



**The Odyssey Preparatory Academy**  
Navigating Knowledge, Creating Character

Parent/Scholar Handbook

6500 S. Apache Rd.  
Buckeye, AZ 85326  
K-5<sup>th</sup> Grade  
623-327-3111

17532 W. Harrison St.  
Goodyear, AZ 85338  
K-5<sup>th</sup> Grade  
(623) 882-1140

2400 N. Sienna Hills PKWY  
K-5<sup>th</sup> Grade  
Buckeye, AZ 85396  
(623) 623-444-9934

[www.odyprep.com](http://www.odyprep.com)

School Hours

7:30– 4:00 M – TH  
7:30 -11:30 (A.M. Kindergarten)  
12:00 – 4:00 (P.M. Kindergarten)

Office Hours

Monday – Thursday 7:00 – 5:00  
Closed Friday

Summer Hours:

9:00 – 1:00 Monday – Thursday  
Closed Friday  
Closed July 2-5

# The Odyssey Preparatory Academy

## Table of Contents

3.	Vision/Mission/Core Values
4.	Holidays and Special Events
5.	Visitors/Volunteers/Tax Credit
6.	Daily Schedule/Protected Time/Early Pick-Up
7.	Arrival and Dismissal
8.	Attendance/Early Arrival/Late Pick-Up
9.	Late Arrival/Early Departure
10.	Truancy Law Statement
11.	Grades and Codes
12.	Homework and Make-Up Work Policy
13.	Scholar Responsibility Policy
14.	Parent/Teacher/Scholar Communication
15.	Bullying Policy/Social Media
16.	Personal Belongings
17.	Personal Electronics Policy
18.	Snack and Lunch Policy/Birthday Party Policy
19-20.	Uniform Policy
21-22.	Scholar Records/Special Education
23-24.	Discipline Policy
25.	Discipline Policy
26.	Sexual Harassment/Non-Discrimination Policy
27-28.	Non-Discrimination Policy
29.	Section 504 Complaint form
30-32.	FERPA
33-34.	Health and Medication
35.	Acceptable Use of Computers
36.	Handbook Agreement

# **The Odyssey Preparatory Academy**

## **Vision Statement**

At The Odyssey Preparatory Academy each child matters. Odyssey provides a safe and secure environment where all children are given the opportunity to discover and use their talents to make a positive impact on their community and the world. Through the use of innovative curriculum and technology, scholars at Odyssey will be prepared to lead in the ever-changing global market place. The positive nature of the Odyssey environment will inspire all team members and will contribute to low teacher turnover and extensive parent volunteerism.

## **Mission**

The Odyssey Preparatory Academy aims to develop inquiring, knowledgeable, and caring scholars who work to create a better and more peaceful community through intercultural awareness, understanding, and respect. Our scholars will grow as part of a challenging environment that facilitates creativity and fun. Our scholars will be empowered to use their unique talents to become active, compassionate, and lifelong learners who understand that other people, with their differences, contribute to solutions.

## **Core Values**

At The Odyssey Preparatory Academy every scholar matters and all scholars will be empowered to use their talents in order to grow emotionally and academically.

The Odyssey Preparatory Academy will promote an environment of excellence and professionalism.

Growth isn't always measured by test scores.

Scholars will be challenged and will feel safe to explore and learn new things on a daily basis.

All scholars will be engaged in a learning environment of creativity and fun.

At The Odyssey Preparatory Academy all team members are appreciated and valued for their hard work everyday.

Teachers, staff, parents and the Buckeye and Goodyear communities are all team members.

All team members will engage each other through positive communication and display appropriate behavior.

## The Odyssey Preparatory Academy

### Holidays and Special Events

July 30-Aug 10	Teacher In-service
Aug 13	School begins!
Sept 3	Labor Day
Oct 18	End of Quarter 1
Nov 26-29	Thanksgiving week
Dec 20	Half-day
Dec 22-Jan 4	Winter Break
Jan 7	School Resumes
Jan 17	End of Quarter 2
Jan 21	Civil Rights Day/No School
Feb 18	President's Day/ No School
Mar 11-Mar 14	Spring Break /No School
Mar 28	End of Quarter 3
May 23	Last day of school/Half day

## The Odyssey Preparatory Academy

### Visitors

We welcome adult visitors at any time. We encourage parents and guardians to visit and take an active part in the education of their children. You may pre-arrange a visit during class time by contacting your child's teacher. Please pre-arrange for conferences to be held before or after school or on Fridays. Our teachers have precious little time before and after school to prepare for their day and therefore, do not have time for unscheduled conferences.

### Volunteers

The Odyssey Preparatory Academy welcomes and appreciates its volunteers. Odyssey has created a volunteer program that streamlines the daily schedule and duties of the volunteers. All volunteers must see the front office staff to initiate a background check.

Parents requesting to be a chaperone on fieldtrips **MUST** have completed a background check. Only parents, legal guardians or Odyssey staff may chaperone field trips.

At Odyssey we ask that all volunteers come to the classroom or field trip with a clear focus and without distraction. Therefore, Odyssey requests that all volunteers, including field trip chaperones, take care to arrange for child care for younger siblings. Odyssey does not offer a child-care program for volunteers and does not permit younger children to come along with parents while they are in a volunteer capacity. Please know that not all who wish to chaperone will be chosen for every trip.

**Those wishing to volunteer specifically for fundraising events** should contact Rebecca Gillooly a [rgillooly@topamail.com](mailto:rgillooly@topamail.com) for the Buckeye – Apache campus, Carrie Scott at [gyevents@topamail.com](mailto:gyevents@topamail.com) at the Goodyear campus or Amy Nunn at [shevents@topamail.com](mailto:shevents@topamail.com) at the Sienna Hills campus.

### The State of Arizona Tax Credit

We are encouraging all our families to include The Odyssey Family of Schools as an annual charitable donation. If you donate \$400 (if you file jointly, \$200 if you file single) to Odyssey and you are eligible for reimbursement, you will receive \$400 back from the state of Arizona. If you owe the state taxes this donation will reduce the amount you owe by \$400. A contributor can also deduct this donation on the federal tax form. If all families participate in this program, we can raise over \$100,000 per year without cost to any of our families! Please contact any front office staff member for more information.

## The Odyssey Preparatory Academy

### Daily Schedule

7:00-7:15	Scholars begin arriving for school and meet in the multi-purpose room
7:15	Scholars in multi-purpose room will be released and teachers will begin welcoming scholars to the classroom
7:30	School day begins
4:00	School day ends

(A.M. Kindergarten)

7:00-7:15	Scholars begin arriving to school and meet in the multi-purpose room
7:15-7:30	Scholars in multi-purpose room will be released and teachers will begin welcoming scholars to the classroom
11:30	School day ends

(P.M. Kindergarten)

11:50	Scholars begin arriving to school and are escorted to their classroom
12:00	School day begins
4:00	School day ends

(Semester 2 Kinder)

Kinder scholars begin transitioning to a full day schedule with school beginning at 7:30 and ending at 2:00.

### Protected Time

**3:30-4:00**

At The Odyssey Preparatory Academy every minute of the day presents an opportunity for important learning to take place. In an effort to reduce unnecessary interruption to the learning environment, Odyssey has implemented “**Protected Time**” from 3:30-4:00. During this time scholars will not be called out of class to be checked out of school nor will teachers be interrupted with messages. Please take this policy into consideration when making appointments. Emergencies will be handled on a case-by-case basis. Excessive student check-outs, whether or not they fall in the protected time, will be recommended for dismissal. The school board of The Odyssey Preparatory Academy will make the final determination regarding all dismissal recommendations.

### Early Pickup

Odyssey staff will collect children who are being picked up early from school **ONLY** when the parent arrives on campus. Please do not call the front office staff to get your child ready for pick up.

## The Odyssey Preparatory Academy

### Arrival and Dismissal

Parents may drop their children off at school beginning at 7:00 a.m. Scholars will proceed directly to the multi-purpose room. Scholars arriving late to school must be checked in by a parent or guardian. (See absence and tardy policy)

**BUCKEYE-APACHE CAMPUS ONLY: Children must be dropped off and picked up by a parent or carpool regardless of proximity to the school. Children will not be permitted to walk to or from school or ride their bikes to or from school under any circumstances. Any scholar who walks or rides a bike to or from school will face expulsion.**

All scholars shall be picked up no later than 4:15 unless enrolled in an afterschool or intramural program.

# The Odyssey Preparatory Academy

## Attendance

Regular attendance and being on time are two things that help scholars have a good attitude towards school and achieve academic excellence. Absenteeism and tardiness disrupt scholars' schedules, require readjustment to the class routine and slow down learning. Excessive unexcused absences and/or tardies are an unacceptable habit at The Odyssey Preparatory Academy. Excessive absences resulting in the disruption of a scholar's academic progress will require a meeting with that scholar's parents and the site principal. By law, the parent/guardian is responsible for his/her child's attendance at school. The Odyssey Preparatory Academy is required to report daily attendance and the reasons for the absence. Whenever your child does not attend school you will need to call the school office at 623-327-3111 (Buckeye), 623-882-1140 (Goodyear) 623-444-9934 (Sienna Hills) email the attendance office at [attendancebuckeye@topamail.com](mailto:attendancebuckeye@topamail.com), [attendancegoodyear@topamail.com](mailto:attendancegoodyear@topamail.com), [attendance@sienna@topamail.com](mailto:attendance@sienna@topamail.com), **Please do not email teachers to report an absence.**

### Early Arrival/Late Pickup (1<sup>st</sup> – 5<sup>th</sup>)

The Odyssey Preparatory Academy – Goodyear, Buckeye - Apache, and Sienna Hills campuses contract with Knight Academy, LLC to offer a before and after school program.

*Effective October 1st, 2017 the before, aftercare, and Friday EduCare rates and policies are as follows.*

*Before Care: \$7.50 per day*

*After Care: \$7.50 for first hour (not pro-rated), second hour \$7.00/hour pro-rated to the nearest 5 minutes.*

*Friday EduCare: \$45/full day; \$25/half day. 5 or more hours is considered a full day. Friday EduCare is only held at the TOPA-Goodyear campus only but ALL K-5 Odyssey scholars are welcome to participate.*

*Late pick-up fee: \$1/min after 6:00pm*

*If an unregistered scholar attends aftercare for any reason, the parent is responsible for completing a registration form AT THE TIME OF PICK-UP. Failure to do so may prevent your scholar from being able to attend our programs in the future.*

Parents can enroll in this program through the parent portal or at [info@knighttutoring.com](mailto:info@knighttutoring.com) [866-886-6762](tel:866-886-6762)

All scholars who arrive on campus anytime before 7:00 a.m., will report to the designated classroom and check in with the coordinator on duty. Children will not be permitted to wait outside teacher classrooms or in the office. Parents who drop their scholars off before 7:00 a.m. will be charged \$7.50 per child, for that day. Scholars that have not been picked up after school by 4:15 p.m. will be escorted to the designated after-care room and will check in with the coordinator on duty. **All scholars participating in the Knight Academy Program must be properly enrolled.**



## The Odyssey Preparatory Academy

### Late Arrival/Early Departure

The Arizona Department of Education has adopted specific reporting procedures for absences. Please note the following time frames for ½ day and full day absences.

Time procedures are as follows:

- 11:00 a.m. – 1:00 p.m.** Scholars **arriving** to school between 11:00 a.m. – 1:00 p.m. will be counted **½ day absent.**
- 1:01 p.m. – 3:00 p.m.** Scholars **arriving** to school after 1:00 p.m. will be counted a **full day absent.**
- 8:15 a.m. – 11:00 a.m.** Scholars **leaving** school before 11:00 a.m., and not returning for the rest of the school day, will be counted a **full day absent.**
- 11:01 a.m. – 12:15 p.m.** Scholars **leaving** school between 11:00 a.m. 12:15 p.m., and not returning for the rest of the school day, will be counted **½ day absent.**

### Tardiness:

Attendance is a critical factor to the success of scholars at Odyssey and arriving to school on time is an essential part of the high expectations set at Odyssey. Odyssey teachers use every part of their day for critical teaching and learning, including the first minutes of the day. Scholars are considered tardy if they are not **in their seats by 7:30**. Children arriving to school after 8:00 must be checked in by parents. Children who are tardy will need to report to the office before proceeding to class. If a scholar has tardies deemed excessive a meeting will take place between the scholar, the parents and the site principal.

### When Leaving School Prior to Dismissal

At Odyssey the safety of all scholars is our number one priority and every effort will be made to ensure that scholars that are picked up early from school are done so in the safest manner possible. If an Odyssey scholar is checked out of school at any time before the school day ends, the parent, legal guardian or other adult designated on the emergency form **must** show ID at the front desk. This procedure will be in effect **every** time the scholar is checked out early from school regardless of whether or not the office staff “knows” the parent, guardian or designated emergency contact. **If you are not asked to present ID when picking up a scholar early from school please email admin@topamail.com**

## The Odyssey Preparatory Academy

### Truancy/Law Statement

Arizona State Revised Statutes (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a valid reason for not attending school. **If a parent fails to ensure that the child attends school, the law states that they are guilty of a class 3 misdemeanor.** When the parent does not provide a valid excuse for the child's absence, the school attendance office may cite the scholar, parent or custodian directly into court for violation of the state truancy law.

**Excessive absences due to illness must be verified with a doctor's note.**

## **The Odyssey Preparatory Academy**

### **Grades/Codes**

The Odyssey Preparatory Academy utilizes a new standards-based grading system. This system is designed to show parents, scholars and teachers the specific skills each child at Odyssey needs to learn at his or her grade level and how each child is progressing throughout the year.

#### **Academic achievement scale:**

- 4 - Highly Proficient
- 3 - Proficient
- 2 - Partially Proficient
- 1 - Minimally Proficient

#### **Approaches to Learning (Behaviors)**

- 4 - Exceeds Grade Level Expectations
- 3 - Meets Grade Level Expectations
- 2 - Progressing Towards Grade Level Expectations
- 1 - Far Below Grade Level Expectations

## **The Odyssey Preparatory Academy**

### **Homework and Make-up Work Policy**

All scholars at Odyssey are expected to read for pleasure each night. Younger scholars from grades K-2 should read (or be read to) 10-15 minutes a night. Scholars in grades 3-5 should be reading on their own at least 30 minutes a night. In addition, younger scholars should be practicing math facts at home on a regular basis. In an effort to improve skills, scholars struggling in math or reading at any grade level may be assigned additional practice homework.

As the Odyssey schedule provides for a long school day, consideration must be taken when assigning homework. It is the policy at Odyssey that teachers may assign long-term projects to be completed outside of the school day. These projects shall be used to assess scholar learning, incorporate the highest level of rigor and inquiry and reflect learning of the Core Knowledge sequence as well as The Arizona College and Career Ready Standards. Scholars should be given ample time to complete projects and parents must be informed of upcoming projects and due dates.

Work not completed in class can be assigned as homework with the expectation that it be completed and returned the following day. Teachers should be cognizant of the amount of time given in class to complete assignments. Scholars that struggle with certain concepts may be assigned additional practice to complete at home. Parents should be notified if their child is struggling and needs additional practice. Parents should be mindful of allowing scholars to complete any assigned homework on their own.

#### **Make Up Work**

It is the policy of The Odyssey Preparatory Academy that scholars who are excused from school due to illness or other approved reason will have the amount of days to make up work missed as days absent. As The Odyssey Preparatory Academy utilizes the Core Knowledge Sequence which emphasizes a hands-on, inquiry-based approach to teaching and learning, it is understood by all stakeholders that many assignments cannot be replicated outside of school. Teachers will work with scholars upon their return from an absence to either provide appropriate make up work outside of school when available, or, when allowable, work with the scholar during the school day on a hands-on assignment that cannot be replicated outside of the classroom. Make up work will not be provided ahead of time for preplanned vacations/absences.

#### **Late Work**

At The Odyssey Preparatory Academy each grade level team may set a late work policy and “no name on paper” policy. These policies will be thoroughly discussed in the teachers’ newsletters and syllabi.

## The Odyssey Preparatory Academy

### Scholar Responsibility Policy

The founders of The Odyssey Preparatory Academy have implemented the Love and Logic discipline program, in part, because we feel it helps scholars own and solve their own problems. When scholars have to solve their own problems they have to think and when they learn to deal with the consequences of their own actions they will learn to think before a problem arises.

In every other aspect of the curricula at Odyssey, we strive to prepare our scholars to be productive citizens in the global community. Part of being a successful global citizen is learning responsibility. It is with this in mind that we have implemented a Scholar Responsibility Policy:

The front office staff will not deliver instruments, homework assignments, projects or any other school related items to a scholar's classroom, nor call a scholar up to the office to retrieve such items after the bell rings. Scholars will accept the consequences imposed by the classroom teachers for late assignments or missing instruments.

Providing scholars the opportunity to face, and learn from consequences that can have adverse academic effects will help scholars learn to be responsible and organized.

Teachers will be notified at the end of the school day if projects, instruments or homework assignments have been left at the front office. Late work policies are set by each grade level team and have been reviewed by the administration and the Board of The Odyssey Preparatory Academy to ensure fairness and the delivery of appropriate consequences.

For more information regarding Love and Logic practices for a positive home/school connection visit [loveandlogic.org](http://loveandlogic.org)

"To help our children gain responsibility we must offer them opportunities to be responsible, rather than order them to do what we think is responsible. "Rules"

— **Jim Fay**,

## The Odyssey Preparatory Academy

### Parent/Teacher/Scholar Communication

At The Odyssey Preparatory Academy we appreciate and welcome the role parents play in the education of their children. As we continue to work with Odyssey scholars to become self-advocates and to take personal responsibility for their academic success, we respect the parents desire to communicate regularly with their child's teacher. The policy for such communication is as follows:

- Parents shall respect the Odyssey Core Values and shall engage Odyssey staff through positive communication.
- Parents should note that teachers may not be able to check email until the end of the school day but should expect a response within 24 hours.
- All communication should begin with the teacher. An appointment with the site principal will not be granted until the parent and the teacher have communicated either through email, by phone or in person.
- It can be difficult to detect tone through an email and many times hurt feelings and miscommunications can be avoided through face-to-face or phone contact rather than through email.
- Odyssey teachers are required to post grades weekly except for holiday breaks. Teachers are neither required nor encouraged to respond to emails during weekends or holiday breaks. Please allow sufficient time for grades to be updated in the Synergy grade system.
- Administrators including principals, assistant principals, deans, executive directors, have the right to speak to a scholar at any time without their parent present.

If you require assistance with the parent portal please contact Lisa Autrey  
at [lautrey@topamail.com](mailto:lautrey@topamail.com)

**Odyssey administration reserves the right to end any negative communication at any time.**

## **The Odyssey Preparatory Academy**

### **Bullying Policy**

The board and the administration of The Odyssey Preparatory Academy take bullying very seriously and scholars who have been found to commit any act that can be classified as bullying will be appropriately disciplined using the school point system. However, it is very important that all stakeholders understand what bullying is and what it is not.

Bullying is a recurring and deliberate abuse of power. Incidents such as not liking someone, arguments, expressions of unpleasant thoughts or feelings regarding others, and isolated acts of aggressive behavior, while all inappropriate and will be dealt with by administration, are not bullying.

### **Social Media Policy**

Social Media has become a phenomenon of instant communication and access to the private lives of millions. While this medium has countless benefits, it can also be the crux of negativity and mean spirited assaults. While Odyssey continues to provide daily access to technology and also sees the many benefits of using all types of social media, guidelines must be set and adhered to.

All scholars are prohibited from posting to any social media site during the school day.

The TOPA name and logo are proprietary and use of such without permission will not be tolerated. Untrue or harassing activities regarding Odyssey staff on social media could result in immediate charges or expulsion or both. Odyssey administration reserves the right to pursue civil litigation as warranted.

Other issues related to social media will not be addressed by the school. Parents will be contacted and will hold responsibility for their scholars phone content.

Parents shall refrain from harassing staff through social media. Odyssey staff reserves the right to pursue civil litigation as warranted.

## **The Odyssey Preparatory Academy**

### **Personal Belongings**

All personal items such as water bottles, coats, lunch boxes, books, folders, bags, crayon boxes, etc. should be labeled with the scholar's name.

Personal property such as CD players, CD's, iPods, mp3 players, toys, trading cards, video games, etc., are not recommended at school. If a scholar is in possession of any of these items during class time the teacher may confiscate them and inform the parents. The Odyssey Preparatory Academy does not accept responsibility for theft, loss or damage to a scholar's property.

#### **Cell phones**

Cell phones are a great convenience and are, to many, a necessity. We, at the Odyssey Preparatory Academy, understand that many parents feel their child is safer if they carry a cell phone and have easy access to call home. However, cell phones in the classroom can be a major distraction when they are used inappropriately. It is the policy of the Odyssey Preparatory Academy that all cell phones including watch phones are turned off at all times during the school day and kept in the child's backpack. In the case of an emergency, parents are to contact their children through the school office. Under no circumstances should a parent contact a child on their cell phone during the school day. Cell phones removed from backpacks at any time during the school day will be confiscated by administration and held for parent pick up. If a cell phone is in use in the classroom the scholar will be subject to the administrative discipline procedures. In addition, if a scholar feels sick at school they should seek permission from a teacher to report to the nurse. If it is recommended that the scholar go home due to illness, it is the responsibility of the nurse or other administrative personnel to call the parent or the emergency contact. Scholars are prohibited from calling parents from their cell phones to discuss an illness and request parents to pick them up from school. It is Arizona policy that all nurse visits are recorded and all valid reasons are given to school personnel to check scholars out of school early.

#### **Prohibited**

The possession of alcohol, drugs, tobacco, vape pens and any paraphernalia including cartridges and chargers, unauthorized prescription drugs, over-the-counter medication (except epipens and inhalers accompanied with proper documentation and permission), aerosol cans, knives, weapons, sharpies, or potentially dangerous/hazardous objects or materials, by any scholar are prohibited from school campus.

#### **Pets**

Pets are prohibited from show and tell during morning meeting and any other time during the school day.

**Lost and Found** Remember to label all items belonging to children with their first and last names. Lost items will be in a box labeled "lost and found." Lost and found items will be kept no longer than thirty (30) days. Items that are not claimed will be donated to a local charity.



## **The Odyssey Preparatory Academy**

### **Personal Electronics Policy**

All Odyssey scholars have access to and use technology almost daily while in school. At Odyssey we understand the importance of technology literacy, and provide scholars opportunities to gain knowledge and understanding of how to use various forms of technology.

While we understand that our scholars use mp3 players and telephones to communicate, we have a policy that prohibits the use of those items in class. Should a scholar choose to bring them to school the items must be kept in the scholar backpack until the school day ends. However, we do want to encourage our scholars to read in any capacity and for some, their books come on a tablet.

We will allow scholars in 4<sup>th</sup> and 5<sup>th</sup> grade to use their personal e-reader (kindle, nook) for their independent reading time while in class at the teacher's discretion. Scholars will not have access to the server to download new books, however they may read any school appropriate books previously downloaded from home.

Scholars that choose to bring in their personal electronics to school are responsible for their own property. The Odyssey Preparatory Academy, its teachers and staff will not be held liable for technology that is lost or damaged. Scholars may only use the tablet when his or her teacher has given permission to do so.

If a scholar chooses to use his or her personal electronics in any way the school deems inappropriate, the school administration will impose disciplinary measures according to our discipline policy.

## The Odyssey Preparatory Academy

### Snack and Lunch Policy

At The Odyssey Preparatory Academy the nutritional well being of all our scholars is of prime importance. It is our goal to cut down the amount of sugar being consumed by scholars throughout the school day. Please be cognizant of the food sent with your child for lunch and snack. High protein meals with minimal sugar have proven to help children maintain energy levels throughout the day to maximize their learning potential.

The Odyssey Preparatory Academy does not have the ability to supervise, nor, provide microwave oven use. Please do not send your scholar to school with a lunch that needs to be heated. Also, Odyssey does not have utensils. Please be sure to send your scholar to school with the appropriate utensils to eat lunch. **Fast food lunches are not permitted at Odyssey. Additionally, fast food is not allowed on the busses. Should parents choose to deliver fast food during lunch the scholar must be checked out of school for the lunch period and can be checked in after lunch.**

Please be cognizant of the types of snacks sent to school. Odyssey requires that snack time be either a working or a recess snack, therefore please send snacks that are easy to open and consume.

Scholars are prohibited from selling any items on campus not associated with a school fundraiser.

### Odyssey Birthday Party Policy

It is the policy of The Odyssey Preparatory Academy that birthday party celebrations will take place monthly. Sometime during the last hour of the day, on the last Thursday of the month, all birthdays for that month will be celebrated. Each classroom teacher will work with parents to organize how snacks, napkins, drinks etc. can be served. While we encourage healthy birthday snacks, cupcakes or cookies will be acceptable for these celebrations. Please note: Only 1 snack and 1 drink should be distributed to each child. Alternate appropriate non-food items are an acceptable, and healthier, option for celebrations.

Any gifts, flowers, balloons, etc. dropped off at school by parents for scholars celebrating a birthday or any other milestone, will be kept at the front office until the school day ends.

# The Odyssey Preparatory Academy

## 2018-2019 Uniform Policy

The Governing Board of The Odyssey Preparatory Academy, Inc. supports the establishment and enforcement of a school uniform. It is its belief that the wearing of a school uniform by scholars of The Odyssey Preparatory Academy assists in creating an environment conducive to a quality learning opportunity for the children that attend Odyssey. Parents enrolling their scholars in The Odyssey Preparatory Academy agree to comply with the Uniform Policy at all times. Uniforms are available for purchase at Absolute Screen Printing, 407 E. Monroe Ave, Buckeye, AZ

### UNIFORMS

The ONLY APPROVED shirts for boys and girls enrolled in grades **K – 5** are the short sleeved or long sleeved **green** uniform shirt with the Odyssey logo.

The ONLY APPROVED pants/shorts for boys and girls grades **K – 5** are black dress slacks or dress shorts, Dickie's uniform line black pants/shorts or other appropriate black pant or capris.

The following are prohibited at all times: black jeans, cargo pants, leggings, skirts, skorts and athletic pants.

### OUTERWEAR

Any appropriate jacket may be worn to school but only the **approved Odyssey sweatshirts** may be worn in the classroom. Odyssey sweatshirts and hoodies may be purchased at the Odyssey Spirit Store located at 1495 S. Verrado Way (OI Campus) or through the parent portal.

### DRESS CODE

All clothing will:

- Be clean and neat
- Be the appropriate size (not skin tight or too large)
- Not be torn, tattered or written on
- Not interfere with the educational process or present a safety hazard as determined by The Odyssey Preparatory Academy administration

Uniform shirts will:

- Have only a short-sleeved undershirt or **WHITE, BLACK, GRAY or DARK GREEN** long-sleeved Shirt (Optional)
- Tucked in at the waist at all times

Pants will:

- Be pulled up and snug above the hips
- Be no longer than just above the sole of the shoe

Shorts will:

- Be no shorter than knee length
- Be no longer than the top of the knee

Jewelry/Piercings will:

- Be kept to a minimum
- Not include any piercing of visible body parts other than the ear/ears
- Not include large hoop or large dangle style earrings
- Include only appropriate neckwear, bracelets and belts
- Not interfere with the educational process or present a safety hazard

Footwear will:

- Be required at all times
- Be lace up athletic shoes tied snugly at all times

Hair will:

- Not be an extreme style (ex: no Mohawks)
- Be only natural hair colors (produced by nature)
- Not interfere with the educational process or present a safety hazard as determined by the Odyssey administration

Headwear will:

Only be worn outside the building and can be worn during recess and P.E.

Be restricted to school appropriate designs that are not vulgar, violent, obscene, or gang related

Not include "do-rags", bandanas or sweatbands

Headwear for religious reasons is excluded

Backpacks/Binders will:

Be free of logos, symbols or pictures that represent something illegal, violent, illicit or suggestive

Subject to search by an Odyssey employee at any time, with or without warning

### **UNIFORM VIOLATIONS**

**The uniform should not distract from the educational environment.**

**Students not wearing proper uniforms will receive a referral.**

**Uniform violations deemed excessive by the Odyssey Board of Directors will result in expulsion from school.**

## **The Odyssey Preparatory Academy**

### **Scholar Records and Special Education**

The Odyssey Preparatory Academy complies with the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232G; 34 CFR Part 99). FERPA may be viewed here: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Odyssey parents are welcome to view their scholar's records by appointment during regular office hours. If a parent is unable to access records on site, Odyssey will, in accordance with FERPA, provide copies at a cost of \$.50 per copy.

As Individual Education Plans must be developed collaboratively by the IEP team, Odyssey does not provide draft IEPs prior to any scheduled IEP meeting.

#### **Child Study Team Referral Process**

##### **Step 1: Parent Teacher Consultation (15 to 30 days)**

At-risk scholars are identified in the areas of instruction concern (language, academics, behavior.) Any scholar identified as at risk needs to be monitored and instructed in the area of delay for at least 30 days, using a progress-monitoring tool in order to determine instructional effectiveness.

Teachers must contact parents with concerns and the following should be discussed: Are there medical issues? Are medications being taken? What is the current family status? Did the family move recently? Academic and/or behavior concerns

##### **Step 2: Grade Level Consultation (30-45 days)**

Grade level teachers should meet before CST (Child Study Team) meeting. Grade level teachers create a list of interventions to implement. (Small group intense instruction in addition to core curriculum and RTI need to be provided.

Documentation of intervention must be brought to the CST. All data relating to the interventions need to be clear and concise.

If at-risk scholar is not making progress, grade level teachers meet again to review ineffective strategies and create additional ones. Please include additional strategies along with dates and data for documentation.

##### **Step 3: Child Study Team Meeting (45 days)**

This is a meeting that occurs 45 days from the beginning of a school year and every month thereafter to identify at-risk scholars. Teacher will bring documentation with data and explanations of why they feel strategies did not work. CST will suggest additional recommendations and interventions. After 90 days if no progress has been made the team will review and consider data to determine if further testing is needed.

#### Step 4: MET-1

The MET is the Multidisciplinary Education Team. The team includes the teacher, parent, special education teacher, occupational therapist, speech therapist, physical therapist and possibly scholar gathered together to discuss past and current data/concerns.

Universal screening and benchmarking is conducted.

Teacher responsibilities: CST will hand out forms to fill out for teacher and parent. All data will be entered into a MET document. A MET meeting will be held to get permission for the parents for additional testing. Possible testing in needed areas (Occupational Therapy, Speech Therapy, Physical Therapy, Cognitive, Academics, Behavior, Autism.)

After testing is complete a MET-2 meeting will be held to discuss results and determine eligibility.

Classroom Responsibilities for Teacher and Special Education Scholars:

1. Teachers are responsible for modifying the scholar's work/testing (i.e. simplify language, reduce amount of material in tests/assignments) per each scholar's IEP. If help is needed teachers will need to ask the special education department for guidance one week prior to when assignments will be given.
2. Accommodations/Modifications for the scholar per their IEP.
3. If you would like help from the special education department with projects or testing, please make contact one week prior to the assignment.
4. Communication is critical. Please inform the special education department of any communication received from family, classroom behavior, missing assignments, class trips, absences, and classroom or schedule changes.

A parent may request an evaluation at any time during this process.

#### Testing Protocols

Odyssey will maintain all evaluations and testing protocols and/or will require all vendors to maintain evaluations and testing protocols in accordance with Arizona Records Retention schedules, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and their implementing regulations. Parents may inspect only those protocols containing personally identifiable information concerning their scholars. Parents may contact the special education teacher at their child's campus to make an appointment to view and inspect evaluations and/or testing protocols.

## The Odyssey Preparatory Academy

### Administrative Discipline Procedures

When it is necessary for school administration to impose disciplinary measures on a scholar the following points system will be used. Each incident will be assessed based on the severity of that incident, the scholar's disciplinary history, the age of the scholar and other relevant factors. For Tier I and Tier II offenses the points system will come into effect after the classroom teacher has done due diligence to correct the scholars behavior within the classroom setting using the Love and Logic and Responsive Classroom models. Tier III offenses will warrant an automatic intervention by the Principal. The Principal has the final determination of the assigned disciplinary measures when the Administrative Discipline Procedures have been implemented. This matrix is meant to serve as a guideline. It is not all-inclusive and is not to be considered as limiting the discretion of the Principal in instances with aggravating or extenuating circumstances

Behavior Level and Possible Points Removed (Scholars begin each year with 30 points)	Behaviors at that level of Administrative Discipline
Tier 1     1-10 points	Verbal Provocation, Tardy, Defiance, Disrespect Towards Authority, Non-Compliance, Disruption, Dress Code Violation, Parking Lot Violation, Possession/Use of a Telecommunication Device, Academic Honesty Violation
Tier 2     7-20 points	Minor Aggressive Act, Disorderly Conduct, Recklessness, Leaving School Grounds Without Permission, Unexcused Absence, Truancy, Harassment, Bullying, Plagiarism, Improper Computer Use including but not limited to: inappropriate internet searches, any off topic/off task searches, not following the intended directions of the teacher, Gambling, Inappropriate Language including but not limited to: profanity, encouraging self-harm, or discussion of controlled substances, Derogatory language based upon race, national origin, or disability, Public Display of Affection, Network Infraction, Graffiti/Tagging, Vandalism, Lying, Academic Honesty Violation
Tier 3     15-30 points	Aggression, Intimidation, Hazing, Forgery, All School Threats – verbal, written or otherwise, Sexual Offenses including but not limited to: all pornography, internet or otherwise, all pornographic transmissions and/or distribution, inappropriate touching, Harassment based upon race, national origin or disability, Theft, Trespassing, Weapons/Dangerous Items, Academic Honesty Violation; distribution of over-the-counter medication
Tier 4     Recommend for Expulsion	Use, possession, and/or distribution of any of the following: Alcohol, Tobacco, Drugs, Vape Pens, Illegal use of Prescription Narcotics and all paraphernalia associated with any/all of the above, Arson, Sexual Assault, Kidnapping, homicide. Any substantiated threat of physical violence toward the school, scholars or staff.

## Administrative Discipline Procedures

### Point System Explanation

The Administrative Discipline Procedures are a final step in a scholars' behavior management process. If a classroom teacher refers a child to the Principal then the child has already been through a series of behavior modification steps implemented by the classroom teacher using the Love and Logic approach. When a child is referred to the Principal the parents of the scholar will be contacted in writing, through email or by phone and notified of the behavioral issue and the points assigned to their scholar. Each scholar will begin the school year with 30 points. As points are removed for a scholar the following schedule of increased disciplinary measures will be followed. The discipline of another scholar is confidential information and cannot be discussed with another parent.

Any contact with the Principal through the Administrative Discipline Procedures	Parents will be contacted by the Principal and notified of the behavioral issue.
Loss of 15 points	A meeting or conference call with the Principal, the scholar and the scholars' parents will be conducted to discuss the scholar's behavior.
Loss of 15 to 25 points	A meeting with the Principal, the scholar and the scholars' parents will be conducted to discuss the scholar's behavior and additional interventions. In addition the Principal reserves the right to implement out of school suspension for the scholar.
Loss of 25 points	A meeting with the Principal, the scholar and the scholars' parents will be conducted to discuss the scholar's behavior. The principal <b>MAY</b> choose to place the scholar on a point recovery plan, which will enable the scholar to regain points that have been lost. The principal has complete discretion and will look at each situation on a case-by-case basis.
Loss of 30 points	The Principal will contact the scholars' parents and advise them of the measures that have been taken to improve the scholar's behavior. The scholar <b>will</b> be referred to The Odyssey Preparatory Academy Board with a recommendation for dismissal from the school.
Any Tier 4 Violation	Automatic recommendation to board for dismissal.



## The Odyssey Preparatory Academy

### Discipline and Expulsion Policy

The principal may recommend to the Governing Board, expulsion of a scholar for serious cause, including, but not limited to the following:

- a. defiance of authority of school staff
- b. repeated disregard or disobedience of the Odyssey Preparatory Academy's Core Values
- c. verbal abuse of adults or students
- d. disruptive or disorderly behavior
- e. violent or threatening behavior
- f. fighting
- g. destruction of school property or personal property
- h. truancy
- i. persistent absenteeism that is not due to certifiable medical illness or disability
- j. persistent tardiness
- k. possession of firearms or other dangerous weapons
- l. possession of controlled substances, including illegal drugs, alcohol, tobacco, and prescription drugs without parental permission
- m. failure to follow school dress code

The principal may **recommend** expulsion, however, the Board of The Odyssey Preparatory Academy is the only body with the authority to expel scholars.

In cases where the scholar has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. All reported threats, verbal written or otherwise, as well as any perceived illegal activity, will be reported to the School Resource Officer (SRO).

Any scholar who becomes violent toward any staff member will be sent home for the day. It will be left to the discretion of the principal as to whether or not the scholar will be referred for additional disciplinary action pursuant to the Odyssey Administrative Discipline Procedures and the point system.

The parent/legal guardian will be notified of the intent to expel, and a hearing shall be held, after at least five working days' notice, and must include the scholar, the principal or other staff, and the parent/legal guardian. All rights and responsibilities of the school, the Governing board, the parent/legal guardian shall be adhered to in cases of expulsion, including the right of parents to request an open meeting and/or executive session for the expulsion hearing, the right to reapply for readmission after one year of expulsion, and the right of the Governing Board to deny admission of a scholar expelled from another school, and to deny upon review of a request, readmission of a scholar previously expelled from The Odyssey Preparatory Academy.

## The Odyssey Preparatory Academy

### **School policy against sexual harassment, and harassment based upon race, national origin, and disability:**

Sexual harassment and harassment based on race, national origin, and disability are against the law.

Everyone at The Odyssey Preparatory Academy has a right to feel respected and safe. Consequently, Odyssey has implemented a policy to prevent sexual harassment, and harassment because of race, national origin and disability. A harasser may be a scholar or an adult. Harassment may include the following when related to sex, race, national origin, or disability:

- a) name calling
- b) pulling on clothing
- c) graffiti
- d) notes or cartoons
- e) unwelcome touching of a person or clothing
- f) offensive or graphic posters or book covers
- g) violent acts

If any words or actions make a scholar feel uncomfortable or fearful, the scholar must tell a teacher, or the principal.

A scholar may also make a written report. It should be given to a teacher, or the principal. A scholar's right to privacy will be respected as much as possible.

The Board of Odyssey take seriously all reports of sexual harassment, and harassment based on race, national origin, and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

The Odyssey Preparatory Academy will also take action if anyone tried to intimidate you or harm a scholar because such a report was made.

Additionally, They Odyssey Preparatory Academy adheres to a policy of nondiscrimination with regard to educational programs and activities and provides equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** – prohibits discrimination on the basis of race, color, religion, or national origin.

**Title IX of the Education Amendments of 1972** – prohibits discrimination on the basis of gender.

**Section 504 of the Rehabilitation Act of 1973** – prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** – prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

## The Odyssey Preparatory Academy

### Non-Discrimination Policy

It is the policy of The Odyssey Preparatory Academy (“TOPA”) to not discriminate in employment, admission, treatment or access to its programs or activities on the basis of disability. TOPA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) or by Title II of the Americans with Disabilities Act. Section 504 and Title II prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance. TOPA’s Director of Special Education/Section 504-Title II Coordinator has been designated to coordinate the efforts of TOPA to comply with Section 504 and Title II. The Director of Special Education/Section 504-Title II Coordinator can be reached at:

Director of Special Education/Section 504-Title II Coordinator  
1495 S. Airport Rd.  
Buckeye, AZ 85326  
623-327-1757 (Phone)  
623-327-0554 (fax)  
Holly Johnson (hjohnson@topamail.com)

Any person who believes she or he has been subjected to discrimination, harassment, or retaliation on the basis of disability may file a grievance under this procedure. TOPA prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to the Section 504/Title II Coordinator within six months of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be, but is not required to be, in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the Complainant is unable to put the complaint in writing, TOPA shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. (Note: Please see the attached Complaint form, which may be used to file a complaint in conformance with these procedures).
- The Section 504/Title II Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/Title II Coordinator will maintain the files and records of TOPA relating to such grievances.
- The Section 504/Title II Coordinator will issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Section 504/Title II Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.

- The person filing the grievance may appeal the decision of the Section 504/Title II Coordinator by writing to TOPA's Co-Directors within 15 calendar days of receiving the Section 504/Title II Coordinator's decision. The Co-Directors shall issue a written decision in response to the appeal no later than 30 calendar days after its filing.
- TOPA shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

TOPA will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504/Title II Coordinator will be responsible for such arrangements.

The Odyssey Preparatory Academy

SECTION 504 COMPLAINT FORM

The Odyssey Preparatory Academy expects its employees to comply with Section 504 regulations. Further, no discrimination on the basis of disability is permitted in the programs or activities that Odyssey operates. If you believe that discrimination has occurred against a student because of a disability, please complete, sign, and submit this form to your school's Principal.

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Complainant is: \_\_\_ Scholar: \_\_\_\_\_

\_\_\_ Scholar's parent(s): \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Telephone \_\_\_\_\_

Home

Work

1. Describe the alleged violation of Section 504 in specific terms. Include (1) the specific incident or activity that is viewed as discrimination; (2) the individuals involved; (3) dates, times, and locations involved; and (4) the disability that forms the basis of the complaint (attach additional pages if needed).

2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred.

1. Please describe how you would like to see this issue resolved.

4. Do you wish this complaint to be investigated and addressed by the District's 504 Coordinator or designee?  Yes  No

5. Do you wish this complaint to be referred for due process hearing? (A due process hearing is conducted by an impartial hearing officer appointed by the District. You may be represented by legal counsel.)  Yes  No

PLEASE RETURN THIS FORM TO YOUR SCHOOL'S PRINCIPAL

## **The Odyssey Preparatory Academy**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older “eligible students” certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day Odyssey receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless extenuating circumstances exist such that the copies are necessary for a parent or eligible student to review the records. Schools may charge a fee for copies.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask Odyssey to amend a record should declare in writing to the school principal, clearly identifying the part of the record to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Odyssey to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

NOTE: FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 99.32 of FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 99.34 (99.31(a)(2))

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's state (SEA). Disclosures under this provision may be made, subject to the requirements of 99.35, in connection with an audit or evaluation of Federal or State supported programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31(a)(4))

To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 99.38 (99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (99.31 (a)(8))

To comply with a judicial order or lawfully issued subpoena (99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to 99.36 (99.31(a)(10))

Information the school has designated as “directory information” under 99.37 (99.31(a)(11))

Note: Odyssey deems “directory” information to be a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and eligible students may request that the school not disclose directory information about them. Such requests should be directed to the school’s principal. For additional information, you may call 1-800-USA-LEARN. Individuals who use TDD may call 1-800-437-0833.

FERPA affords parents the right to provide written consent “in order to release any information from a student’s education record.” Odyssey maintains that this FERPA narrative is in reference to the disclosure of written or electronic student records. It is Odyssey’s policy to communicate directly with the parents or legal guardian of his/her student. Odyssey faculty and staff do not speak with nor do they respond to email, phone calls, or other attempts at communication by any third party representative including advocates, etc.



## The Odyssey Preparatory Academy

### Health and Medication Policy

#### **Medications:**

Any over-the-counter product, including vitamins must be dispensed through the Health Office and must have a prescription label, which can be obtained by a pharmacist.

Parents must provide all over-the-counter and prescription products with the scholar's name written permanently on them. All medications are stored in a locked area.

Medications will not be given without a signed permission form. Permission forms can be obtained from the front office. If your scholar has known allergies, please provide the front office with either Benadryl or Epipen with a prescription label. For scholar's requiring medication on a daily basis, Odyssey Academy's policy requires that the Parent/Guardian must sign a form giving permission to the school to administer medication. This form must be updated on an annual basis.

1. Scholars are NOT PERMITTED to have any type of medication in their possession while at school or attending school-sponsored activities, with the exception of inhalers and Epipens. Inhalers and Epipens are permitted to be in scholar possession, with written permission.
2. The scholar's EMERGENCY FORM must be kept current during the school year.
3. Verbal permission and hand written notes are acceptable for ONLY ONE DAY. A signed consent form must be submitted within 24 hours.
4. The health assistant must be immediately notified in WRITING of all changes in medication. A new consent form must be submitted within 24 hours.
5. Medication will NOT BE GIVEN if all requirements are not met.
6. When medications/supply refills are needed, the front office will call to notify parents.

#### **Health Policy:**

Scholars are not permitted to remain in the classroom if they show symptoms of inflammation, fever, rash, diarrhea, vomiting, pinworms, head lice, or if suspected of having a contagious or infectious disease or infestation. If your scholar becomes ill or shows symptoms of the above conditions, s/he will remain in the front office and the parent/guardian will be required to pick up the scholar from school.

**Health/Emergency Policy:**

The control of communicable disease during the school year is a difficult challenge. Please keep your child at home if s/he shows any of the following signs of illness:

Sneezing and coughing	Rash
Sore throat	Red, watery eyes
Nausea/vomiting/diarrhea	Swelling of face/glands
Discolored nasal discharge	Fever

Please keep your child home for 24 hours following a fever over 100°, diarrhea, or vomiting. Additionally, if your scholar is exposed to a communicable disease, please notify the Health Office. Following is a list of common communicable diseases:

Chicken Pox	Impetigo	Head Lice	Scabies
Infectious Hepatitis	Poison Oak	Common Cold	Measles
Strep Infection	German Measles	Scarlet Fever	Pink Eye
Athlete's Foot	Meningitis	Mumps	Diphtheria
Poliomyelitis	Tuberculosis	Whooping Cough	Ring Worm

**Early Dismissal of Scholars Due to Illness or Injury:**

When illness or injury occurs at school and remaining at school is not in the scholar's best interest, parents, legal guardians, or the designee will be contacted. Scholars will only be released to parent/legal guardians or designee; every attempt will be made to notify parents first.

**Head Lice:**

Head Lice is a common occurrence in schools. The Health Office will conduct periodic checks, especially if a case has been identified. If your scholar contracts head lice, you will be given instructions on how to treat it. Your scholar will not be permitted to reenter school until there is evidence that the outbreak has been treated. To avoid head lice, teach your family not to share hair accessories/headwear and use caution when purchasing headwear.

**Sick Scholars:**

One sick scholar can potentially affect the entire school population and staff. It is important that all stakeholders do their part in keeping our school free from disease. All illnesses must be called into the office. There are certain cases when the school is required by law to report certain diseases to the Department of Health Services.

**Hand washing with soap:**

Hand washing with soap is very important in killing germs. All scholars should wash hands before eating lunch and after using the restroom. If a scholar has a common cold, cough, etc. they should wash their hands more frequently.

**Any time a scholar is sent home at the discretion of Odyssey staff, the absence will be recording as excused. However, this absence will affect perfect attendance.**

## The Odyssey Preparatory Academy

### Acceptable Use of Computers

The following behaviors are not permitted and will result in disciplinary consequences:

1. Sending, accessing, downloading, or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, systems or networks.
5. Violating copyright laws and regulations.
6. Using passwords other than your own.
7. Sharing passwords with others.
8. Trespassing in other's folders, work or files.
9. Employing the network for commercial purposes.
10. Providing personal information about myself or others (i.e. names, addresses, phone numbers, card numbers, etc.)
11. Plagiarism. (Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.)
12. I will not attempt to destroy data by spreading viruses or by other means.
13. I will not use the Internet/computer to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.)
14. I will not attach any other device (i.e. External disk, printer, or video system) to the school's equipment without prior approval.
15. If I mistakenly access inappropriate information, I will immediately tell a teacher so that they will know that I did not intentionally access the information, otherwise I could face possible consequences.

**The Odyssey Preparatory Academy, it's teachers and staff will not be held liable for personal technology that is lost or damaged.**

#### Consequences:

1. Violations of the above may result in a loss of Internet access.
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal.
3. When applicable, law enforcement agencies will be involved.

Parent Signature \_\_\_\_\_

Scholar Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

## HANDBOOK AGREEMENT



2018-2019 Academic Year

I have read the guidelines for students' responsibilities found in the Odyssey Preparatory Academy parent/scholar handbook on the Odyssey website and have discussed them with my child.

Parent Signature: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return this page to your child's teacher.**