academy is a CLOSED CAMPUS for students. Students are not permitted to leave campus after they arrive to school in the morning or during the school day. Once students leave campus in the afternoon, they are no longer the responsibility of Odyssey Academy and may not return to campus until the next day. EXCEPTION: If an after-school or evening program is scheduled, they may return with their parents.

On state mandated testing dates, Odyssey Academy will be a closed campus for the community, including parents, to ensure an optimal testing environment for our students. No visitors will be allowed on campus on these days. No deliveries of lunch/supplies, or early pickups will be allowed.

Visitors and School Security Procedures

State and federal law mandate that all visitors and parents must report to the receptionist desk upon entering the building. Part of providing a safe environment for students and teachers includes keeping children safe. This will be accomplished through the following ways:

- All parents and volunteers must sign in at the main office when entering the school, present identification, and must wear an identifying nametag.
- Community members, alumni, former staff members, or parents volunteering, withdrawing students, or visiting the classrooms should be here on official business. Individuals not here on official business will be asked to leave the premises.
- Only individuals listed on the registration packet will be allowed to access the students.
- For security reasons, a parent will be notified if a student is absent if the parent has not notified the school.
- The school grounds will be patrolled before and after school while students are arriving and departing.

Visitors, other than parents, are not permitted in the classroom unless prior permission is granted. Preschool children are not allowed to accompany parents when they volunteer in the classroom. Children who are not Odyssey Academy students are considered visitors and must be accompanied by a parent or adult at all times. Potential Odyssey Academy parents may observe a class by obtaining permission and scheduling an appointment with administration.

Student Telephone Use

Students will not be excused from class to use the phone or receive phone calls. Students are encouraged to make all personal arrangements prior to coming to school. In certain cases, the student may be permitted to use the classroom phone at the teachers' discretion.

Emergency School Closures

Bad Weather Closures

During inclement weather, tune to KTRH 740am to listen for school closings. If days are missed due to inclement weather, two days are built into the Odyssey Academy school calendar for make-up days. If school is not cancelled for inclement weather, these days will serve as school holidays.

Emergency Changes to the School Day

In the event of inclement weather, emergency or hazardous conditions, which threaten the safety, health or welfare of students and staff members, the superintendent may call for delayed start or early release. The same pick-up procedures will follow however, the students will be held inside the school building, and the student will be walked to the vehicle. Parents are encouraged to stay in their vehicles to help traffic move quickly.

Breakfast/Lunch Program

Free and Reduced Meals Program

Each year in July, the federal food program supplies schools with applications for the free and reduced lunch applications. Each family is requested to complete and return the application the first week of the school year. Notices will be sent home regarding your status.

Breakfast and Lunch Prices

Info available at each campus.

Payments for Breakfast and Lunch

We recommend that your child place money on his/her account weekly. You can do this by pre-paying any amount at the front desk. In the event your child forgets his/her lunch, he/she may only charge up to two meals. There are no exceptions. Online payment is also available.

The cash boxes for lunch are meant to make small change only. Therefore, please do not send your child with any bills larger than a ten (\$10) dollar bill. If your child brings a larger bill, we will place the remainder into the child's lunch account.

Returned Checks

There will be a \$25.00 check charge for all returned checks. If food service receives a returned check, we will not accept another check from your account until the returned check has been remedied. We will also put a hold on your child's account.

Lunchtime Rules

- All food must be eaten in the student's assigned eating area during lunch period only.
- No food should be shared (State Law).
- When students are finished eating, they will be released to throw away trash and return to class.
- No throwing food – if anyone is caught throwing food, they will automatically receive a disciplinary action.

Child Nutrition

In response to the alarming obesity statistics in the State of Texas, the Texas Department of Agriculture, who oversees the National School Breakfast and Lunch programs, has issued nutrition guidelines effective August 1, 2004. These guidelines seek to create a more restricted approach to the sale and distribution of foods in the school environment. The policy addresses two main areas; foods of minimal nutritional value and competitive foods.

Foods of Minimal Nutritional Value

These types of foods, as defined by the United States Department of Agriculture, include such items as popsicles, gum, hard candies, caramel corn, sodas, jelly type candies such as Skittles and Starburst, cotton candy, etc. These foods may not be offered or sold by any organization at any time anywhere on school premises until after the end of the last scheduled class. Parents are allowed to send whatever they wish in a sack lunch from home, however, **they may not provide any restricted foods to other children in the class.**

Competitive Foods

Competitive foods are foods that are sold or made available to students that compete with school's operation of the National School Lunch/Breakfast/After School Snack programs. This definition includes, but is not limited to, food and drinks in vending machines, school stores, and school fundraisers. School fundraisers include food sold by school staff, students or student groups, parents or parent groups or any other person, company, or organization. Just like the Foods of Minimal Nutritional Value (FMNV), competitive foods are not allowed anywhere on school premises from 30 minutes before to 30 minutes after meal periods. All food, beverages, and snack items must comply with the nutrition standards and portion sizes of the Texas Public School Nutrition Policy.

Holiday and Birthday Parties

An exception to the above areas has been written into this new policy. The school district may choose three days when FMNV and Competitive policies are not in effect. At Odyssey Academy, these special days include **Winter Holiday Party, Valentine's Day, and the last day of school celebrations.** On those days, the regulations are relaxed and candies, etc. may be offered. Also, student birthdays can be celebrated in the classroom as long as the parent has made prior arrangement with the teacher, the celebration is held in the classroom **during the last 15 minutes on Fridays and no sodas, candies, etc. are served.**

Curriculum and Special Programs

General Curriculum Information

Odyssey Academy operates a Pre-K- 12th grade program that meets all state curriculum requirements. Odyssey Academy's curriculum is organized by grade level, core contents (math, science, language arts, and social studies), and enrichment programs.

Structured Physical Activity

In accordance with state law, elementary school, middle school, and high school students engage in the amount and level of physical activity required by the State Board of Education.

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s) or the campus principal.

Special Education: Odyssey Academy provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. Decision will be made on whether a student needs special education after a complete and comprehensive evaluation is performed. Please contact the Special Education Director at Odyssey Academy or your principal to receive full information about our special education programs.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Other services are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

PreAP- Pre-Advanced Placement

PreAP courses are courses whose content, rigor, and course sequence offer a challenging curriculum and prepare students for the option of taking PreAP, Advanced Placement, and Dual College Credit courses in high school.

All Odyssey Academy students who wish to accept the challenge of a PreAP course and get approval from teachers and administration are welcome to participate in the PreAP program. However, students and parents should be aware of the rigor in these courses so that they can make informed decisions regarding course selection. A careful review of the Odyssey Academy schedule change and course level change procedures should be made prior to making a commitment during course selection.

Testing Information

Students will take the following State of Texas Assessments of Academic Readiness (STAAR) Tests:

3rd Grade – Reading and Math

4th Grade – Writing, Reading, and Math

5th Grade – Reading, Math, and Science

6th Grade – Reading and Math

7th Grade - Writing, Reading, and Math

8th Grade – Reading, Math, Science, and Social Studies

9th – 12th Grade- End of Course (EOC) Exams as mandated by state law (Biology I, English I, English II, Algebra I, and U.S. History)

Texas English Language Proficiency Assessment System (TELPAS)

All Limited English Proficient (LEP) students will be required to take the TELPAS test in the spring semester. This test is mandated by the state. This test helps evaluate each student's proficiency level of English. The TELPAS assesses students' reading, writing, listening and speaking proficiencies.

Language Assessment System test (LAS)

Any student who returns their home language survey stating that another language is spoken in the home is required to take a language assessment system test. This test will help determine eligibility for language assistance.

Reading and Math Progress Assessments

All students in K-2nd grade are required to take a reading and phonics inventory test to assess their reading progress. This information will help the teacher know what areas the student is has strengths and/or weakness. Odyssey will also use Reading and Math Progress Assessments to monitor student progress in PreK-12th grade.

Extra-Curricular Activities

Odyssey Academy offers a variety of afterschool programs and activities. Students who are passing all of their classes with a D (70%) or better, and who have not earned more than three (3) written referrals may participate in extra-curricular activities. A fourth detention or In School Suspension (ISS) will result in a probationary period set by organization's discipline policy. Out of School Suspension (OSS) will result is expulsion from the team and any other extra-curricular activity for the remainder of the school year.

All extra-curricular organizations will create policies and procedures that align to this code. Any changes or additions to this code by an organization must have administrative approval. Final interpretation is determined by administration.

Resource Center and Technology Lab Information

GALVESTON

Resource Center and Technology Lab Hours

The Resource Center and Technology Lab has open access for 8th through 9th grade during the hours of 7:30a.m.-7:45a.m and 3:30p.m. - 4:00p.m. for research, reading, and studying. Before and after-school care is not provided by Odyssey Academy Resource Center. Any student using the library or lab during these hours must have made arrangements with a teacher and approval by the resource center director.

The Resource Center will be closed for student instruction from 7:55a.m. – 3:15p.m. Students in grades Kinder through 8th grade will have a chance, weekly, to visit the Resource Center as a part of their instructional program. They will have chance to explore new texts, check in and out materials, and participate in a variety of literacy programming. Students in PreK will visit the Resource Center weekly for story time.

In some instances the Resource Center will post different hours than those listed above for special events and programming. Odyssey will provide information to students and families of any changes to the Resource Center hours.

Check Out Policy

Students in grades Kinder through 12th may check out books for a two-week period, provided that student accounts are current, and include no fines or overdue books. Reference materials cannot be checked out.

Fines

No fines will be charged for late books, but damaged or lost materials must be paid for at the front desk.

Parents/Staff

Parents and staff may check out books for a two-week period. If no other requests for books are made, books may be renewed for two more weeks.

Computer Lab Use

Computers may be used only if student and parent have signed a Computer and Internet Acceptable Use Policy. Students and parents must sign in/out each time they use a computer. Students and parents must know how to use a computer or a teacher must accompany them. Misuse of computers will result in the loss of computer lab privileges.

Computer and Internet Acceptable Use Policy

Acceptable Use Guidelines

It is the policy of Odyssey Academy to prevent user access over its electronic communication system to inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; to prevent unauthorized access and other unlawful online activity; to prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; to comply with the Children's Internet Protection Act.

Student access to Odyssey Academy computers, networks and internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. Use of these resources is restricted to students working under a teacher's supervision. Violation of this agreement may prompt termination of privileges and other disciplinary action.

Copyrights and Trademarks

Users will not download or upload files to Odyssey Academy's technology that might cause copyright infringement. Users will not infringe upon another person's copyrighted or trademarked material or plagiarize materials that they see displayed, translated, or performed on the internet or in e-mail. Users will not install, use, store, distribute or transmit unauthorized copyrighted or trademarked materials.

Software Compliance

Odyssey Academy purchases and/or licenses the use of copies of software from a variety of outside companies. Odyssey Academy does not own the copyright to any software or its related documentation and, unless authorized by the software developer, does not have the rights to reproduce it for use on more than one computer per license. Odyssey Academy students and employees shall use software only in accordance with the license agreement for each software package.

Filtering

All internet access will be filtered for minors and adults on computers with internet access provided by Odyssey Academy. The categories of material considered inappropriate, obscene, or potentially harmful to minors and to which access will be blocked will include, but not be limited to: adult-only; nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons; drug, tobacco or alcohol use; discrimination, or participation in hate groups; instructions for performing criminal acts; on-line gambling; and web-mail and chat services.

System Access

Access to Odyssey Academy's electronic communications system will be governed as follows:

- Students will be granted access to the system by their teachers, as appropriate. Students will be assigned individual accounts as appropriate.
- Odyssey Academy requires that all passwords be changed every 90 days.
- Any system user identified as a security risk or as having violated computer user guidelines may be denied access to the system and receive disciplinary action.

Individual User Responsibilities and Online Conduct

The following standards will apply to all users of Odyssey Academy's computer systems:

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- The system shall not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Odyssey Academy rules and guidelines.
- System users shall not disable, or attempt to disable, a filtering device on the electronic communication system.
- System users shall not use another person's system account.
- Students shall not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
- Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.
- System users shall not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee.
- System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
- System users shall not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, or damaging to another's reputation or illegal.
- System users shall not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- System users shall not waste Odyssey Academy resources related to the electronic communications system.
- System users shall not gain unauthorized access to resources or information.

Vandalism

Any malicious attempt to harm or destroy Odyssey Academy equipment, data of another user on the system, or of other networks that are connected to the Internet is prohibited.

School Website

The school has a website, www.odyssey-academy.com. We keep it as up-to-date as possible. You will find information on upcoming events, the current school menus, calendar, staff information, classroom websites, and other general information.

Items of Value

Items of value should not be brought to school. The school assumes no responsibility if items are stolen or lost.

Lost and Found Articles

All lost and found items are to be turned in to the school office. A box containing unclaimed articles is kept in the clinic. At varying times during the school year, unclaimed articles are displayed during lunch periods, and periodically are donated to worthy organizations.

Authorized Fees

Although the basic cost of your child's public education is provided through state funding and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or materials that must be returned to Odyssey Academy.
- Fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- Fees for participation on athletic teams.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, yearbooks, cap and gown, and graduation announcements.
- A reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- A fee for vehicle identification/parking permit for cars regularly parked on school property.
- A fee for student identification cards.
- A fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- Fees for attendance at summer school and credit recovery classes.
- \$75 Annual Technology Fee for all High School (9th -12th Grade) students.

You may request a waiver of any required fee that you are unable to pay by contacting the dean who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Safety Plan and Fire Drills

Odyssey Academy will follow specific procedures to ensure the safety of our students. Students, parents, and visitors will enter the building by the front doors only. All doors will be locked to ensure a safe learning environment.

Safety drills such as fire, evacuation, shelter-in-place, etc. will be held on a regular basis. Students will be taught proper procedures.

Annual Notification of the Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), enacted in 1986, all schools, public or private, are required to have an inspection of all buildings for asbestos-containing building materials (ACBM). Odyssey Academy, located at 901 13th Street, was re-inspected on June 22, 2005.

Odyssey Academy was inspected for ACMB by personnel from EFI Global, Inc., and Environmental Engineering/Consulting firm located in Houston, Texas. Observations of ACBM, including condition assessments, were determined by an accredited Asbestos Building Inspector/Asbestos Management Planner licensed by the State of Texas Department of State Health Service. All ACBM remaining in the facility was observed to be in undamaged condition and/or presents minimal hazards, if any, to building occupants. The majority of the facility was renovated in 1995, and a vast majority of ACBM was safely removed (exception: Level 2-former convent area was excluded from the 1995 renovations and ACBM still remains). AHERA requires that an annual notification be posted or distributed to parents, staff, faculty, PTO, etc. indicating the Asbestos Management Plan will be available for review upon request of the Principal at any time during normal school business hours. AHERA regulations require the documents to remain on campus at all times. Removal of any AHERA documents is prohibited under federal law.

Section II: Student Code of Conduct

Purpose of a Student Code of Conduct

The Odyssey Academy Board of Directors has adopted this Student Code of Conduct (the “Code”) in accordance with Section 12.131 of the Texas Education Code, in order to clearly communicate standards for expected student conduct, the disciplinary consequences which may be applied to students who violate those standards, and the applicable procedures for the implementation of disciplinary consequences. All students must comply with the Code. Definitions of words and phrases used throughout this Code are provided at the end of the Code.

Parents and students are encouraged to contact campus administration with any questions or concerns regarding the requirements and provisions of the Code. Parents and students are expected to review and be familiar with the provisions of the Code. Lack of knowledge or awareness about any school rules, including this Code, will not excuse violations of the Code. Parents and students will be required to sign a statement acknowledging receipt and understanding of the Code. A copy of this Code is available on the school’s website at www.odyssey-academy.com or in printed form by request in the campus office.

This Code is not a contract and can be amended by the District at any time. However, any change or amendment to the Code will be approved by the Board of Trustees.

The school has the authority to create and enforce rules related to student conduct and behavior while on school property, traveling to or in attendance at a school-sponsored or school-related event or activity, whether on or off campus. The school has discretion to issue disciplinary consequences for certain other student conduct that relates to, affects, or shares a nexus with the school, its students, or its employees regardless of when or where the conduct occurs. With discretion, the school may also issue discipline based on a student’s use of electronic media, whether on or off campus.

Other school rules, codes or policies may apply to a student’s misconduct, and may result in multiple disciplinary consequences issued for the same conduct.

In considering a student’s request for admission, the school may consider the student’s history of a criminal offense(s), juvenile court adjudication(s), or disciplinary problems under subchapter A, Chapter 37 of the Education Code, as evidenced by records received from schools previously attended by the student, law enforcement, or any other relevant documentation, and may exclude the student from admission on this basis.

If a student who would otherwise be ineligible for admission to the school provides false information on an admissions application or other enrollment document and as a result of the false information is admitted to the school, the student shall be immediately withdrawn from enrollment from the school upon discovery of the falsification. Falsification of information for the purpose of gaining enrollment in a public school is a criminal offense under § 37.10 of the Texas Penal Code. The school may elect to report the falsification to law enforcement or take any other action permitted by law.

General Authority to Impose Discipline

The Texas Legislature has delegated the authority to manage independent school districts and discipline students to the Board of Trustees and its employees. The school has the authority to administer discipline whenever the interest of the school is involved, on or off school property, in conjunction with or independent of classes and school-sponsored activities. The District's disciplinary authority applies:

- During the regular school day and while the student is going to and from school on District transportation;
- On or within 300 feet of school property;
- While the student is participating in any activity during the school day on school grounds;
- During lunch (whether on or off school campus);
- While the student is in attendance at any school-related activity of the District, regardless of time or location;
- While the student is on school property of another Texas school district or attending a school activity of a school in another Texas school district;
- For any school-related misconduct, regardless of time or location;
- When the student retaliates or threatens retaliation against a school employee, regardless of time and location;
- When the district has a reasonable belief that the student has engaged in conduct that would be punishable as a felony, as provided by Texas Education Code § 37.006;
- When the student is involved in criminal mischief on or off school property or at a school-related event;
- When the student makes a false alarm or report of bombing, fire, or other emergency involving a public school, regardless of time or location;
- When the student makes a terroristic threat involving a public school, regardless of time or location; and
- When the student commits aggravated robbery against another student, regardless of time or location.

Expectations for Student Conduct

The mission of Odyssey Academy is to provide the best pre-k through high school learning experience in Galveston County by building a community around our core values and intentionally focusing on math, science, and technology education in order to develop the critical thinking and problem solving skills necessary to build and use knowledge. By providing this experience we hope to ensure students build the skills, knowledge, and character traits necessary to enable them to become productive and successful citizens. To achieve that mission, the school must be an environment safe, secure and free from disruption. Students are expected to demonstrate behavior appropriate to the school's learning environment, to treat other students, school personnel, and visitors to the school with respect. As such, each student is expected to:

- Behave in a responsible and respectful manner;
- Demonstrate courtesy and respect for others, especially other students and School personnel;
- Attend classes and required School activities and events regularly and on time;
- Prepare for each class and complete assignments on time;
- Respect the rights and privileges of other students and school personnel in person and online;
- Respect and care for School property and facilities;
- Turn off cell phones or other electronic media during instructional time, and otherwise follow policies related to use of technology;
- Cooperate with School personnel in maintaining safety, order and discipline;
- Dress appropriately in accordance with the School's dress code;
- Review and comply with the Student Handbook and other School and campus rules;
- Obey classroom rules and classroom expectations for behavior;
- Refrain from verbal or written acts of bullying whether in person or online;
- Avoid violations of this Code.

Students are expected to comply with the school's technology and electronic media use policies and procedures. Students are also expected to demonstrate the same behavior online or while using electronic media as is expected in the classroom, on school property, or at school-related events. Sending, posting, or possessing electronic messages that are disrespectful, disruptive, abusive, obscene, illegal, threatening, harassing or damaging to another person disrupts the learning environment and will not be tolerated.

Parent cooperation is essential to achieving the school's mission and ensuring that students learn in a safe, secure and positive environment. Parental involvement and cooperation is vital in the discipline process. Parents should understand and be familiar with the Code, ensure that his or her child understands and seeks to comply with this Code, and assist the school in counseling students regarding appropriate behavior.

In addition, at Odyssey Academy, we believe that all students can learn and achieve their goals when they set their mind to do it! Therefore, we have a special program that helps the Odyssey Community to attain a higher standard of excellence in education. The following are the 5 Core Values that form the pledge that members of the Odyssey Community are expected to strive for in order to achieve the goal of S.T.A.R. Each member of Odyssey Academy will recite this pledge daily as a reminder of what qualities it takes to become a STAR.

I AM A STAR AT MY SCHOOL.

Integrity

I believe I can achieve great things by maintaining high standards for myself and others.

Encourage

I will encourage others to be their best, do their best and achieve their best.

Respect

I will respect the Odyssey Learning Environment with my voice and actions.

Responsibility

I will follow the 3B's: Be There, Be Prepared and Be on Task

Safety

I will follow all rules for the safety of myself and others.

Attendance Policy

Students are required to attend school every day, by Texas State Law, unless they have a valid reason. The responsibility for compliance with this law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. This attendance record is to be placed in the student's permanent record and kept on file indefinitely.

Absences

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for the student and is regarded as a very serious problem.

Excessive absences, excused or unexcused, are those absences, which occur in such quantity as to affect the academic performance and/or grades of the student in a significant way. The compulsory attendance policy for the State of Texas mandates that a student must be in attendance at least 90% of the days the class meets. This allows only 9 absences for a semester and 18 for the year.

If a student has persistent attendance problems, the student may be subject to retention and referred to the Child Protective Services Agency. Additionally, the student and parent's right to choose to attend Odyssey Academy may be revoked at 18 absences. A certified letter will be sent to the parents/guardians. Parents must then withdraw their student within the next (3) school days.

These 18 absences refer to the total number- including excused or unexcused. Notification from the parent is required to excuse a student's absence, but no distinction between excuse and unexcused will be made in tallying the number of absences. The school may also file a complaint against the student's parent/guardian with the Justice of the Peace Court for failing to require the student to attend school.

Any student with 10 consecutive absences may be withdrawn.

Administration will consider any extenuating circumstances when implementing these policies. A student may be required to make-up the instructional time missed due to absences or tardiness.

Reporting an Absence

Parents or guardians should contact the attendance office by 9:00 a.m. to report an absence. The office number is 409-750-9289 (Galveston) and 281-316-0001 (Bay Area) and is available 24 hours a day for messages. When calling the office, please provide the following information:

- Name of student, grade level and teacher
- Date of the absence(s)
- Name of person calling and relationship to student
- Daytime phone number
- Reason for absence

If the Parents or Guardians have not called and notified the school, they will be called at home or at work on the day of the absence. When a student returns to school, he/she must bring a note signed by their parent/guardian within three school days or the absence automatically becomes unexcused. The following are valid reasons for an excused absence:

- Illness of a child
- Death in the family
- Weather or road conditions making travel dangerous
- Religious holy days
- Participating in court proceedings or investigation of child abuse/neglect
- Any other unusual circumstance acceptable to the school officials

**If a child is absent three or more days, a doctor's note must be brought in order to excuse the absences.*

**All absences will result in unexcused absences without a valid excuse note. Unexcused absences may be classified as truancies, see Truant on next page.*

Truant Students

A student is considered truant if they are absent and no valid excuse note is turned in, make up work for these students are at the discretions of the Dean. A student who is intentionally missing class or school is also considered truant and are not allowed to make-up missed work. Students may not be excused from one class in order to work on assignments for another class.

Tardy Policy

A tardy is defined by Odyssey Academy as being late beyond the expected starting time of school.

Galveston:

For PreK-3rd grade that time is 7:45am; for 4th - 5th grade that time is 8:00 am; and for 6th -12th grade that time is 8:10 am.

Bay Area:

For PreK-5th grade that time is 7:45am, 6th - 8th grade that time is 8:15 am.

Any student who arrives after the start time must report to the Welcome Center where the tardy will be recorded. Students who show a chronic habit of tardiness will not only miss valuable instructional time, but also cause an unwanted distraction to the learning environment. All parents must understand not only the benefits of having their student on time, but the consequences of chronic tardiness. Please read carefully Odyssey Academy's tardy policy and contact the attendance clerk or building Dean with any questions.

Definitions:

Tardy - 1 to 15 minutes late from the start time.

Extreme Tardy- Greater than 15 minutes from the start time. Counts as an absent tardy

Students who arrive after the start time of must report to the Welcome Center. Student names will be recorded every morning. After the student receives their 3rd tardy, parents will be contacted by the teacher and a tardy reminder will be sent home by the impact director. Upon the fourth tardy the student will receive an office referral and parents will be contacted and an after school detention will be issued. If the tardiness continues they will follow the below process. After the 6th occurrence the Attendance committee, will create an intervention plan on the sixth occurrence.

Discipline:

Discipline will be assigned at the discretion of the campus administrator.

*If the attendance committee finds that a student's tardiness is a result of the parents consistent disregarding to the schools policy and their students instructional need, a request to the Galveston Police Juvenile department will be issued and possible citation issued.

Procedures for Early Pick-Up during School Hours

If your child must be dismissed for medical or emergency during school hours, a written note or phone call is required to the receptionist that morning before 9:00 am. The student will receive a pass designating the time in which to report to the receptionist desk for the parent to sign him/her out. Regardless of a student's age, they may not check themselves out. A parent must come in to sign the student out at the time of pick up. If a student leaves during the school day, he/she must report to the receptionist desk upon returning with a doctor's note for the absence to be considered excused. Any missed work will follow the make-up work policy.

Dress Code Policy

In order for our school to be a safe and equitable learning community, a standardized dress code is enforced. The following are reasons why Odyssey Academy feels a standardized dress code is vital to our education success:

- 👑 To promote academic achievement
- 👑 To promote school unity and positive attitudes
- 👑 To maximize student safety
- 👑 To minimize the cost of clothing for school
- 👑 To prevent clothing from becoming a distraction from school work
- 👑 To reduce peer pressure
- 👑 To encourage respectful behavior

Dress Code Policy

Clothing	Style	Color	Not to Wear
Shirts	Polo-Style with Collars Or Odyssey Spirit Shirt All students may wear appropriate College shirts	Polo-Navy Blue, Royal Blue, Maroon Odyssey Spirit Shirt, College Shirt	Baggy Shirts, Shirts that show midriff when arms are lifted.
Pants	Dress Pants, Capri Pants, Jumpers, Knee-Length Skirts, Skorts and Shorts	Khaki, Navy Blue, Black	Denim, Spandex, Torn, Extra Zippers, Solo Leggings, Yoga
Shorts/Skirts	Solid Color	Khaki, Navy Blue, Black	Shorts and skirts must be no shorter than 2 inches above the knee cap.
Shoes	Tennis Shoes (Required for PE days), Dress Shoes	Any	Flip Flops, Sandals, Backless, Open Toe, Functional (lights, rollers, etc)
Sweat Shirts	Solid or Odyssey Academy	Navy Blue, Royal Blue, Maroon	
Jackets	Preferably Solid or Odyssey Academy; stripes, plaid, etc. are acceptable	Any	No Words, Extreme Designs, Pictures, Extreme Logos

** High school students may follow free dress within the dress code policy.*

**All uniform components can be purchased from the school store. However, parents/guardians have right to purchase the uniform components at other stores. All components must be presentable and of respectable appearance.*

In addition:

- No facial hair
- No extreme fads in hair colors or haircuts will be allowed.
- No hazardous apparel, jewelry, or other items such as: dog collar necklaces, spiked necklaces, or bullet necklaces, spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser penlights, or ANY other items which are likely to injure the wearer or someone else.
- No visible body rings or body piercing. EXCEPTION: Ladies are allowed appropriate style and number of earrings in the ear lobes.
- No items other than earrings or studs may be worn as earrings, (paper clips, wire, safety pins, steel rods, gages and ear plugs, etc.).
- No dangling or large hoop earrings may be worn during PE.
- No keys, chains or other objects dangling from pockets at any time.
- Any bracelet that contains inappropriate words will be taken up and returned to parent if applicable.
- No suspenders
- No embellishments (such as studs, extra zippers, extra buttons, rhinestones, fringes, labels over two inches, or labels with lettering) on any clothing
- Sunglasses are not to be worn in the school building unless prescribed by a doctor in writing for medical reasons.
- No obscene, violent, offensive writing or designs on book covers, backpacks, school supplies, etc.
- No visible tattoos
- No hairnets, hats, caps, scarves, bandanas, sweatbands, or other hair/head wraps (“doo-rags”)

Respectful Image

In addition to the attire of the dress code, all students will be held to a high standard toward their image while they are participating in the academic learning environment. Students who fail to comply with the following standards will proceed through the discipline ladder.

- All pants must be worn on the waist line, no sagging.
- All female shirts must have a presentable neck line.
- Pants may not be rolled up and must worn as intended.
- All articles of clothing must not be deliberately oversized or excessively tight.
- All shorts and skirts may not be shorter than 2” inches above the knee.
- Students may not add to, nor subtract from, the approved student dress policy.
- Student clothing must be maintained in good condition.
- Student may have holes, rips or tears, or additions on shirts, shorts/skirts and pants.

Backpacks

No additional patches may be added to the backpack such as: inappropriate words or other symbols, emblems, or badges which reflect or represent advocacy of alcohol, tobacco and drug use, violence,

disruptive behavior, religious, gender, ethnic or racial intimidation, or other criminal activity including, but not limited to, swastikas and confederate flags.

**Final interpretation of this policy will be made by the school administration.*

Dress Code Discipline Ladder

1. All teachers and staff are required to enforce the dress code consistently and uniformly.
2. Teachers, staff, and administration will refer 3rd through 8th grade students not in compliance with the dress code to call parent from the classroom. PreK through 2nd students will contact parents from the classroom.
3. Once the student has received their change of clothes, impact will call their class to come and change.
4. Upon the second reminder of dress code students will assume the responsibility of their dress and receive consequences accordingly.
 - 1st Offense - Parent contacted
 - 2nd Offense - Parent contacted, office referral resulting in two days of lunch detention.
 - 3rd Offense - Parent contacted, office referral resulting in two days of after-school or before school detention.
 - 4th Offense - Parent contacted, placed in ISS and Behavior committee reviews student enrollment.
 - 5th Offense - Parent contacted and student suspended (days to be determined by administration)

Exceptions

There will be some occasions where Odyssey will allow students to not follow the dress code. These days are determined by Odyssey staff and approved by administration. Examples of these exceptions are:

- Jean Friday for students who are in attendance every day of the week.
- Tie Tuesdays for boys.
- Special holiday celebrations
- School-wide theme days
- Student performances
- Approved free dress days
- Picture days
- Recognition/Celebrations

Classroom Rules and Procedures

Pledges

The U.S. Pledge of Allegiance, Texas Pledge and Odyssey Academy Pledge to Success will be recited daily during school wide announcements.

Classroom Guidelines

Each teacher will issue a printed outline of classroom rules/guidelines. These rules and guidelines will be discussed in class and students should take them home and discuss them with their parents. Any questions should be directed to the teacher at the beginning of the school year or course to eliminate any misunderstandings.

Homework Policy

Homework helps students reinforce what they learn in the classroom. It is very important for students to complete their homework and to ask the teacher for help if they did not understand the homework.

Odyssey Academy recommends that parents determine a time and place for students to reinforce their learning every day. Students are to read every night for twenty (20) minutes

Books and Materials

All textbooks are provided by the school free of charge and may be checked out per student. Students taking textbooks or library books home accept the responsibility for their care. The student must pay for lost, stolen, or damaged books. Odyssey Academy will require the return of textbooks or library books at the end of the school year or upon withdrawal.

Lost and replaced books: When students lose a book during the year, it will be listed as lost and a fine added to your child's record. Students will be notified of the replacement cost plus 15% for shipping and handling. The student will be notified of Odyssey Academy's policy to withhold grades or transcripts if the books are not returned or fees not paid.

The student must pay for school equipment or material that they damage. Equipment is defined as, but not limited to, science or laboratory equipment, athletic equipment, music equipment, art supplies, computer equipment, books, desks, windows, etc. Students will be notified of the replacement cost for damaged materials. The student will be notified of Odyssey Academy's policy to withhold grades or transcripts if the fees are not paid.

Classroom Parties

Birthday and holiday observances will be held at the teachers' discretion. Parents must notify the teacher in advance if they prefer that their child not participate in a particular holiday or party (i.e. Valentine's Day, Halloween, etc.).

Birthdays

- Parents may bring treats to school to be shared with all classmates during the last fifteen (15) minutes of the day with permission from the child's teacher. The request must be made at least three (3) days in advance and must take place on Fridays as to not impact instructional time. Please see Child Nutrition guide for information on what may be served.
- Carbonated drinks and foods of minimal nutritional value may not be served to any grade level.
- Balloons may not be brought into school.
- Flowers, bouquets, etc. may not be sent to the school for your child. The office staff will not accept delivery of these items.
- If party invitations are passed out at school, every child in that class must receive one.

Please contact the child nutrition office if you have any questions.

Parent/Teacher Conferences

Odyssey Academy has the philosophy that open lines of communication strengthen the educational process for all children. Parent-Teacher conferences are scheduled twice each year. If a parent wishes a

conference with a teacher at any other time during the school year, the parent should not hesitate to contact or email the teacher and arrange for an appointment. Students are encouraged to attend these conferences.

Report Cards and Progress Reports

Report cards will be issued every nine (9) weeks. Progress reports are issued every 4 weeks during the marking period.

Grading and Conduct Scale

Grades

Pre-Kindergarten and Kindergarten

M = Mastered

D = Developing

NI = Needs Improvement

1st – 8th Grade

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = Below 70

Conduct

Students' conduct and behavior is a very important part of successful learning. Students should strive to make good choices in their behavior in order to achieve their goals. The following are conduct grades that are applicable to all grade levels:

E = Excellent citizenship and work habits displayed in class

S = Satisfactory citizenship and work habits displayed in class

N = Citizenship or work habits need to be improved

U = Unacceptable citizenship or work habits displayed in class

Academic Recognition

- Students 1st-12th grade receiving all A's (90 or above) are placed on the "A Honor Roll"
- Students 1st-12th grade receiving A's and B's (80 or above) are placed on the "A/B Honor Roll"
- Students in 6th-12th grade receiving A's and/or B's (80 or above) and having zero discipline referrals are placed on the "Dean's List"
- Any student having perfect attendance will receive special recognition.

Retention and Placement Policy

Odyssey Academy is committed to helping students achieve their potential. It is in the best interest of our students to place them in the grade level that best matches their current academic abilities. Any

necessary adjustments will be made. Therefore, Odyssey Academy has adopted the following guidelines for retention of students for their current grade levels.

Pre-Kindergarten and Kindergarten

All attempts will be made to ensure that our Pre-Kindergarten and Kindergarten students are promoted on to the next grade level.

1st – 8th Grade

The student will pass the grade level if they successfully pass all of their core subjects: math, science, language arts, and social studies, and at least one half (1/2) of all other subjects taken. Students not meeting this requirement may be advanced to the next grade level only if the parents, teachers, and administrator jointly agree that it is in the best interests of the student.

Students that are not completely successful may remain at the same grade level only if the committee jointly agrees that it is in the best interest of the student. Based on committee decision 6th through 8th grade students may be required to complete credit recovery during the summer or school year. Additionally, 5th and 8th students must meet SSI (Student Success Initiative) requirements. SSI requirements can be found on the TEA website.

9th – 12th Grade

The student will pass an individual course if they successfully meet all standards as outlined by the State Board of Education for that individual course. Grade level classification is based upon cohort.

Odyssey will also take into consideration the student's performance on the State Assessment and District Assessments as a component in the course retention process. The students may be required to complete credit recovery during the summer or school year. Additionally, students must meet SSI (Student Success Initiative) requirements. SSI requirements can be found on the TEA website.

Tutoring

Students will be able to attend tutorials when they make appointments with specific teachers or during teachers tutoring hours.

Credits for Summer School Classes

Any student attending a summer school program for promotion must have a written record of promotion requirements prior to attendance. Students are responsible for all fees associated for credit recovery during the summer and/or school year.

Individual Education Plans

Retention of students with IEP (Individualized Education Plans) must involve his/her ARD committee: the Special Programs Director, teachers, parents, or other specialists.

Prohibited Conduct

The following conduct constitutes a violation of the Code. Any student found to have engaged in such conduct shall be subject to one or more disciplinary consequences as identified within the Code.

Violation of School Rules and Policies

1. Cursing, using offensive language, name calling, ethnic, racial or gender slurs, other derogatory statements, or yelling;
2. Failure to follow directives;
3. False statements or false accusations;
4. Failure to comply with the Student Handbook, or other school or campus rules;
5. Disruption of instruction or other school activities or operations;
6. Disrespectful behavior towards adults and students, both verbal and physical;
7. Unexcused, excessive or habitual tardiness;
8. Uniform violations;
9. Forgery;
10. Public displays of affection;
11. Bullying (including cyberbullying), teasing, or targeting other students;
12. Inappropriate cell phone or other electronic media use;
13. Bring inappropriate materials;
14. Leaving the classroom, school building, mandatory school activities or events, or adult supervision without permission;
15. Skipping a class period or other mandatory activity, in whole or in part, without permission;
16. Violation of school or campus policies or rules related to the use of electronic media, including personal or school-owned electronic devices (*e.g.*, cell phones, tablets, game systems, computers, cameras), or the school's network or Internet connection;
17. Truancy or other failure to attend school without excuse;
18. Defacing, destroying or otherwise modifying school property without authorization;
19. Abuse and/or misuse of computers, laboratory equipment and other school property;
20. Steal and/or vandalize private property;
21. Taking photographs or making video or audio recordings of students, employees, or other persons without the consent of the other person;
22. Soliciting or attempting to solicit another student to violate the Code, school policies and rules, or the law;
23. Taking steps toward violation of the Code even if the act is not completed, as determined by appropriate school administrator;
24. Failing to follow school directives and classroom rules and expectations;
25. Disobeying rules and expectations regarding school transportation, arrival, and dismissal;
26. Inappropriate or unauthorized use of school property, including posting or distributing literature or materials without school authorization;

Violent, Illegal, and Other Serious Offenses

27. Possession of prohibited items;
28. Conduct which meets the elements of a criminal offense, as determined by the school;
29. Physical, verbal or sexual harassment of others;
30. Inappropriate physical or sexual behavior, including jokes, comments, gestures or unwelcome physical conduct or contact;
31. Possession or use of fireworks;
32. Possession of stolen property;
33. False statements or false accusations;
34. Hazing or initiations;
35. Participation in a gang, soliciting or attempt to solicit participation in a gang;
36. Possessing, distributing, using or being under the influence of tobacco products, electronic cigarettes, drugs, alcohol, or controlled substances, including prescription drugs if the student has not been prescribed the drugs or is taking the drugs in excess of the dosage specified by the prescription;
37. Use of drugs and/or alcohol and sale or intention to sell drugs and/or alcohol;
38. Possessing drug paraphernalia;
39. Stealing, lying, cheating, or copying the work of another without authorization (plagiarism);
40. Deliberately, and without school authorization, accessing, damaging, or altering school data and records, including but not limited to confidential records, electronic data, networks or systems;
41. Terroristic threats, any threat involving violence to any person or property, or verbal statements that could cause a person to be in fear of imminent, serious bodily injury;
42. Violence of any kind, including dating violence;
43. Fighting;
44. Gambling;
45. Conspiracy;
46. Trespassing;
47. Setting or attempting to set a fire;
48. Give a false fire alarm;
49. Display threatening behavior;
50. Terroristic Threat;
51. Bringing any kind of weapon to school;
52. Inappropriate or indecent exposure of body parts;
53. Retaliation of any form against other students or school personnel;
54. Conduct which requires the student's registration as a sex offender;
55. Possession or distribution of pictures, text messages, electronic messages or other material of a sexual or obscene nature;
56. Endangering the health or safety of others;
57. Other conduct as identified within this Code.

Prohibited Items

Students are not allowed to chew any gum, bring energy drinks to school, bring seeds to school (sunflower seeds, pumpkin seeds, etc.), or eat candy during class. Toys, card games, permanent markers, portable radios, CD players, iPods, electronic games and toys, toy weapons, weapons (any item that could cause bodily harm), tape players, skateboards, roller skates/blades, etc. are not to be brought to school. Items brought on campus will be confiscated and a fine will be assessed according to the Student Code of Conduct, and **only parents will be allowed to pick them up at the end of the school year or after the fine is paid.**

All electronic communication devices, including pagers/beepers, and cell phones are prohibited during school hours. Students caught displaying or using cell phones or pagers during school hours will have their device confiscated and a fine will be assessed according to the Student Code of Conduct. **Only parents/guardians will be able to pick up the confiscated devices after the fine is paid.**

DETERMINING APPROPRIATE DISCIPLINE

Depending on the nature and severity of the offense, discipline may be issued by the student's classroom teacher, campus administrator, or administrator's designee, in accordance with this Code. In order to make a determination of misconduct or issue disciplinary consequences under this Code, the authorized school employee must have a reasonable belief that the student engaged in the suspected conduct. The employee's conclusion may be based on any relevant evidence including, but not limited to, observation, other personal knowledge, verbal or written witness statements, other forms of documentation, or information received from law enforcement.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

In reaching a decision regarding a student discipline matter, the school may consider the specific facts and circumstances of the situation, including but not limited to:

- The student's intent;
- The student's age and grade level;
- The student's past disciplinary history;
- Whether the student's conduct may have been the manifestation of a disability;
- The extent of the student's cooperation during the investigation of the matter;
- The nature and severity of the alleged conduct;
- Whether the student has previously engaged in similar conduct;
- Whether self-defense was involved;
- The student's remorsefulness for the conduct;
- The severity of the effect or harm of the conduct on other persons or property;
- The frequency of the conduct.

The school may issue discipline based on a determination that a student has engaged in conduct which meets the elements of a criminal offense. The school has the authority to make such a determination without regard for whether the student is arrested, charged, or otherwise processed

by the criminal justice system for the criminal offense. The school may consider information received from law enforcement or other entities within the criminal justice system in issuing discipline under this Code.

Actions will not be based on a student's race, ethnicity, national origin, gender, sex, religion, disability, or any other unlawful consideration.

INVESTIGATION OF DISCIPLINE ISSUES

In order to determine whether a violation of the Code has occurred, campus administrators or other authorized individuals may conduct an investigation. Investigations of student misconduct may involve, but are not limited to, interviews of other students, employees and adults, review of school surveillance footage, review of relevant documents, review of information on school-owned computers, verification of tips received from other individuals, gathering of physical evidence, contact of or cooperation with law enforcement agencies and officials. Law enforcement may be contacted and informed of student conduct which may constitute a criminal offense.

Students should have no expectation of privacy with respect to school-owned property. Lockers, desks, and other items provided for student use remain school property, and students do not have a reasonable expectation of privacy in school property or in personal items placed inside school property. School administrators or other authorized personnel may monitor and search student desks and lockers for any reason. School officials may search any school property, including school property that is within a student's possession or otherwise being used by a student, at any time, with or without notice to the student and without consent. School officials may confiscate any items found during a search, including prohibited items, dangerous items or other items that violate school policy.

A student's person or property may be searched by authorized school officials if the official has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code or of the law. Any personal property which is brought onto school property or to a school-sponsored or school-related activity or event, on or off school property, may be subject to search (*e.g.*, student cell phone, backpack, personal computer, purse, car, etc.).

Administrative Rights to Search

Searches and Seizures

Searches and Seizures may be conducted by school administrators, teachers, and staff when on school grounds, in a vehicle owned or otherwise used by the school, or at a school activity, when there is **reasonable suspicion** that the search will result in the discovery of:

- “Contraband” – which includes all substances or materials prohibited by school policy or state law, but not limited to: drugs, drug paraphernalia, alcoholic beverages, guns, knives, and/or other weapons, incendiary devices, and dangerous instrumentalities; and/or
- Any material or item which present an imminent danger of physical harm or illness; and/or
- Possession of someone else's property.

When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances. All measures taken by the school officials must be rationally related to the objectives of the search. A written record of the search will be prepared explaining the facts and inferences validating "reasonable suspicion". Reference to any evidence obtained through the search, and to be used as the basis of disciplinary actions, shall be included in the report.

Searches of Desks and Storage Areas

School desks and storage areas are school property. School officials have the right to inspect the desks and storage areas at any time.

Personal Searches

When there is **reasonable suspicion** that a particular student is in possession of contraband, materials or items which present an eminent danger of physical harm or illness, or materials not property in the possession of the student involved, the school official shall have the right to search the student and to seize such materials.

Searches of the person of a student shall be limited to:

- Searches of the pockets, shoes, and socks of the student;
- Any object in the student's possession such as a purse, briefcase, or backpack;
- A "pat down" of the exterior of the student's clothing.

The search of a person shall occur only in the presence of a third person of the same sex as the person being searched. Searches shall be conducted out of the presence of other students and in a private room.

When extreme emergency conditions require a more intrusive search of the student's person, the school official shall contact the police.

A school administrator or a teacher who is the sponsor for the school-related field trip or activity holds the right to conduct searches of students on school buses or other vehicles if there is **reasonable suspicion**.

Seizure of Personal Item(s)

Items seized may be:

- Returned to the parent or guardian or the student from whom the items were seized at the end of the school year;
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- Turned over to law enforcement officers; or
- Destroyed.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Students eligible for services under the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are subject to discipline under those laws and in accordance with the provisions of this Code.

The school may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability under Section 504 who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the school would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to disciplinary action for the use or possession of illegal drugs or alcohol. However, a student who is eligible for special education under the IDEA should have a manifestation determination review conducted to address any use or possession of illegal drugs or alcohol if such conduct could result in a change of placement.

Any disciplinary action that would constitute a “change in the placement” of a student receiving special education services may be taken only after the student’s Admission, Review, and Dismissal (ARD) committee conducts a manifestation determination review in order to determine whether the student’s conduct was a manifestation of his or her disability.

A change in placement occurs if a student is:

1. Removed from the student’s current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
 - a. The series of removals total more than ten school days in a school year;
 - b. The student’s behavior is substantially similar to the student’s behavior in the previous incidents that resulted in the series of removals; and
 - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The school will determine, on a case-by-case basis, whether a pattern of removals constitutes a change in placement.

A student who has not been determined eligible for special education services and who has engaged in behavior that violates the Code is entitled to the protections under the IDEA regarding discipline of a student with special needs described above if the school has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. If the school does not have knowledge that a student is a student with a disability prior to taking disciplinary action, the student may be subject to the disciplinary actions applied to students without disabilities. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary action, the evaluation shall be conducted in an expedited manner.

Refer to Odyssey Academy’s policies for more information regarding special education services.

TYPES OF DISCIPLINE

Available disciplinary consequences include, in no particular order:

- Student conference;
- Parent conference;
- Verbal correction;
- Counseling;
- Conference with teacher or administrator;
- Education/training;
- Improvement plan;
- Community service;
- School-related assigned tasks or duties;
- Loss or restriction of privileges (*e.g.*, eligibility to hold special positions, exemption from exams, etc.);
- Consequences related to student participation in extracurricular activities and field trips, including removal, suspension, or restriction of participation;
- Removal from class to campus office;
- Issuance of demerits;
- Confiscation of items;
- Detention (*e.g.*, before school, lunch, after school, Saturdays);
- In-School Suspension (ISS);
- Out-of-School Suspension (OSS);
- Other alternative placement;
- Expulsion.

One or more of these disciplinary consequences may be issued to a student found to have violated the Code. If the Code does not specify the appropriate disciplinary consequence for a particular type of student conduct, the school may issue whatever disciplinary consequence is deemed reasonable and appropriate, with the exception of expulsion (which must be conducted through a due process hearing). A teacher may have additional rules and consequences for student conduct in the classroom which may result in discipline under this Code or may be enforced in addition to any discipline issued under this Code.

If a student withdraws from the school before completing assigned in-school suspension, out-of-school suspension, or expulsion, the school shall inform or send documentation of the discipline to the next school which enrolls the student. If a student withdraws from the school before the expulsion process is completed, the school may choose to complete the expulsion process and send documentation of the expulsion decision to the next school that enrolls the student. If the student returns to enroll in the school at a later date and has not been required to complete the disciplinary consequences previously required, the school may require the student to complete the discipline upon return.

The Code shall be applied and enforced consistently and equitably among students, with the understanding that every disciplinary situation will differ and decisions will be made based on the individual facts and circumstances of a given situation.

DETENTION / IN-SCHOOL SUSPENSION

A student may be assigned to one or more sessions of detention or placed in in-school suspension for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and assignment to detention or in-school suspension. Detention will be held outside of the instructional day, either before or after school, during lunch period, or during recess. In-school suspension will require the student to report to the in-school suspension classroom for all or part of one or more school days. While in in-school suspension, the student will be provided the appropriate class assignments and will be expected to complete those assignments as if the student were in the regular classroom.

OUT-OF-SCHOOL SUSPENSION

A student may be suspended for one or more school days for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and the length of the period of suspension. During a period of suspension, the suspended student may not enter onto school property or participate in or attend school-sponsored or school-related events or activities. The student's teachers will provide assignments that the student will be expected to complete during the period of suspension. Student assignments or other class work completed during a period of suspension will be accepted for grading if completed in a timely fashion.

REASONS FOR EXPULSION

A student may be expelled from the school if he or she is found to have committed any of the acts listed below.

1. **Weapons.** The student used, exhibited, or possessed any of the following while on school property or while attending a school-sponsored or school-related activity on or off school property:
 - a. A firearm;
 - b. A knife;
 - c. A club;
 - d. A prohibited weapon or item; or
 - e. Anything that resembles a weapon or could be used as a weapon.

2. **Violent Conduct.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:
 - a. Aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, criminally negligent homicide, or continuous sexual abuse of a child or children;
 - b. Assault against another student, an employee, or a volunteer of the school;
 - c. Deadly conduct;
 - d. A Title V felony under the Penal Code.

3. **Disruptions.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:
 - a. False alarm or report or terroristic threat involving a public school;
 - b. An offense related to an abusable volatile chemical;
 - c. Breach of computer security if the conduct involves accessing a computer network, or computer system owned by or operated on behalf of a public school and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system;
 - d. Criminal mischief if the conduct is punishable as a felony;
 - e. Public lewdness or indecent exposure.

4. **Drugs and Alcohol.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code:
 - a. On school property, at school-sponsored or school-related event, or within 300 feet of school property:
 - i. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of marijuana, dangerous drug, or alcoholic beverage.
 - b. Regardless of location:
 - i. Sells, gives, delivers to another person or possesses or uses or is under the influence of marijuana or a dangerous drug, as defined by the Health and Safety Code, if the conduct is punishable as a felony.
 - ii. Sells, gives, delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of an alcoholic beverage, and the conduct is punishable as a felony.
5. **Other.** The student, while on campus or at a school-sponsored or school-related event, on or off campus:
 - a. Engages in conduct that constitutes a felony;
 - b. Commits an assault;
 - c. Commits frequent violations of this Code that cause significant or persistent disruption to the school environment or substantial interference with the instructional process.
 - d. Violation of Student Behavior Contract

EXPULSION PROCESS

If the school administrator or administrator's designee determines that the student's conduct warrants expulsion, the administrator shall provide written notice to the parent, guardian, or adult student of the proposed expulsion of the student. The written notice shall also include the reason(s) for the proposed expulsion and the date, time, location and procedure for the expulsion hearing. The student is entitled to a hearing with the campus administrator during which the student and/or the student's representative (*e.g.*, parent, guardian, attorney, other) will have the opportunity to review and present evidence and information. The campus administrator may place reasonable restrictions on the conduct of the hearing, including the length of the presentations. At the end of the hearing, the campus administrator may issue a decision immediately or may wait until a later date to communicate a decision. The administrator shall send written communication of the decision to the parent, guardian or adult student. If the administrator determines that expulsion is appropriate, the written decision ("Expulsion Order") shall include the length of the term of expulsion.

The parent, guardian or adult student may choose to **voluntarily** waive the right to an expulsion hearing by signing a hearing waiver form provided with the notice of proposed expulsion. If the hearing is waived, the administrator will review the relevant evidence and issue a written decision to the parent as described above.

The school will notify the independent school district in which the student resides of the student's expulsion within three business days of the Expulsion Order.

TERMS OF EXPULSION

The period of expulsion may be determined by many factors, including the severity of the conduct and the existence of a continuing risk of harm to other students and employees if the student were allowed to return. An expulsion may be temporary or permanent. A temporary expulsion may range in length from four school days to one calendar year. A permanent expulsion allows the school to deny future admission to the student based on consideration of the student's past disciplinary history. In each instance, the Expulsion Order must explain the circumstances which justify the length of the expulsion.

A student expelled from the school for any length of time may not be eligible for readmission to the school. In considering the readmission of a student upon expiration of the period of expulsion, the school will consider, among other factors, the length of the expulsion, the nature of the violation that lead to the expulsion and the circumstances justifying the expulsion.

During a period of expulsion, the student is prohibited from entering onto any school property and attending any school-sponsored or school-related events. Failure to comply with this prohibition will result in the filing of criminal trespass charges against the student. Except as otherwise required by law, students will not receive educational services or receive course credits during a period of expulsion.

Emergency Expulsion

A campus administrator or the superintendent may order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect people or property from imminent harm. At the time of the emergency expulsion, the student will be given oral notice of the reasons for the action, which must be a reason for which the student could be expelled on a non-emergency basis. Formal due process as explained on page __ will occur within a reasonable time thereafter.

Reports to Local Law Enforcement

The principal has an obligation under the law to notify the Galveston Police Department if the principal has reasonable grounds to believe that illegal or dangerous activity is occurring on school grounds or during a school related function.

DISCIPLINE APPEAL PROCESS

With the exception of expulsions, student discipline decisions at the campus level are final and not appealable. A parent, legal guardian, or adult student may appeal an expulsion decision by filing a written appeal with the OA Board of Directors by filing a request for review with the Superintendent's office within five business days of the date of the decision. The Superintendent shall notify the OA Board of Directors and arrange for the OA Board of Directors to hear the complaints of the appealing party at the next available board meeting. The Superintendent shall notify the appealing party of the location, date and time of the hearing in front of the OA Board of Directors. The decision of the OA Board of Directors is final and not appealable. An expulsion action will not be delayed during the appeal process.

School Governance

Odyssey Academy Board of Directors

The school's governing board (Odyssey Academy School Board) members are appointed and volunteer their time. It includes some founding members of the Odyssey Academy Charter as well as new members.

The Odyssey Academy School Board has a legal obligation to see that the Charter is followed, that all applicable state and federal laws are followed, and to oversee all programs and the finances of the school. The Odyssey Academy School Board also has an obligation to see that the programs, curriculum, and activities are consistent with the school's Charter philosophy and are not offensive to parents' values taught at home.

However, the Odyssey Academy School Board is not involved in the day-to-day administrative, disciplinary, or academic operations of the school. The Board primarily deals with long-term planning, policies, programs, and curriculum, as well as selection of the top administration.

Board Members

President	George Abbey
Vice President	Neil Matlock
Secretary	Israel Galvan
Members	Judy Wern-Kiester
	George Liberato
	Doug Matthews
	Lauren Suderman Milo

Odyssey Administration

Lines of Authority at Odyssey Academy Charter School

The authority to make any decisions at Odyssey Academy must come from the Odyssey Academy School Board. The Board has delegated the authority to make many of its decisions to the school's superintendent and chief financial officer, who subsequently have delegated some of their authority to other staff members.

School Administrators

Superintendent - Jennifer Goodman

Business and Operations Officer - Matthew Sherman

Director of Accountability, Assessment, Curriculum and Instruction - Kendra Persohn

Director of Special Programs - Christi Barnes

OA - Galveston Dean of Pre-K through 5th - Ginger Kieckbusch

OA – Bay Area Dean of Pre-K through 5th - Aimee Felchak

OA – Galveston Dean of Middle and High School - Holly Bailey

OA – Bay Area Dean of Middle and High School - Heather Nielson

DEFINITIONS

The following definitions are provided to further detail and define the terms of this Code. The OA Board of Directors shall have final authority to interpret or amend any terms or provisions within this Code.

Abuse and/or Misuse of Computers, Laboratory Equipment and other OA Property:

Computer hardware and software, lab equipment and other property are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and/or misuse of computers also include loading private software, accessing inappropriate web sites or web pages using school equipment. All science lab equipment and other materials are to remain in the lab unless otherwise instructed.

Abusable volatile chemicals: Those substances as defined in Texas Health and Safety Code § 485.001.

Alcoholic Beverage: Those substances as defined in Texas Alcoholic Beverage Code § 1.04.

Assault: Intentionally, knowingly, or recklessly causing bodily injury to another.

Bring Any Kind of Weapon to School:

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Bullying: Written or verbal expression or physical conduct that (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture, written, verbal or physical act.

Cellular Telephones or Other Electronic Devices: Radios, MP3 Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Principal. The possession of cellular phones on school property is allowed under the

following condition: All cellular phones must be kept in backpack and turned off between 7:30 am and dismissal time (including after school clubs) of the student. Odyssey Academy is not responsible for any loss or damage to any devices.

Cheat and/or Plagiarize: Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures. The administration has reviewed, accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Club: An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

Conspiracy: Any two (2) or more persons mutually agreeing to do any unlawful act.

Controlled substance: Substances as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

Deadly conduct: Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Display Threatening Behavior: Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, hard stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Disrespect to teachers or staff or using inappropriate language and behavior.

Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):

Disrupt Learning: Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Electronic media: Refers to all forms, kinds and types of electronic devices, communication systems, networks, software, websites, and any other technology resources including, but not limited to, social media, text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing or file sharing Web sites, cellular telephones, portable electronic devices, computers.

False alarm or report: Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized

to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, or place of assembly.

False Fire Alarm: Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars for each false call.

Firearm (federal): (1) any weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as an explosive, incendiary, or poison gas bomb, or grenade.

Firearm (state): Any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

Fight, Encourage Fighting or Arrange Fights: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day. Tickets may be given for fighting.

Forgery: Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or student's name to any school document is considered forgery.

Gang: An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the school will consult with law enforcement authorities.

Harassment: Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, alone or in combination with other conduct prohibited by school policy, rules or the Code.

Hazing: Any act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization or group. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

Illegal knife: A knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

Inappropriate Materials: Any prohibited item as outlined on page 14 of this handbook and but not limited to pornographic, criminal, hate related, etc.

Paraphernalia: Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, bongs and pipes.

Possession: Regardless of the student's knowledge or intent to possess the item, to have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk.

Possession or Use of Fireworks: Using or possessing any amusement device, smoke bomb, etc.

Possession of Stolen Property: Having in one's possession property obtained without permission of the owner

Prohibited item: Includes but is not limited to (1) alcoholic beverages, marijuana, controlled substances, or dangerous drugs; (2) paraphernalia; (3) prohibited weapons; (4) any other item prohibited by this Code.

Prohibited weapons: Includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun, taser gun.

Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules: Retaliation: Harming or threatening to harm another: (1) on account of their service as a School employee or volunteer, (2) to prevent or delay another's service to the School, or (3) because the person intends to report a crime or violation of this Code.

Public Display of Affection: Inappropriate behaviors of affection, which are not for public places such as kissing, physical contact, etc.

Self-defense: When the person who is not the aggressor in an encounter uses the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

Soliciting: Requesting, commanding, or attempting to induce another student to engage in specific conduct that would constitute a violation of the Code, and with the intent that a violation of the Code be committed.

Short-barrel firearm: A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun if, as altered, it has an overall length of less than 26 inches.

Smoke or Use of Other Tobacco Products and/or Bring Such Products to School:

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Steal and/or Vandalize Private Property: This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Switchblade knife: Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

Tardy: This means to be late for the beginning of the school day and/or late for classes.

Terroristic threat: Threats to commit an offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the school).

Title 5 felony offenses: Offenses against the person that, depending on the circumstances, may include the following offenses under the Penal Code: murder; capital murder; transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing,

soliciting, or inducing gang membership; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product.

Trespassing: Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

Truancy: Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Under the influence: When in an employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of marijuana, a controlled substance, dangerous drug or alcoholic beverage. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

Uniform Violations: Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol: Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies. If discovered the student will be expelled and law enforcement officials may be contacted.

Use: With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

Zip gun: A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Section III: Parental Involvement Policy and Compact

Parental Involvement, Rights and Compact

Working Together

Research and experience tell us that education succeeds best when there is a strong partnership between home and school - a partnership that thrives on communication. Parents are partners with teachers, staff and administrators and are encouraged to:

- Review the student handbook with your child prior to signing and returning the written statement to school. The written statement states that you have read and understand the responsibilities outlined in the Student Code of Conduct.
- Encourage your child attendance. Students cannot learn if they are not attending class.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day on time, prepared, rested, and ready to learn.
- Become familiar with the academic program offered and feel free to ask the teacher any questions that you may have about the options and opportunities available for your child. Monitor your child's progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a conference with a teacher, please call the school to schedule an appointment. School numbers are listed on the front cover. A teacher will usually return your phone call or meet with you during his or her conference period or at a mutually convenient time before or after school. If a conference is needed with the dean, the teacher will set up a time that is convenient to both parties
- Become a school volunteer. All parent volunteers must complete a Safe Schools consent form and submit a copy of their Texas Driver's License. For further information on signing up, please contact the school office.
- Participate in campus parent organizations like PTO, Campus Improvement Committee, and Language Proficiency Assessment Committee. Please contact the school office for more information.
- Attend School Board meetings to learn more about Odyssey Academy operations. Board meetings are held at least quarterly throughout the school year.
- Visit your child's classroom to observe. Sitting in the back of the classroom without participating will make your observation more successful. Please schedule this time with your child's teacher.
- Homework helps students reinforce what they learn in the classroom. It is very important for students to complete their homework and to ask the teacher for help if they did not understand the homework.
- Encourage your student to attend weekly tutoring when assigned.
- Odyssey Academy recommends that parents determine a time and place for students to reinforce their learning through homework each day in addition to reading for twenty (20) minutes each evening.

Obtaining Information and Protecting Student's Rights

Your child will not be required to participate without parental consent in any survey, analysis and/or evaluation, funded in whole or in part by the U.S. Department of Education, which concerns:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sexual or behavior attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice and opt your child out of participating in:

- Any survey containing the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law.

As a parent, you also have the right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, teaching aids, instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To review your child's student records when needed. These records include:
 - Attendance Records
 - Test scores
 - Grades
 - Disciplinary records
 - Counseling records
 - Psychological records
 - Applications for admission
 - Health and immunization information
 - Other medical records

- Teacher and counselor evaluations
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child, if available
- To grant or deny any written request from Odyssey Academy to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety
 - When it relates to classroom instruction or co-curricular and/or extracurricular activity
 - When it relates to media coverage of the school
 - To remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
 - To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
 - To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting your child be excused, (2) Odyssey Academy determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
 - To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice provided to a parent related to misconduct.

Grievance Policy and Procedure

Odyssey Academy is interested in achieving and fostering both employee and student/family satisfaction. The following procedure was developed to ensure that the employee and student/family grievances are addressed fairly by the appropriate persons in a timely manner. Odyssey Academy prohibits discrimination against its employees and student/family on the basis of disability, race, creed, color, gender, national origin, religion or ancestry. The time frame for all appeals by employees and students/parents in the process is ten (10) school days unless otherwise determined by state or federal law.

Student/Parent Grievance Procedure

The student and parent will address any concern or grievance initially with the student's teacher. The teacher shall respond within ten (10) school days.

If the concern or grievance is not resolved by the initial discussion with the teacher, the student and parent/guardian may request a meeting with the principal or administrative liaison to discuss the concern or grievance. He/she shall investigate and respond within ten (10) school days.

In the event that the response of the principal is not satisfactory, the student and parent/guardian may request a review with the Odyssey Academy School Board. The review will take place at the next scheduled board meeting. The Board shall investigate and respond to the student and parent/guardian within ten (10) school days after the review. The decision of the Board will be accomplished by the vote of a simple majority and the decision is final. If the grievance falls within the last ten (10) days of school, the entire process will be resolved by June 30th.

Parent Teacher Organization (PTO)

PTO is a volunteer organization which sponsors a variety of activities and committees. PTO supports the school and its administration but has no authority over students or school employees. Parents are encouraged to actively participate in the PTO. Parents are also encouraged to work with teachers and staff members as volunteers.

PTO Responsibilities

- School fundraising
- Special events, PTO phone tree/directory, coordinating parent volunteers, etc.
- Suggestions and recommendations for school improvement ideas

PTO Officers

The role of PTO officers is to support the children of Odyssey Academy. Officers will be voted upon at a designated time. The PTO offices are President, Vice President, Treasurer, Secretary, and a Teacher Representative.

PTO Funds

The PTO is autonomous in that its funds are accounted for separately from the school's funds and are therefore not subject to Odyssey Academy School Board oversight. The PTO and its officers are responsible for the management and disbursement of all PTO funds.

PTO Decisions and Recommendations

PTO officers may make decisions regarding matters related to running the PTO. They may decide when, where and how the meetings are held and run, agenda matters, donations for the school, organizational issues, internal governance of PTO, etc. Decisions resulting in PTO recommendations and actions belong to the PTO membership at large. Decisions and recommendations made by PTO need to be in accordance with Odyssey Academy's Charter and policies. Certain decisions need to be coordinated with the school administration, to ensure the appropriate use of school facilities, resources, and compliance with school policies and procedures. Upon receiving a PTO recommendation, the Odyssey Academy administration may approve, change, or deny the recommendation.

Student Enrollment and Withdrawal Policies and Procedures

Registration

According to the Charter, registration must begin on the first Monday in April for new students wishing to attend Odyssey Academy. The registration form should be completely filled out and returned to the registrar. Parents/Guardians must provide the telephone numbers of places of employment and, in addition, two (2) emergency contact persons other than the parents that the school may call in the event the parents cannot be reached by telephone. Any disability or allergies of a student should be noted on the registration form and the medical forms contained in the enrollment package. You must return the following documents with the enrollment package:

- Child's birth certificate
- Social security card
- Up to date immunization record
- Last report card
- Current IEP (Individual Education Plans) (if applicable)
- Discipline and attendance records from the previous school.

***Falsification of any information is grounds for revoked enrollment or expulsion.*

Enrollment Review Committee

The intention of the Enrollment Review Committee (ERC) is to review student enrollment throughout the year and to establish a due process in decisions made for or against enrollment. The formation of the ERC will occur prior to the school year beginning and will consist of the following members:

- Registrar
- Attendance Clerk
- Administrative Representative
- ERC Teacher member
- Alternate for ERC Teacher member
- Classroom Teacher

The ERC will determine what course of action pursuant the Odyssey Academy Code of Conduct and may consist of action plans, attendance contract, behavior contract and/or any applicable course of action. Decisions made in this committee are meant to support Odyssey Academy policies. In the case that a decision is made within the committee that the parent would like to challenge, they must submit a written letter to the office of the superintendent within 3 days of the decision. The ruling from that office will be final.

Pre-Kindergarten Entrance Requirements

Any child who is three (3) years of age on or before September 1, of the upcoming school year is eligible to apply for our Pre-Kindergarten 3 year old program. Any child who is four (4) years of age on or before September 1, of the upcoming school year is eligible to apply for our Pre-Kindergarten 4 year old program. All eligible students must be independently toilet trained prior to acceptance. Anyone meeting the above criteria, residing within Galveston County and parts of Brazoria and Harris County is eligible to apply; however available spots must first go to students meeting one of the six following criteria:

1. Is economically disadvantaged and can qualify for our free/reduced lunch program;
2. Is unable to speak and comprehend the English language;

3. Is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is ordered to active duty by proper authority;
4. Is the child of a member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who was injured or killed while serving on active duty;
5. The child has even been in the conservatorship (foster care) of the Department of Family and Protective Services following an adversary hearing or
6. The child is homeless, as defined by 42 U.S.C.S. Section 11302, regardless of the residence of the child, of either parent, or of the child's guardian or other person having lawful control of the child.

For enrollment purposes, copies of the child's birth certificate are not allowed. The original document must be presented at the time of enrollment.

Kindergarten Entrance Requirements

Any child who is five years of age on or before September 1, of the upcoming school year is eligible to apply for our Kindergarten program. For enrollment purposes, copies of the child's birth certificate are not allowed. The original document must be presented at the time of enrollment.

Grades 1st-12th Enrollment Priorities

Any child who meets promotion requirements, acceptable attendance and discipline as outlined in this code of conduct may enroll for the next grade level pending submittal of needed forms or information. Students are enrolled at Odyssey Academy based on the following order:

- 1) Galveston county and parts of Brazoria and Harris County residents already enrolled at Odyssey Academy
- 2) Qualifying children of Odyssey Academy staff members
- 3) Siblings of currently enrolled students at Odyssey Academy
- 4) Previously enrolled students at Odyssey Academy that withdrew within the same school year.
- 5) Galveston county, parts of Brazoria and Harris County residents on the waiting list will be drawn at random for available openings

Within the priority groups, students are enrolled the first Friday after the first Monday in April, followed by the end of each month thereafter until such a time as all available openings are filled. Each student will be given two (2) weeks to complete the enrollment package after receiving notice that there is an opening for him/her. If the enrollment package has not been returned after two (2) weeks, the available opening will go to another student on the waiting list.

New Enrollment Procedures

New students applying to Odyssey Academy must provide all records from the last school attended. Students are not enrolled until all registration forms are complete, copies of birth certificate, social security card, and up-to-date immunization records have been presented, and all records, including discipline, have been reviewed. Students with discipline records may not be allowed to enroll at Odyssey Academy *pursuant to TEC 12.111(a) (6), the school may deny admission or re-admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.*

Prior to enrollment, parents of all students with a current IEP (Individual Education Plan) must consult with Odyssey Academy administration to discuss the student's needs at school.

Students expelled or administratively withdrawn due to disciplinary actions may only re-enroll with the approval of the Odyssey Academy Administration. These students are then put on the waiting list with priority group five as noted above.

Administration reserves the right to review any student's enrollment packet and refer the student's enrollment to the Enrollment Review Committee.

Re-Enrollment Procedures

Returning students have priority for enrollment the following fall. Returning registration forms will be sent home with students beginning in March. The enrollment form must be completed and returned by the last Friday of March in order to be given priority status for the next school year. Applications received after the last Friday in March will be placed with the general public for available openings.

Students who have chronic attendance and/or behavior concerns will have their re-enrollment reviewed by the Enrollment Review Committee. During this meeting, parents and/or students will be required to fill out applicable contracts. Failure of meeting these guidelines will result in revoking enrollment rights through voluntary withdraw or expulsion as defined by Level 3 of the Odyssey Academy Student Handbook and *Pursuant to TEC 12.111(a) (6), the school may deny admission or re-admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.*

Withdrawals

Parents must notify the school office two (2) days in advance so the necessary forms can be prepared. Parent or guardians must accompany students withdrawing from Odyssey Academy.

Parents wishing to withdraw their students from Odyssey Academy must get a withdrawal form from the Registrar. The Registrar will be the first and last person to sign the form. Federal Food Program Director, Technology Lab Director, Librarian, and all teachers of the student will be required to sign the form before any records or transcripts will be released or forwarded to the next school.

The Registrar will give the form to the student who will take it to the Federal Food Director who must sign that the child's breakfast/lunch account is paid in full. The Library and Technology Lab Director must sign that the child does not owe any books or fines. Technology issued to students must be returned with no outstanding fines or damage. Each teacher is responsible for giving the student a withdrawal grade and signing that all textbooks are returned in acceptable condition. Once all signatures have been obtained and fines (if any) paid, the registrar will give the student a copy of the form to take to the next school. Records and transcripts will be released the following working day.

Student Records

Your child's permanent record may be viewed at any time. Please give the school one day notice so the record can be pulled. The record will be viewed in the presence of the Registrar, classroom teacher, or other appropriate staff members.

If you change your address, telephone, or place of employment, please notify the school office immediately. Parents or legal guardians are responsible for keeping this information up-to-date.

If you should leave your child in the care of another person while you are out of the area, please send a note to the school office giving the name, address, and phone numbers for the temporary guardian. Include permission for this person to check your student out of school. Note the length of time you will be out of town. The office will hold this information in confidence.

Withholding Transcripts or Student Grades

Schools can withhold student records when materials owned by the school have not been returned. Odyssey Academy will require the return of all loaned textbooks or library material/resources, technology and the replacement of damaged textbooks, library material resources, technology and lunch accounts paid in full by withholding the transcripts or grades of any student, who fail to return or replace any material owned by the school.

Health Services Policies and Procedures

Health Office

A health aide or other designated staff provides minor first aid to those students who become sick or injured while at school, maintains health records, and administers prescribed medications.

Health Inventory and Health Update

The health inventory form should be completed for each new student and every returning student each year. Important health concerns that should be addressed are any past and current medical diagnosis/conditions, any medications taken at home and/or at school, and any allergies. This form should be completely filled out by a parent/guardian and signed. The information provided on this form is needed to assist us in providing the best possible care for your child during school hours.

Texas Immunization Schedule

Please be advised that state law mandates that immunization requirements be strictly enforced for all school children. Children who do not meet the requirements listed below will be denied admission to school, according to current Texas Statutes. All students must submit a completed Certificate of Immunization or Exemption upon enrollment.

Minimum Pre-Kindergarten School Immunization Requirements

<u>Vaccine</u>	<u>Grade PK</u>
Pneumococcal Conjugate (PCV7)	1 dose @ 12 months or completed series
Varicella (chicken pox)	1 dose (unless previously contracted chicken pox)
DTaP	4 doses (4th dose due on 4th Birthday)
Polio (IPV)	3 doses (4th dose due on 4th Birthday)
MMR	1 doses (2nd dose due on 4th Birthday)
Hepatitis B	3 doses
Hepatitis A	2 doses
Hib	1 dose @ 12 months or completed series

Minimum Kindergarten through High School Requirements:

Students must be up to date on all immunizations as outlined in the Texas Administrative Code Title 25 Part 1 Chapter 97 Subchapter B Rule 97.63

Asthma

If your child has asthma, it is highly recommended that you obtain a health plan from your physician. The health plan should include your child's current and best peak flow measurement. This information is a wonderful tool for determining the necessary actions when an asthma attack occurs. The best peak flow measurement should be obtained early in the school year while the student is in good health.

Children Who Become Ill or Injured at School

Your child will be seen in the health office if ill or injured at school. The health office provider will determine if your child needs to go home for illness or injury. If your child needs to go home, you will be contacted as soon as possible. If you are not available, we will call the person whom you've designated on the emergency contact card. The guardian or designated adult must sign the child out of school. The school has no facility to keep ill children for long periods of time. Therefore, it is essential that you keep the school informed of any changes in address or telephone numbers.

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

Student Illness

In order to ensure a safe and healthy atmosphere for your child in school, we request that the following rules be observed.

- Children with the following symptoms should remain at home for observation and treatment: elevated temperature, discharge from nose and eyes, cough, sore throat, earaches, toothaches, rashes, infected sores, diarrhea or upset stomach. Please remember that cold symptoms can also be a forerunner for communicable diseases.
- The health department requires students with childhood diseases to remain out of school as follows:
 - Scarlet Fever--24 hours from start of antibiotic and clear fever
 - Rubella—5 days from appearance of rash and written release
 - Measles—same as rubella
 - Mumps—9 days from onset of swelling and written release
 - Chicken Pox—when blisters have crusted over
 - Diphtheria—must have written release
 - Mononucleosis—must have written release
 - Hepatitis—after 1 week of onset and physician release
 - Fifth Disease—must be free of fever for 24 hours
 - Lice—after all mites/eggs/nits/lice are removed
 - Conjunctivitis (pink eye) —after effective treatment begins with written Dr. release
 - Scabies—after treatment and written physician release
 - Strep – on antibiotics for 24 hours
 - Staph infection – on antibiotics for 24 hours
 - Ring Worm—must be under treatment and remain covered while in attendance

Any student returning from illness of any of the above must check in with the nurse, health aide, or office staff when they return. Please bring the original medical release to the school office.

Administration of Medications at School

Generally, children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken during school hours, the following steps must be followed for the safety of your child and the other children in school. (This policy is based on State Health Department Rules and Regulations.)

Medication must be provided by the parent in the original pharmacy labeled bottle, prescribed for the student or in the original over-the-counter container. **All medication given at school must have a medication request form signed by a parent/guardian.** It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. These medication request forms are available at school. Remember that this policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, cough drops, eye drops, ointments, etc. **If a medication is to be taken over 10 days, a physician's order is required, as well as parent's written permission.**

All medication is kept in a locked area in the school health office. Students are not allowed to keep medication with them (in their lunch box, backpacks, etc.). **EXCEPTION:** Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention.

The health office personnel will give your child the prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student's medication log and initialed by the staff person who gave the medication.

At the end of the school year, all unused medication not picked up or requested to be sent home will be discarded by a registered nurse. To save time at doctor visits, please have your physician complete and/or fax a written permission for the school at the time he/she prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

Screening Programs

Each year, the school nurse will administer the following health screenings: hearing screening, acanthosis nigricans screening, nursing appraisal (hair, skin, etc.), vision screening, scoliosis screening, immunization status, emergency card forms, and health history forms. This testing does not include extensive exams, but if applicable, all referrals will be sent to the parents following all exams.

School Health Advisory Council

The board of trustees of each school district shall establish a local school health advisory council to assist the district in ensuring that local community values are reflected in the district's health education instruction.

The local school health advisory council's duties include recommending the number of hours of instruction to be provided in health education and curriculum appropriate for specific grade levels designed to prevent obesity, cardiovascular disease, and Type 2 diabetes through coordination of:

- a) health education;
- b) physical education and physical activity;
- c) nutrition services;
- d) parental involvement; and
- e) instruction to prevent the use of tobacco;
- f) appropriate grade levels and methods of instruction for human sexuality instruction; and
- g) strategies for integrating the curriculum components with the following elements in a coordinated school health program for the district:
 - a. school health services;
 - b. counseling and guidance services;
 - c. a safe and healthy school environment; and
 - d. school employee wellness.

The council members will be determined by the local campus and approved by the school board. It should represent the diversity of the school and surrounding community.

Reporting Child Abuse Policy

By state and federal law, public school officials and employees are required to report child abuse and neglect, or circumstances or conditions, which threaten the health and welfare of a child, to Child Protective Services, and to the local law enforcement agency. Such duty is triggered when a public school official or employee has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or when the public school official or employee has observed a child being subjected to circumstances or conditions that result in abuse or neglect.

Assistance to Students With Learning Difficulties

If a child is experiencing learning difficulties, the parent may contact the Special Education Coordinator to learn about the general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available for all students before any formal evaluation is performed. This process is called Response to Intervention or RTI.

At any time, a parent is entitled to request an evaluation of their child for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the school receives the written consent. The school must give a copy of the report to the parent.

If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the child will not be evaluated. The written notice will include a statement that informs the parent of their rights if they disagree with the school. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If the school determines that your student needs and evaluation and qualifies, then an Admissions, Review and Dismissal (ARD) committee will meet to determine the child's individual education plan (IEP).