

ODYSSEY CHARTER SCHOOL

Student Code of Conduct & Parent Information



2013-2014

Code of Conduct
Sign-Off Form
2013-2014

We have read and understand the Odyssey Charter School Code of Conduct.
Our signatures further acknowledge our understanding that Odyssey Charter
School policies will be utilized, applied, and enforced by the school to
ensure the efficient operation of the school.

Family Name _____

1) Student Name (Please Print) _____

Grade _____ Teacher _____

Student Signature _____

2) Student Name (Please Print) _____

Grade _____ Teacher _____

Student Signature _____

3) Student Name (Please Print) _____

Grade _____ Teacher _____

Student Name _____

Parent/Guardian Signature _____

Please Print Name Above _____

Parent/Guardian Signature _____

Please Print Name Above _____

Please sign and return to OCS by September 13, 2013

ODYSSEY CHARTER SCHOOL

Student Code of Conduct

The successful operation of a school requires the cooperation of many people. By enrolling at Odyssey Charter School, we expect that our students and their families will abide by our philosophy and policies. The professional staff and Board have established rules and guidelines for maintaining high standards for student conduct which in turn leads to a safe, orderly and inviting school in which to teach and learn. The Odyssey Charter School will abide by all state and federal regulations related to code of conduct issues. Regulations also pertain to special education students. Due process will always be followed in the event that the student's infraction is related to the disability. The school will also establish behavioral guidelines to maintain an environment that is conducive to education without stifling expression and appropriate social interaction. The School Board and/or administration may suggest alterations to the code. Major changes will be brought before the parents before being adopted. Major policy decisions will then be forwarded to the Board for final approval. Upon entering Odyssey Charter School, the student is responsible for his or her actions both in and out of school. Any serious violations of school policy and/or any illegal or immoral behavior could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the neighboring community is compromised or jeopardized. The authority and responsibility for directing the activities of our school have been given to the professional staff as determined by the administration and Board.

ABSENTEEISM/ATTENDANCE

Forming responsible habits regarding attendance and promptness is important. Parents are expected to support the goal of punctuality by having their children arrive on time, remain in school for a full day, and schedule appointments after school hours.

When a student is absent, parents must inform the school by 10:00 a.m. Upon his/her return to school and no later than the third day, a parental written note of explanation must be presented to the building secretary in order for the absence to be excused. All written notes must have a parent signature. If a student has been to see a doctor, the student should return with a note from the doctor's office. Written notes may be faxed, handwritten, or e-mailed with a scanned signature.

The following is a list of reasons for an excused absence:

1. Illness of child – a physician's note may be requested.
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, and psychologist.
3. Contagious disease within the home of a student.
4. Death in the family or of a close friend.
5. Legal business.
6. Observance of a religious holiday.
7. Remedial health treatment.
8. Absence, pre-approved by the Headmaster, to participate in other educational experiences.
9. Emergency situations as determined by the Headmaster.
10. Suspension from school.

Following such an excused absence, the student shall be allowed to make up all work missed, to take tests that were missed and to submit any assignments which became due during the absence. The time allowed for taking tests or turning in assignments shall be **twice** the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action. A student whose absence was unexcused may receive a failing grade for all assignments missed or tests given during the period of the unexcused absence.

Please note that vacations and other outside activities scheduled during the school year will not be approved as an excused absence. Every attempt should be made to schedule vacations and other activities outside of the academic calendar. While an unexcused absence may result in a failing grade for all assignments due or assessments missed, other instructional materials or assignments missed during the absence may be obtained at the initiation of the student and at the discretion of the teacher.

Early dismissals are counterproductive to the educational process. Students should remain in school all day. **An early dismissal should be requested only for emergencies or doctor appointments that cannot be scheduled after school.**

When absent a student may not participate in any school activities that day. These include games, plays, or anything that is school sponsored. In addition, a student who was absent is not permitted to be on school property, except to acquire missed academic assignments.

The following are mandatory school attendance requirements for public school students in grades K-12 (Delaware Code). These requirements apply at Odyssey Charter School:

1. Following the 10th day of an unexcused absence by a student, the school shall immediately notify the parent(s)/guardian(s), and a visiting teacher from the Charter shall visit the student's home.
2. Following the 15th day of an unexcused absence by a student, the student's parent(s)/guardian(s) shall be notified by certified mail to appear at the school within ten days of notification for a conference and counseling.
3. Following the 30th day of an unexcused absence by a student, the school shall refer the case for prosecution at Magistrate Court.
4. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, the school shall immediately notify the Department of Services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within ten (10) business days.

At the 15th excused or unexcused absence the School Headmaster will meet with the student and parents and make a ruling from among the following options:

- 1) Allow credit for the course(s) missed.
 - 2) Require a make-up course in summer school (60 hours) to receive credit.
 - 3) Require an original credit course in summer school (120 hours) to receive credit.
 - 4) Dismissal/Review Board Meeting
- Absence from class due to school activities approved by the school's administration (for example, field trips) will not be charged against the student.

ACADEMIC DISHONESTY

1. **Plagiarism** - (Grades 4 and above) Claiming or using someone else's work without correctly acknowledging the source of that information.
2. **Cheating** – (Grades 4 and above)
 - a. Using or copying another student's test answers or class/homework assignments or providing, without coercion, another student test answers or class/homework assignments.
 - b. Using unauthorized electronic device to calculate or create test answers or complete class/homework assignments.
 - c. Using unauthorized material to answer test questions or complete class/homework assignments.

A student in violation of this policy will be required to complete an additional, alternate or redo of the assignment. In addition, the student may receive a zero for that exam, test, or assignment and a demerit. The teacher will inform the parent or guardian of such misconduct. Subsequent incidents of academic dishonesty in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

ALCOHOL

Use or possession of alcohol at Odyssey Charter School or any school-related function is absolutely forbidden. Students may not use, possess, or be under the influence of alcohol in school or on school grounds, when he or she comes to school, or when he or she attends any school-sponsored activities. If a student is found violating this regulation he or she will be suspended immediately and the student will be required to appear before the Review Board.

ASSAULT

An assault occurs when a student intentionally, knowingly, or recklessly causes physical injury to another. Students who violate this will be immediately suspended, the Police will be contacted (ages nine and up), and a Review Board hearing will be conducted.

Referral to Police Agency is required for students upon a showing of intentionality or malice for assault against a staff member. Recommendation for expulsion may be considered.

BULLYING

Bullying refers to any intentional written, electronic, verbal, or physical act or actions against another student, school employee, or school volunteer. Placing a student, employee, or volunteer in reasonable fear of substantial harm to his/her emotional or physical well-being or substantial damage to his/her property; creating a hostile, threatening, humiliating, or abusive environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target or; interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or perpetuating bullying or inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional psychological or physical harm to another student, school employee, or school volunteer.

Acts of bullying will be handled through parent contact and demerits being issued.

According to state law and Department of Education regulations, when a situation rises to **actual bullying** it must be treated as a criminal offense and must be reported to the appropriate authorities. The student will also be required to appear before the Review Board.

BUS TRANSPORTATION

Odyssey Charter School contracts bus service for its students. The bus is an extension of the school day. The Student Code of Conduct remains in effect anytime a student is on a school bus (including the bus to and from school, aftercare bus, field trip buses, etc.). Riding the school bus is a privilege for each student. If the following rules and regulations are not followed, the student may no longer be given the opportunity to ride the bus. If the privilege to ride the bus is suspended or revoked, the parent(s)/guardian(s) will be responsible for transporting their child to and from school.

- The bus driver is in charge of the bus and students are expected to follow all instructions given by the driver.
- Students are to enter the bus promptly, immediately take their seats, and remain seated whenever the bus is moving.
- Students must remain properly seated at all times (back to back; bottom to bottom), keep voice volume low, and keep hands and arms inside the windows.
- Students are to keep their hands and feet to themselves. (NO fighting, horseplay, etc.)
- Outside of ordinary conversations in a normal tone, classroom conduct is to be observed when on the bus. The driver has the authority to prohibit any conversation. Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk. Students who do not follow the reasonable requests of the bus driver jeopardize their riding privileges.
- Students are not to eat or drink while on the bus.
- Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
- Students should keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
- Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.

Minor bus misbehaviors will result in a warning and parent contact. Subsequent minor bus misbehaviors will result in suspension of bus riding privileges for a period of time determined by the administration and the bus company. **Five (5) demerits from bus infractions may result in permanent revocation of bus riding privileges.** Any major disruptive behavior such as fighting, smoking, use of drugs or alcohol, vandalism, etc. will result in immediate suspension of riding privileges for a period of time determined by the administration and could result in permanent revocation of riding privileges and other consequences.

CHANGING CLASS

A student may not leave a classroom during a period without an official pass from the teacher present. Moving from one location to another should be done quietly so as not to disturb the classes in session.

CLASS CUTTING

A student is required to attend all classes. If a student is more than 10 minutes late without a valid excuse or hall pass, the student earns three demerits.

CLASSROOM CONDUCT

Students are expected to maintain a high level of self-discipline and respect for others in the classroom and during change of classes. Students who are a major disruption to this educational process or who demonstrate a pattern of repeated classroom misbehavior will be removed from class and be referred to an administrator to determine the appropriate consequence. Depending upon the nature and frequency of the misconduct, if behavior does not improve after administrative referral, more severe disciplinary measures will be taken, including suspension and referral to the Review Board for possible dismissal. The Odyssey Charter School will not tolerate negative verbal confrontations between students. Students who do not follow this policy will have their parents contacted and be liable for suspension and other disciplinary measures for subsequent offenses. Falling asleep in class is inappropriate school behavior. Initial incidences of falling asleep in class will result in the student being sent to the school nurse and parents being notified. Repeat incidences of a student falling asleep in class will result in parents being called and the student being sent home.

COMMUNICATION DEVICES

Communication devices such as, but not limited to, cellular phones and/or electronic signaling devices, may not be used at school, on field trips, and/or on the school bus without permission for an OCS staff member. The device must be silenced and out of sight to students and staff. On the first offense, a demerit will be issued, the device will be confiscated, and it will be returned to student at the conclusion of the school day. Subsequent violations will result in two demerits per incident, confiscation of device, and will only be returned to the student's parent/guardian. Odyssey Charter School is not responsible for lost, stolen and/or damaged property. Parent should be aware that it is not the school's responsibility to go to extraordinary effort to locate lost or stolen communication devices.

CYBERBULLYING

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages (including text messages), or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Students who feel that they have been the victims of such misuses of technology should not erase the

offending material from the system. They should print a copy of the material and immediately report the incident to the Assistant Headmaster. All reports of harassment in Cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, demerits, suspension, or review board hearing.

DEFAMATORY OR DEMEANING ACTIONS (ETHNIC INTIMIDATION)

Actions or remarks, spoken or written, by students that defame or demean the dignity or self esteem of individuals or groups on the basis of their grade, status, race, color, creed, sex, national origin, marital status, physical and mental disability, physical appearance, political or religious beliefs, family, sexual orientation, social or cultural background. Sanctions may include, but are not limited to, demerits being issued, suspension, or Review Board hearing leading to possible expulsion.

DEFIANCE OF SCHOOL PERSONNEL’S AUTHORITY (INSUBORDINATION)

A verbal or non-verbal refusal to comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action, is an act of defiance. Defiance of school personnel's authority is the same as insubordination and will result in a parent conference, and may lead to possible demerits, suspension, or a Review Board hearing.

DISCIPLINARY SYSTEM (Demerits, Referrals, Suspension, Expulsion)

To ensure an environment that is conducive to learning, Odyssey Charter School has a demerit/referral system for those who break the rules on school grounds or while on the bus. This hopefully will serve as a learning process for those who violate school regulations and as a deterrent for those who may be tempted to do so.

Demerits are issued for minor offenses and are similar to warning tickets. This permits the school to deal with discipline matters in a progressive fashion. The school will keep track of demerits issued, detentions, and notify parents as certain levels are reached. The purpose of demerits is to detect any developing patterns of behavior that require corrections. This process is often referred to in schools as a “ladder of discipline”.

The following lists minor offenses and the corresponding number of demerits:

<u>Offense</u>	<u>No. of Demerits</u>
Calling Names	1
Dress code	1
Excluding	1
Food/ Drink possession or	

Chewing gum (in class)	1
Inappropriate language	1 or more plus additional penalties (depending on circumstances)
Insubordination	2 or more (depending on circumstances)
Littering	1
Loitering	1
Minor misbehavior	1
Taunting	1
Teasing	1

Behavioral infractions resulting in suspension will be assigned two to five demerits, depending on the seriousness of the offense as determined by the school administration. The school administrator will determine the number of demerits assigned.

An accumulation of demerits will result in detentions and other additional penalties being issued at the discretion of the Headmaster. After three demerits, a letter will be sent to a student's parents. After five demerits, the student will serve a one-hour after-school detention. After eight demerits, a parent conference will be scheduled with the School Administrator and the student will serve two one-hour detentions. After 12 demerits, the student will serve a suspension. After 15 demerits, the student will appear in front of the Review Board where other action (suspension, probation, expulsion) will be considered. (See also Detention and Review Board sections in this handbook for further information). Referrals are issued for more significant offenses, classroom disruptions, and continual classroom misbehavior. Referrals are written up by the teacher and submitted to the administration. Depending on the severity of the violation, the administration will determine the appropriate consequence including but not limited to: detention, in-school suspension, external suspension, and referral to the Review Board. (See also Detention and Review Board sections in this handbook).

SUSPENDIBLE OFFENSES

There are certain offenses that may result in an out-of-school suspension and will require parental notification:

- Accumulation of 15 demerits (per Review Board recommendation)
- Fighting (Parents will be required to pick up their child and remove them from school. This will allow for a period of time to conduct an investigation.)
- Bullying
- Defiance of school personnel's authority (possible Review Board)*
- Major disruption of the educational atmosphere
- Repeated misconduct and/or continual disregard of school regulations
- Offensive touching
- Violation of computer use policy
- Inflammatory Actions
- Smoking in the building or on school grounds
- Possession or use of tobacco and tobacco related products
- Being in unauthorized areas
- Defamatory or demeaning Actions

* Any offense that results in a Review Board hearing may result in expulsion.

In addition to any action taken by school officials, the school will comply with the notification requirements of House Bill 322 that includes notification of police.

DISMISSABLE OFFENSES

There are certain offenses that when committed by a student may result in dismissal (expulsion). The following are dismissible offenses:

- Any involvement with drugs or alcohol at school or at a school sponsored activity
- Any possession of a weapon at school or at a school sponsored activity
- Bringing any kind of lighter to school, or starting a fire
- Assaults
- Harassment (physical, sexual, or verbal harassment)
- Stealing (This could be handled by administration depending on circumstances; restitution must always be made.)
- Fighting (depending on the circumstances)
- Terroristic threatening
- Turning in a false alarm
- Vandalism

Any of these infractions may also result in suspension. In addition to any action taken by school officials, the school will comply with the notification requirements of House Bill 322, which includes notification of police.

DETENTION

Detentions are issued by the administration when a student reaches five demerits and/or when a student misbehaves in the classroom or other areas of school property, including the school bus. Detentions will be scheduled by the administration. Students will be provided with a 48-hour notice of detention. Students are required to serve the detention on the assigned date. Detention is one hour in length and is held immediately after school. On occasion, early morning or Saturday detentions may be assigned. The only acceptable excuses for missing a detention are medical or family emergencies, excused absence from school, medical or dental appointments (must be verifiable and on the doctor's letterhead), or extreme unforeseen circumstances. The student must reschedule the detention on the first day of return.

Unacceptable excuses for missing detention include, but are not limited to forgetting, lack of transportation, and athletic or other extracurricular events. A student who misses a detention due to an unacceptable excuse will be considered to be in defiance of school regulations and be required to serve an additional detention for the first offense and will be suspended for subsequent offenses.

There is no such thing as lateness to detention. If the student shows up after the designated start of detention without a valid excuse for the lateness, he or she will not be permitted to serve detention on that day. The student will then be subjected to serve two detentions. Proper conduct is expected during detention and all school rules are in effect during detention. Students must be in dress code and must be on time. Students may only do school work during detention but may also be required to do a written assignment that relates to the misbehavior. Students are not permitted to sleep, read magazines, bring food or drink, talk, play cards or other amusements, use electronic devices or otherwise disturb the detention proctor or other students serving detention. Students who misbehave during detention will be removed and will be required to serve two detentions. Subsequent misbehavior during detention may result in external suspension.

DISCIPLINE OF STUDENTS WITH DISABILITIES

A. For disciplinary reasons, the Headmaster may change the placement of a student with a disability to an alternative school/program for up to ten days or suspend such a student, if the total days suspended in the current school year do not exceed ten school days, in accordance with guidelines for disciplining students without disabilities.

B. The Headmaster may also change the student's placement to an alternative setting selected by the student's school-level individualized educational plan (IEP) team, for up to 45 days if:

1. The student carries a weapon to school or to a school function; or
2. The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of controlled substances while at school or a school function.

C. The administration may seek the determination of an impartial hearing officer that a student with a disability should be removed from Odyssey Charter School. A hearing officer may order that the student be placed at an alternative school/program for up to 45 days if the officer determines that maintaining the student at his/her current school is substantially likely to result in injury to the student or to others.

D. If the school contemplates expulsion, alternative placement (with or without expulsion), or suspension (inside or out of school) of a student with a disability in excess of ten (10) school days cumulatively in one school year, an IEP team meeting at the school will be convened to discuss the student's discipline. The meeting may be held up to ten (10) days after the removal of a student from school under paragraphs A or B above.

E. The special education team will determine whether the alleged conduct was a manifestation of the student's disability. The team will determine if (1) the alleged conduct was related to the student's disability; or (2) the student was inappropriately placed at the time of the offense and the likelihood that a change in the student's program and / or placement would alleviate the misconduct leading to the discipline proposed. If the IEP team determines that none of the above standards are met, the student may be disciplined according to the Student Code of Conduct, except that a student eligible for special education or related services under the I.D.E.A. may not be denied a Free Appropriate Public Education. If any of the standards are met, the student may not be suspended, expelled or moved to an alternative placement for longer than ten (10) days in one school year, but may be disciplined in accordance, with the student's IEP, and the team should review the student's IEP or 504 Plan and placement.

F. A parent / guardian who disagrees with the IEP team's determination or the school Headmaster's student has been placed in an alternative school / program, the student will remain in the alternative placement until the due process hearing officer renders a decision or for 45 days, whichever occurs first, unless the school and parent(s) / guardian(s) agree otherwise.

G. A student identified as disabled under Section 504 of the Rehabilitation Act of 1973 and who is currently engaging in illegal use of drugs or use of alcohol, may be disciplined with regard to their use or possession to the same extent that students without disabilities are disciplined.

H. Nothing stated herein shall preclude an IEP team from placing a student with a disability, determined to have brought a firearm or weapon to school, in an interim alternative educational setting in accordance with State and Federal law.

Definitions Used in this Section

"Student with a disability" refers to a student eligible for special education or related services under either: (1) the Individuals with Disabilities Education Act (I.D.E.A.), as implemented by state regulations compiled in the Administrative Manual: Programs for Exceptional Children (AMPEC); or (2) Section 504 of the Rehabilitation Act of 1973.

DISHONESTY

Acts of dishonesty, such as lying to a teacher or staff member, will result in the student receiving a demerit(s), and parents or guardians being informed. Subsequent incidents of

dishonesty will result in a referral to an administrator where more serious disciplinary action may be taken.

DRESS CODE

Odyssey Charter School believes all students should be considered equal. Since the school stresses professionalism and decorum, this philosophy should be reflected in the style of dress for students, teachers, and administrators. To abide by this, we have adopted a board-approved uniform that includes school shirts, pants/skirts/skorts, dresses/jumpers and sweaters with embroidered school logos. **All of the above-referenced uniform clothing must be purchased through the school's clothing vendors, Flynn and O'Hara or Land's End, with NO EXCEPTIONS.**

Shirts

Uniform shirts may be long or short sleeve polo-style shirts. Shirts may be either navy blue or white in color (grades K through 6) or light blue (6th grade), but must be embroidered with the school name. 6th grade may also wear Land's End white or light blue oxford shirt in short or long sleeve with the OCS embroidery. The solid navy blue Land's End tie is optional with the oxford shirt. Shirts must be tucked in at all times. No more than the top two buttons of the shirt may be left open. The school logo must be visible at all times. Altering of required school shirts and/or logo is not permissible. Long sleeve garments may not be worn underneath school shirts that have short sleeves. An acceptable alternative is to wear long sleeve school shirts or school sweaters. White "Peter Pan" shirts, which are worn under the girls' plaid jumper, are acceptable only under the jumper and are not to be worn any other time.

Pants/shorts

Acceptable school uniforms consist of a pair of khaki pants or shorts (grades K through 6) or navy blue pants or shorts (6th grade only) that are **purchased from Flynn and O'Hara or Land's End**. *If purchased from Land's End, pants/shorts must be embroidered with OCS.* There will be NO EXCEPTIONS to this policy! Jeans, cargo pants, capris, non-uniform skirts, and sweatpants are NOT permitted. Pants should fit appropriately, being neither too tight nor too loose. Additionally, pants should not be too long; they should not drag on the ground. Pants should be worn at the natural waist with a blue, black, or brown belt.

Skirts, skorts, shorts, and jumpers

In addition to pants and shorts, girls may wear khaki skorts or box pleat skirts (grades K through 6) or navy blue skorts or box pleat skirts (6th grade only) or navy blue plaid jumpers or skirts. 6th grade girls may also wear the Land's End navy blue polo dress embroidered with the school name. Skirts, dresses, skorts, and shorts may not be shorter than four inches above the knee. Skirts must reach the knee when standing. Jumpers must be worn with the white "Peter Pan" shirts underneath. Acceptable skirts, dresses, skorts, shorts, and jumpers must be purchased through either Flynn and O'Hara or Land's End. *Please note, the plaid skirt and jumper are only available at Flynn and O'Hara.*

The box pleat skirts are only available at Land's End. Any bottoms purchased through Land's End must be embroidered by Land's End with OCS.

Shoes

Shoes are to be solid in color and must be either tan, brown, navy blue, or black. Shoes can be lace-up, slip-on, or Velcro. Boys may wear shoes such as Dirty Bucs, Penny Loafers, Merrill-type moccasins, or Top-Siders. Girls may wear shoes such as Dirty Bucs, Loafers, or Mary Janes. Sneakers, sandals, flip-flops, clogs, boots, and hikers are NOT permitted. You are not required to purchase shoes through our clothing vendor.

Third, Fourth, Fifth and Sixth Grade students may wear sneakers **ONLY ON GYM DAYS**.

Stockings/Socks

Girls may only wear plain black, white, or navy blue stocking tights or form fitting leggings. Any other colors or any patterned stockings are NOT permitted. Boys and girls may only wear black, white, or navy blue socks.

Sweaters/Fleece

School sweaters or the school fleece with the embroidered school logo from Flynn & O'Hara or Land's End are the only permissible outer garments to be worn in class. School sweaters are available in a cardigan style, cable hooded style, and crew and V-neck pullover styles. The sweater or fleece must be worn with a school shirt underneath. Blazers, coats, non-uniform fleeces, jackets, sweatshirts, etc. may not be worn in class. Outer garments (other than sweaters) must be stored in the student's locker/cubbie.

Hats

Hats are NOT permitted to be worn in school. During colder months, warm hats are allowed and encouraged for outdoor play only.

Jewelry, Hairstyles, and Accessories

Excessive jewelry, make-up, or hairstyles that are deemed by the school administration to be distracting or distasteful will not be permitted.

Hairstyles and hair lengths should reflect the atmosphere of decorum desired by the school. Mohawks, shaved designs, unnatural color dyes, and spiked hair are examples of hairstyles that would not be acceptable. Individual cases will be addressed by the administration.

The only permissible body piercing are earrings. Earrings must be of modest size to minimize distraction. Students are not prohibited from wearing jewelry, however Odyssey Charter School discourages wearing any type of valuable articles that could present hardship if lost or stolen. Expensive articles are worn at your own risk. Odyssey Charter School does not assume responsibility for articles lost or stolen.

Hats, bandanas, and sunglasses are all considered inappropriate for regular school wear. Writing on your body is not appropriate and is not allowed.

CONSEQUENCES FOR VIOLATING DRESS CODE

The administration reserves the right to determine whether a student is in compliance with the dress code and specify consequences for non-compliance. Any inappropriate or distracting appearance will be addressed by the administration on an individual basis.

Minor dress violations such as un-tucked shirts will result in verbal warnings or issuance of demerits. Failure to follow repeated warnings will be considered insubordination.

Dress code violations will result in the issuance of demerits. Upon receiving a third demerit for dress code violations, students will not be permitted to attend school. Parents will be called to pick up the student from school. A student having incurred three dress code violations may only return to school upon correction of the violation.

Students who are not in dress code may not attend classes until correction is made. If correction is not practical, parents will be contacted and will have to provide appropriate clothing for their child before he/she is permitted to attend classes. If parents cannot be contacted, the student will remain in the school office for the remainder of the day.

Repeated failure to conform to dress code may result in more severe penalties.

The following are examples that will result in restriction from classes:

- 1) Non-school shirt
- 2) Non-conforming pants, shorts, skirts
- 3) Shorts or skirts that are more than four inches above the knee
- 3) Clothing that is overly tight or baggy
- 4) Defiance to adhere to dress code (ex. refusing to tuck shirt in)
- 6) Unacceptable piercing, hairstyles, or hair lengths
- 7) Any major inappropriate or distracting appearance as deemed by the administration

DRUGS

A drug shall mean any controlled substance or counterfeit substance including narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substances that has been given to or prescribed for a person other than the student in whose possession it is found. ***Drug Like Substance*** means any non-controlled or non-prescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over the counter cough medicines, certain types of glue, caffeine pills, and diet pills. This does not include tobacco or tobacco products. ***Drug Paraphernalia*** means all equipment, products and materials such as roach clips, miniature cocaine spoons and containers for packaging drugs. Use, possession, or distribution of drugs, look-alike substances, and/or

drug paraphernalia at Odyssey Charter School is absolutely forbidden. Any involvement with drugs is an offense that could result in expulsion. If a student uses drugs, is in possession of drugs, or is found under the influence of drugs during school time, on the school property, on a school bus, or at activities sponsored by the school, the student will be suspended immediately and will be required to appear before the Review Board. Police may also be contacted. The selling or dispensing of drugs to other students is a very serious offense, which will result in immediate expulsion and notification of the police.

FALSE ALARMS/STARTING FIRES

If a student turns in a false alarm or maliciously pulls a fire alarm the student will be reported to the police and to the proper fire authorities and will appear before the Review Board for possible dismissal.

If a student starts a fire or is in possession of a lighting device(matches, lighter, etc.) in any part of the school building, grounds, or school bus, the student will be immediately suspended and reported to the police and to the proper fire authorities and called before the Review Board.

FIGHTING

Fighting shall mean any aggressive physical altercation between two or more individuals. Fighting in school will result in both parties being sent to the administrator's office. During this time, the administration will attempt to ascertain who was at fault and will contact the parents of the involved parties. If the fault can be determined, further action (suspensions and/or appearance before the Review Board) could result. In addition, depending on the severity of the fight, a longer suspension period, parental contact, and police contact may result.

In many situations, a student has the opportunity to walk away and report an incident involving physical contact. However, if a student retaliates to the initial physical contact, he or she could be held culpable for fighting.

There is no such thing as an innocent spectator to a fight. A student must attempt to either stop the fight or leave the area to get help. Standing around as a spectator only encourages fighting. A student will be subject to disciplinary action if the student is an observer or in any way encourages a fight.

Referral to a police agency is required for students intentionally offensively touching a staff member who is attempting to break up a fight or who is attempting to keep a student from injuring him/herself or others. Recommendation for expulsion may be considered.

FOOD AND DRINK

Food can only be consumed during lunch, designated lunch breaks, and on special occasions as determined by the classroom teacher. Food may only be consumed in the classroom or in areas designated by the teacher. Students may bring water bottles to school to consume in the classroom. Students who eat and/or drink in areas other than the designated areas will have these items permanently confiscated and will be issued a demerit. Gum chewing in school is not permitted.

FORGERY

(Grades 4 and above)

- A. Creating a false document to be used for school purposes (i.e. school passes, parental notes).
- B. The willful act of imitating or counterfeiting the signature of parents/legal guardian or custodian, teachers, or administrators, for the purpose of deceiving an Odyssey Charter School employee. A student who violates this policy will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of forgery in any class will result in a referral to an administrator where more serious disciplinary action may be taken.

GAMBLING

Gambling or any participation in games of chance for money or other things of value is prohibited at the school. Money and paraphernalia will be confiscated when the activity is discovered. The student may also be required to appear before the Review Board for further disciplinary action.

GRADING POLICY

Grading Scale

Grades 4-6

Mark:	Description:
A+	99-100
A	95-98
A-	93-94
B+	90-92
B	87-89
B-	85-86
C+	82-84
C	77-81
C-	75-76
D+	72-74

Compensatory Grading Scale
Grades K-3

Mark:	Description:
4	Exceeds grade Level Expectation
3	Meets Grade Level Expectation
2	Approaching Grade Level Expectation
1	Below Grade Level Expectation

PROGRESS KEY

Mark:	Description:
X	Not yet introduced
N	Needs improvement
S	Satisfactory- demonstrates understanding of skill or concept
O	Outstanding- consistently applies skill or concept independently in a variety of situations

HARASSMENT

Harassment includes any actions or statements that intimidate, offend, or defame the dignity or self-esteem of individuals or groups. Harassment may include, but is not limited to verbal harassment or abuse, repeated remarks or jokes with demeaning implications or other offensive behavior. Harassment also includes intimidating, offensive, or defaming behavior or materials directed at an individual because of that individual's race, national origin, disability, sexual orientation, or religion.

Harassment in any form is prohibited. Incidents reported to the administration will be investigated to determine the appropriate school penalty, which could include suspension or an appearance before the Review Board for possible dismissal. In accordance with state law, any serious incidents will be reported to the police. Students who use threatening language (verbal and/or nonverbal) towards other students and/or staff members may face criminal charges as well as appropriate school penalties.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior is any behavior that produces distractions, friction, or disturbances that seriously or repeatedly interfere with the effective functioning of the teacher and or students within the school environment including, but not limited to, actions that could endanger the safety and welfare of others, disrespect of others, or plan to violate the school code of conduct. Inappropriate behavior on the part of a student will lead to a parent conference, demerits being issued, and possible suspension from school.

INAPPROPRIATE SEXUAL BEHAVIOR, SEXUAL HARRASSMENT, TOUCHING AND/OR EXPOSURE

Any act of inappropriate sexual behavior, sexual harassment, touching and/or exposure will be treated as criminal offenses and will be reported to the appropriate authorities, and the student will be required to appear before the Review Board. The following definitions should be considered:

Unwanted sexual advances, unwanted requests for sexual favors, or inappropriate touching of a sexual nature; Inappropriate oral or written statements of a sexual nature, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats; The display of pictures or other items of a sexually explicit nature; Repeated remarks or jokes with sexual or sexually demeaning implications; any act which would be considered sexual harassment under Delaware Code Title 11.

INFLAMMATORY ACTIONS

Inflammatory actions are language, gestures or actions that might create or are intended to create a disturbance. Inflammatory actions on the part of a student will lead to a parent conference, demerits being issued, and possible suspension from school.

LATE FOR SCHOOL/EARLY DISMISSAL

Coming to school on time and remaining in school for a full day is imperative for a successful educational career. Tardies and early dismissals are counterproductive to the educational process. Every effort should be made to assure that students arrive at school on time and stay in school until dismissal.

Upper and Middle School (Grades 3 and above) Students are expected to arrive in school between 8:00-8:15 AM. Students arriving after 8:15 AM are considered tardy. Tardy students must be accompanied by a parent to the main office to be signed in.

Lower School (Grades K-2) Students are expected to arrive to school between 8:15-8:30 AM. Students arriving after 8:30 AM are considered tardy. A parent must accompany tardy students to the main office to be signed in.

For safety reasons and accountability, a parent/guardian must accompany the child into school and sign the child in at the main office. If the lateness is excused (doctor's appointment, family emergency, medical illness, etc.), the student will not be penalized.

A parental note of explanation does not necessarily excuse a lateness or early dismissal. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc., while understandable, will be marked as unexcused. Reasons such as personal illness, medical or healthcare appointments, and appearances in court will be considered as excused when

verified by a note from the applicable source (doctor's note, etc.). If a student is late to school or has an early dismissal, he or she must present a note stating the reason for lateness or early dismissal.

Instructional time is lost when a student misses any portion of the academic day. When a student accumulates any combination of three (3) unexcused late arrivals and/or unexcused early dismissals, a warning letter will be sent home. When a student accumulates any combination of 10 unexcused late arrivals and/or unexcused early dismissals, a meeting before the review board will be required. The board may recommend that the student not be invited to return to Odyssey Charter School for the following academic year.

LEAVING SCHOOL

Odyssey Charter School is a closed campus. Students are not permitted to leave campus during school without parent permission and administrative approval. The "campus" refers to the school building, and outside areas utilized regularly during recess and physical education. This closed-campus policy is also in effect during half-days and other abbreviated school days. Students arriving by bus or other means of transportation are to proceed directly to the school. Students are not permitted to loiter in non-school areas (including the parking lot) either before or after school. Students who leave campus without parental and administrative permission or who are in unauthorized areas will serve two one-hour detentions for the first offense and will be suspended for subsequent offenses.

LOITERING

Loitering is a student's unauthorized presence in an area. A student who violates this policy will receive a demerit.

MISUSE OF TECHNOLOGY

Misuse of Technology shall mean soliciting, using, or sending pornographic or obscene material, accessing unauthorized email, downloading and/or installing files with or without malicious intent, and/or damage to equipment within the school environment. Misuse of Technology (Severe Clause) shall mean situations in which a student or students deliberately tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system within the school environment resulting in the loss or corruption of information, the ability of the system to operate, or in any way disrupts or degrades the school's technology infrastructure. Computer related activities and equipment are to be used exclusively in support of educational activities and objectives. The Odyssey Charter School does not support or tolerate any damage, misuse, vandalism, or modification of its hardware and/or software configurations by students. All students and parents will be required to sign an Acceptable Use Policy.

OFFENSIVE TOUCHING

Offensive touching is intentionally touching another person, either with a member of his/her body or with any instrument, knowing the person is thereby likely to cause offense or alarm to such other person; or intentionally striking another person with saliva, urine, feces, or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person. A student guilty of offensive touching may be subject to suspension and, depending on the circumstances, nature, and severity of the offense, police involvement.

OUT OF SCHOOL CONDUCT

The Code of Conduct applies to out-of-school conduct of a student if the School believes that the student presents a threat to the health, safety or welfare of other students and staff. In such cases, the School may take appropriate action including expulsion. Such out-of-school conduct shall include, but is not limited to:

- Acts of violence which are punishable by law;
- Sexual offenses which are punishable by law;
- The sale and transfer of drugs/alcohol that would constitute an offense punishable by law.

The purpose of this section is to exclude, from Odyssey Charter School, students who have been charged with or convicted of serious crimes and whose presence represents a potential threat to the health and safety of students and staff.

POSSESSION OF A FIREARM* OR WEAPON/DANGEROUS INSTRUMENT OR LOOK ALIKE WEAPON/DANGEROUS INSTRUMENT

Possession of a firearm, weapon/dangerous instrument or object designed or intended to look like a firearm or weapon/dangerous instrument, and/or conspiring to conceal or hide a firearm or weapon/dangerous instrument. A weapon/dangerous instrument is defined as any instrument from which a shot may be discharged; a knife of any sort; switchblade knife; box cutter, razor; or any other article commonly used or designated to inflict bodily harm or to intimidate others, or using in an aggressive and threatening manner articles commonly used for other purposes. A student violating this policy will immediately be suspended from school and the police will be contacted. In addition, the student will be required to appear before the review board.

*Possession of a firearm, as defined by Federal and/or State law, or deadly weapon, as defined by State law, on school property, in a school bus, or at any school-sponsored event or activity, shall result in expulsion for a period of not less than one year. The possession of a BB gun or knife will require a recommendation for expulsion. The Superintendent may modify such expulsion requirement to the extent a modification is required by Federal and State law. This provision is in compliance with Federal Gun Free School Act of 1994, Section 921 of Title 18, United States Code, and Possession of a weapon in a Safe School and Recreation Zone, Section 1457 of Title 11, Delaware Code.

POSSESSION OF ELECTRONIC DEVICES & OTHER DISTRACTING ITEMS

Students are prohibited from bringing to school any electronic devices, including portable stereos, iPods, Gameboys, laser pens, skateboards, toys, or any other items which are inappropriate or distracting to the educational atmosphere. Students violating this policy will have the item confiscated and turned over to an administrator who may return the item to the student at a later date. Subsequent violations may result in parent contact, permanent confiscation, and additional serious consequences. A student who refuses to turn over a distracting item to a staff member will be considered to be insubordinate and may be liable for additional disciplinary action. Possession of laser pointers in school is not allowed. They are distracting and may cause damage if shined in someone's eyes.

POSSESSION OR USE (SMOKING) OF TOBACCO AND TOBACCO RELATED PRODUCTS

Possession or use of tobacco and tobacco related products by students is not permitted on school grounds or during school-sponsored events. A student violating this policy will receive five demerits and be suspended from school. Subsequent violations will result in longer suspensions and may involve more serious disciplinary measures including an appearance before the Review Board for possible dismissal.

PROMOTION AND RETENTION

Grades K-3

Students whose end of year performance levels in their English/Language Arts and/or Math competencies are at or less than 70% proficiency may be considered retention candidates by the school. Teachers, parents, and administrators will meet together to review data to determine promotion/retention. Administration will set such a meeting and make the final determination regarding promotion/retention.

Grades 4 and above

In order to advance to the next grade level, a student must successfully pass all core subjects during the school year or at summer school. Core subjects include math, science, language arts, reading, and social studies. Students will not be permitted to repeat a course or repeat a grade at Odyssey Charter School. Failure of any three core subjects or a total of any four subjects in one year will result in dismissal from the school.

REVIEW BOARD

The Review Board is an advisory group to the Headmaster made up of three teachers selected by the faculty. One or two alternates will be selected in the event that a Review Board member is absent or has a conflict of interest. The Review Board convenes within 24 to 48 hours with parents and the student whenever a serious offense has been or may have been committed by the student, or when a student reaches 15 or more demerits, or when referred by the administration for repeated classroom misbehavior and/or violations of school regulations. A serious offense is one that can result in a dismissal (examples would be: involvement with drugs, alcohol, or weapons at school or at school sponsored

events; vandalism; stealing; false alarms; etc.) A student is suspended from school from the date of administrative action until the date of the Review Board hearing. The Review Board determines the facts, reviews the student's cumulative performance, and recommends specific action to the Headmaster.

Any expulsion action taken by the Headmaster may be appealed to the school's Board of Directors. While an appeal is pending, the Headmaster's expulsion action is not considered to be final, however, the student remains suspended until final determination of the appeal. The appeal must be made in writing to the Headmaster within five business days of the hearing. It must include the grounds for the appeal. Within one week, a committee of no less than three members of the Board selected by the Chairman of the Board will meet with the parents, student, and school officials. After the hearing, the committee, by majority vote, will determine whether or not to affirm the dismissal.

SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of books, calculators, computers, supplies, and all other school property. Students are responsible for the replacement cost of any school property that may be damaged, lost, or stolen. Students should not bring expensive clothing (such as leather jackets), valuables, or large amounts of money to school. Keep in mind that Odyssey Charter School is not responsible for damaged, lost, or stolen personal property.

SEXUAL HARASSMENT FOR A SCHOOL SETTING

Definitions:

Sexual Harassment – A form of discrimination based on sex that may encompass sexual abuse and misconduct. Included are objectionable comments, or conduct of a sexual nature, that may affect a student's personal integrity, personal embarrassment, or security, or the school environment. Objectionable behaviors may include comments or conduct that are not overtly sexual but nonetheless cause personal embarrassment to a student, based upon that student's gender.

Sexual Abuse – Verbal or physical conduct that would amount to:

- Touching, for a sexual purpose, directly or indirectly, with a part of the body or with an object, any part of the body of a student,
- An invitation to or engagement in sexualized contact,
- Sexual exploitation,
- An indecent act,
- An exposure of private body parts,
- A sexual assault or other crime that may affect the personal integrity, security of any student, or the school environment.

Sexual Harassment and Sexual Abuse offenses may result in suspension and /or dismissal (expulsion). In addition to any action taken by school officials, the school will comply with applicable notification requirements to the Department of Education and/or police.

STEALING

Stealing shall mean the act of taking possession or transferring the property of another without the consent of the owners. Stealing of any kind will not be tolerated at Odyssey Charter School. Students who steal may jeopardize their privilege of attending the school. Each case of stealing will be reviewed by an administrator who may then refer the matter to the Review Board to determine the appropriate penalty. Proper restitution must always be made.

ACTS OF DISHONESTY

Acts of dishonesty, such as lying to a teacher or staff member, will result in the student receiving a demerit(s), and parents or guardians being informed. Subsequent incidents of dishonesty will result in a referral to an administrator where more serious disciplinary action may be taken.

SUSPENSIONS (also see “Disciplinary Systems”)

Suspensions are administered for serious infractions of the rules such as insubordination, fighting, terroristic threatening, bullying, offensive touching, violation of computer use policy, inflammatory actions, possession or use of tobacco and tobacco related products, defamatory or demeaning actions, smoking in the building, being in unauthorized areas, major disruptions, repeated misconduct, and vandalism.

Suspensions may be one of two types: an “in-school suspension” (ISS) or an “out of school suspension” (OSS). The type of suspension and its duration will depend on the nature of the offense, and a decision regarding such will be made at the discretion of the administration. While serving an OSS, a student may not be on school property for any reason during the school day. The student may not attend nor participate in any school-sponsored activities (plays, concerts, field trips, athletic events, rehearsals, practices, etc.) While suspended, any work missed should be made up according to guidelines under make-up work.

When a student is suspended, a parent is contacted immediately by phone. A student is not permitted to leave the building until a parent arrives. If a parent cannot be contacted, the student will remain in the school office for the remainder of the day.

TERRORISTIC THREATENING

Terroristic threatening means a person who threatens to commit any crime likely to result in death or serious injury to a person or property; a person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury. *Terroristic threatening or security threat* also applies when a person makes a false statement or statements knowing that the statement or statements are likely to cause evacuation of a building, place of assembly or facility of public transportation; knowing that the statement or statements are likely to cause serious inconvenience; or in reckless disregard of the risk of causing terror or serious inconvenience.

Terroristic threatening will result in suspension and a report will be made to police and/or fire authorities. In addition, the student will be called before the Review Board.

Referral to Police Agency is required for students upon showing of intentionality or malice for terroristic threatening against a staff member. Recommendation for expulsion may be considered.

VANDALISM

The school cannot tolerate vandalism of any kind. If guilty of vandalism, the student will be required to pay for the damages and be referred to the administration for further disciplinary action. If the vandalism is significant, the student will be suspended and brought before the school's Review Board. If necessary, the matter will be referred to the police.

PARENT INFORMATION ADDENDUM

PARENT INFORMATION ADDENDUM

CHILD ABUSE AND NEGLECT

Delaware law requires all school employees to report immediately any suspected physical or sexual abuse of children, or any instance of neglect or improper care. Such reports are made directly to state authorities.

FEDERAL PROGRAMS

Odyssey Charter School receives state and federal funds through various grants. These monies fund supplemental programs in High Quality Professional Development, reading and mathematics, drug and alcohol abuse prevention, and special education. The largest federal program is Title I, which provides supplemental educational services to students who are one year or more below grade level in achievement.

Odyssey Charter School Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Odyssey Charter School agrees to implement the following statutory requirements:

The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits a plan to the State Department of Education.

The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school.

The school will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) That parents play an integral role in assisting their child's learning;*
- (B) That parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT THE REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Odyssey Charter School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

Each parent will receive a copy of the district Parent Involvement Policy. Odyssey Charter staff meets regularly with parents during monthly PTO and Board meetings. At these meetings, we ask for parental involvement in planning, designing, and incorporating parental ideas into school improvement decisions. We ask parents to discuss issues and concerns with us so that we can make improvements as well as celebrate our successes together.

2. Odyssey Charter School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Numerous parents have been effectively involved in Odyssey Charter School events, activities, and programs, including fundraisers, mentoring, Positive Behavior Support (PBS) celebrations, Book Fairs and Field Day. We provide as many opportunities for parental involvement as possible since research shows that a large degree of involved parents enables more students to achieve success. Review is ongoing and we speak about the planning process at all PTO meetings.

3. Odyssey Charter School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by: newsletters, alert now phone calls, and emails. Meetings will be held for: Back to School Night (Initial welcome and information that we are a Title I School) and parent teacher conferences.
4. Odyssey Charter School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by holding grade level open house evenings, and providing the parents with report cards that explain proficiency levels, etc.
5. Odyssey Charter School will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by: meeting with parents, telephone conference calls, or arranging meetings with all involved. There are scheduled parent conferences held throughout the year, however parents are encouraged to visit the school whenever necessary.
6. Odyssey Charter School will provide each parent with individual student information regarding the performance of their child on the State assessment in math and reading during parent/teacher conferences or by providing a print out of their scores. Parents receive a copy of their child's DCAS scores after spring testing results are available. Parents also receive information about their child's MAP scores at parent conferences.
7. Odyssey Charter School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within

the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002). All of Odyssey Charter School's teachers are currently highly qualified. Parents would receive written notification of this circumstance via a letter informing them if a teacher is not highly qualified.

8. Odyssey Charter School will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics:
 - The state's academic content standards,
 - The state's student academic achievement standards,
 - The state and local academic assessments including alternate assessments,
 - The requirements of Part A,
 - How to monitor their child's progress, and
 - How to work with educators

This will be accomplished by providing Back to School Nights (Curriculum is discussed for each grade level and grade level expectations are given; State Standards are discussed as they pertain to each grade level) and individual parent conferences.

9. Odyssey Charter School, with the assistance of its parents, educates its teachers, service personnel, administration, and other staff in how to:
 - Communicate with and work with parents as partners
 - Value the contributions of parents
 - Implement and coordinate parent ideas in the classroom and build ties between parents and schools

This will be done by:

- Encouraging and accepting parent ideas
 - Giving parents information they need to make good decisions about and for their children
 - Using language that is friendly and understandable for parents
 - Encouraging teachers to involve parents in their classrooms and in the education of their children
11. Odyssey Charter School will take the following actions to conduct an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency,

have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Parent Right to Know Notification

The Federal No Child Left Behind Act of 2001 requires school districts and schools that receive federal Title 1 Funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Odyssey Charter School will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets Delaware qualifications and licensing criteria for the grades and subjects he/she teaches.
- Whether the teacher is under emergency or provisional status through which Delaware licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

Odyssey Charter School is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the office where your child attends school.

If you believe that your child is not receiving the proper services, you have the right to contact the Delaware Department of Education.

TITLE 14 EDUCATION DELAWARE ADMINISTRATIVE CODE 1 200 Administration and Operations 258 Federal Programs General Complaint Procedures*

1.0 Programs Covered by the Complaint Process

This complaint process shall apply to the following programs: Title I Part A Improving Basic Programs Operated by Local Education Agencies; Title I Part B-1 Reading First; Title I Part B-2 Early Reading First; Title I Part B-3 William F. Goodling Even Start Family Literacy Program; Title I Part C Education of Migratory Children; Title I Part D Prevention and Intervention Programs for

Children and Youth Who are Neglected, Delinquent, or at Risk; Title I Part F Comprehensive School Reform; Title I Part G Advanced Placement; Title II Part A Teacher and Principal Training and Recruiting Fund, Grants to States; Title II Part A-5-2151(B) School Leadership; Title II Part D 1 and 2 Enhancing Education Through Technology; Title III Language Instruction for Limited English Proficient and Immigrant Students; Title IV Part A Safe and Drug Free Schools and Communities; Title IV Part B 21st Century Community Learning Centers; Title V Part A Innovative Programs and Title V Part B-1 Public Charter Schools.

2 DE Reg. 217 (8/1/98)

7 De Reg. 161 (8/1/03)

2.0 Right to File a Complaint

An organization or an individual may file a complaint regarding an alleged violation of Federal Program Statutes or regulations by the Delaware Department of Education or the Local Education Agency. For purposes of this regulation, a Local Education Agency shall also include charter schools. A written and signed complaint shall be filed with the Delaware Department of Education.

2.1 The complaint shall include a statement specifying the alleged violation by the State Education Agency or a Local Education Agency. Such statement shall include facts and documentation of the alleged violation.

2.2 The Delaware Department of Education shall investigate the complaint and issue a written report including findings of fact and a decision to the parties included in the complaint within sixty (60) working days of the receipt of the complaint. An extension of the time limit may be made by the Delaware Department of Education only if exceptional circumstances exist with respect to a particular complaint.

2.3 The Delaware Department of Education may conduct an independent onsite investigation of the complaint, if it is determined that an on site investigation is necessary.

2.4 The complaint shall allege a violation that occurred not more than one (1) year prior to the date that the complaint is received.

2 DE Reg. 217 (8/1/98)

7 De Reg. 161 (8/1/03)

12 DE Reg. 208 (08/01/08)

3.0 Complaint Made to the Local Education Agency

An organization or an individual is encouraged to file a written, signed complaint with the Local Education Agency, prior to submission of the complaint to the Delaware Department of Education, concerning an alleged violation by the Local Education Agency of a Federal statute or regulation that applies to the Local Education Agency's program.

3.1 The complaint shall include a statement specifying the alleged violation by the Local Education Agency. Such statement shall include facts and documentation of the alleged violation.

3.2 The superintendent or the agency head of the Local Education Agency shall investigate the complaint and issue a written report including findings of fact and a decision to the parties involved in the complaint within sixty (60) working days of the receipt of the complaint.

3.3 An appeal of the Local Education Agency decision may be made by the complainant to the Delaware Department of Education. The appeal shall be in writing and signed by the individual or by an individual representative of the organization making the appeal. The Delaware Department of Education shall resolve the appeal in the same manner as a complaint, as indicated in 2.0.

2 DE Reg. 217 (8/1/98)

7 De Reg. 161 (8/1/03)

12 DE Reg. 208 (08/01/08)

4.0 Review of Final Decision by the U.S. Department of Education

Any party to the complaint has the right to request that the Secretary, U. S. Department of Education, review the final decision of the Delaware Department of Education. The request for an appeal of the decision to the Secretary, U. S. Department of Education, shall be made in writing to the Delaware Department of Education within sixty days of the receipt of the decision.

2 DE Reg. 217 (8/1/98)

5.0 Complaints and appeals to the Delaware Department of Education shall be mailed to the following address:

Secretary of Education
Delaware Department of Education
401 Federal Street
Suite 2
Dover, Delaware 19901-3639

*IDEA Part B, as amended, has other specific remedies and procedural safeguards specified under Section 615 of the Act to protect students with disabilities. See 14 **DE Admin. Code** 923 Children with Disabilities Subpart B General Duties and Eligibility of Agencies.

2 DE Reg. 217 (8/1/98)

7 De Reg. 161 (8/1/03)

12 DE Reg. 208 (08/01/08)

INTERNET SAFETY POLICY

**Internet Safety Policy
For Odyssey Charter School and Library**

Introduction

It is the policy of Odyssey Charter School and Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254 (h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Odyssey Charter School and Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as

required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the Odyssey Charter School and Library staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the administration or designated representatives.

The administration or designated representatives will provide age appropriate training for students who use Odyssey Charter School Internet facilities. The training provided will be designed to promote the Odyssey Charter School’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Odyssey Charter School’s Internet Policy;
- b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. Cyber-bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Parents and students will acknowledge the districts AUP by signing off on the school Code of Conduct.

Adoption

This Internet Safety Policy was adopted by the Board of Odyssey Charter School and Library at a public meeting, following normal public notice, on June 18, 2012.

CIPA Definitions of Terms:

MINOR: The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE: The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS: the term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as minors.
SEXUAL ACT; SEXUAL CONTACT: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.