

ODYSSEY CHARTER SCHOOL

Σχολείο Οδύσσεια

Code of Conduct



2018-2019

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Kim Federico, President  
Colleen Domanski, VP of Administration  
Lisa Friedel, VP of Membership  
Casey Bowne, Recording Secretary  
Nina Ortiz, Correspondence Secretary

Odyssey Charter School does not discriminate on the basis of race, color, gender, gender identity, religion, age, disability, marital status, sexual orientation/preference, national origin, or other legally protected categories.

This document is not all-inclusive nor does it restrict Odyssey Charter School's authority to take actions necessary to maintain a safe and orderly educational environment.



## MESSAGE FROM THE HEAD OF SCHOOL

Dear Students and Families,

Welcome to Odyssey Charter School! We are all looking forward to providing your students with the finest educational experience, rigorous curriculum, and exciting sports and clubs. Our mission is to prepare students for a lifelong enthusiasm for learning, develop a keen awareness of world citizenship and culture, and establish critical thinking and problem-solving proficiency through a focus on Modern Greek language and Mathematics. In the 2018-19 school year, we are excited about our growth and development as a school and our continued improvement through our Strategic Plan.

This Code of Conduct is updated each year and provided to all students and families to ensure their understanding of the rules and guidelines that govern Odyssey Charter School. Our rules clearly state the responsibilities for our students and families and our expectations for student conduct. Please be sure to read the contents of this handbook, which includes information on attendance, our code of conduct, athletic policies and eligibility, and more.

Odyssey has a wonderful staff, eager to help students and families in every way. If you have any questions about the handbook, or if you have a concern about the school or your student(s), please contact the building-level administrators [or me](#). We are all here to help your student be successful. Updated emails and phone numbers are always available on our website, [www.odysseycharterschooldel.com](http://www.odysseycharterschooldel.com).

We are thankful that you have entrusted your students to us here at Odyssey. On behalf of our Board of Education, administrators, teachers, and staff, I wish you a successful and engaging school year. Have a wonderful year, work hard, and be sure to follow the code of conduct.

Sincerely,



Denise Parks

## **2018-2019 Student/Parent Handbook and Code of Conduct Acknowledgement Form**

In order to assure the school staff that all concerned persons are familiar with the information contained in this student/parent handbook and code of conduct, we ask that all parties sign off on this form. Parents/guardians and students are required to indicate with signatures below that a copy has been received and read thoroughly. By signing, you acknowledge that you fully understand that by attending Odyssey Charter School that our child/children agree with all terms of this agreement, as well as school and state policies.

Your signature further acknowledges your understanding that Odyssey Charter School policies will be utilized, applied, and enforced by the school to ensure the efficient operation of the school. Please sign and return this form (one per student) to the student's homeroom teacher by Friday, September 14<sup>th</sup>:

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**Student Name (Please Print)**

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**Student Signature/Date**

---

**Parent/Guardian Name (Please Print)**

---

**Parent/Guardian Signature/Date**

---

**Parent/Guardian Name (Please Print)**

---

**Parent/Guardian Signature/Date**

---

**Telephone #**

---

**Email**

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**Homeroom Teacher**

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**Grade Level**

## ESSENTIAL INFORMATION

In order to reduce the amount of forms and general paperwork parents are asked to sign in the beginning of the year, we want parents to know these general policies:

1. The emergency medical information card must be completely filled out and returned immediately. This card is our first line of information about your student's health and wellness and should your student have an accident, we need this information to reach parents/guardians. If you need to update information on this card throughout the school year with a change of address or phone number, please contact the administrative assistant for your student's building.
2. Students are sometimes photographed or filmed during activities, and the pictures are included in some of our public relations materials. If you DO NOT want your child photographed, please put your request in writing to the building level administrator. This must be completed yearly, previous requests do not carry over.
3. Please read the Acceptable Use Policy and Electronic Device Policy for information regarding technology use and review the policy with your student. If you have further questions, please address them to the school building administrator.
4. To accommodate special needs as required by state and federal law, certain students in your child's classroom might have the right to audio/video record, or to receive teacher-made audio and video recordings of discussions that occur during instructional activities. These recordings could include the voice or likeness of your child. The child making the recording or for whom the recording is made will use the recording solely to support his or her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of Odyssey Charter School for any purpose.
5. The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians, students who are 18 and emancipated minors rights concerning the school's distribution of surveys, collection and use of information for marketing purposes, and administration of certain non-invasive physical examinations such as vision or hearing screenings. When appropriate, Odyssey Charter School will directly notify parents/guardians when students are scheduled to participate in these activities or surveys and will provide them an opportunity to review any pertinent content to opt their children out of participation. For more information, go to <http://familypolicy.ed.gov/ppra>.
6. School Closing Information, School Calendar, our Greek Math and Language Policy, and additional information is available at our website, <http://www.odysseycharterschooldel.com>

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## Section I – Student Rights and Responsibilities

### School Attendance

Every parent/guardian, guardian, or other person having control of a child between the ages of 5 and 16 is required to send such child to school. School attendance is mandated by statute and by laws and regulations of the State Board of Education. The Student Attendance Policy of the Odyssey Charter School Board of Education establishes specific regulations related to attendance.

#### 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.

For the safety of the students, as per our standard dismissal procedures, phone calls, emails, or faxes to the school are NOT accepted as notification of a change in dismissal.

Dismissal changes must be received, in writing, when the child arrives at school. Changing a student's standard dismissal plan on a given day is strongly discouraged, but must be in writing and sent to school with your child(ren).

**Upper/High School** (Grades 7–11, Buildings 21 & 23) Students are expected to arrive in school between 7:30-7:43 AM. Students arriving after 7:45 AM are considered tardy. Upper/High School students being signed out for an early dismissal must be picked up at the main office of building 21 no later than 2:30pm. After 2:30pm, all parents must go through carline in order to pick up their child. All drop offs for tardy students and pick up for early dismissal should be completed at building 21.

**Intermediate School** (Grades 3–6, Building 22) Students are expected to arrive in school between 7:45-8:00 AM. Students arriving after 8:03 AM are considered tardy. Tardy students must be accompanied by a parent to the main office to be signed in. Intermediate School students being signed out for an early dismissal must be picked up at the main office no later than 2:45 pm. After 2:45 pm, all parents must go through carline in order to pick up their child.

**Lower School** (Grades K-2, Building 20) Students are expected to arrive to school between 7:45-8:00 AM. Students arriving after 8:05 AM are considered tardy. A parent must accompany tardy students to the main office to be signed in. Lower School students being signed out for an early dismissal must be picked up at the main office no later than 2:50 pm. After 2:50 pm, all parents must go through carline in order to pick up their child.

In the Lower School and Intermediate School (grades K-6), a parent/guardian must accompany the child into school and sign them 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 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.

The Administration is responsible for enforcing the attendance laws of the state and is the person who may excuse a child for necessary and legal absence, subject to the provisions of the Delaware Code (Title 14).

The following are considered necessary and legal excused absences and may not be used to file truancy charges:

1. Illness of the student
2. Medical diagnosis and/or treatment
3. Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in the locality or three days if outside the state
4. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
5. Legal business requiring the student's presence
6. Suspension or expulsion from school
7. Observance of religious holidays
8. Approved college visits
9. Authorized school-sponsored activities
10. In addition, the administration shall have the authority to approve other absences.

Absences for other reasons are classified as "unexcused."

A student enrolled in grades K through 12 inclusive is considered truant if such a student has been absent from school without valid excuse, as defined in Rules and Regulations of the State Board of Education, for more than three (3) days or the equivalent thereof during a given school year. Schools will take action regarding unexcused absences including, but not limited to, written communications, home visits, required parent/guardian/guardian conferences, and referral of the parent/guardian for prosecution.

Parent/guardians/guardians who allow their children to be truant are subject to the following penalties as described by State Law:

1. First offense: fine of \$25 to \$300 or imprisonment for up to 10 days or both

2. Second offense: fine of \$50 to \$500 or imprisonment for up to 20 days or both
3. Third offense: fine of \$230 to \$1,150 or imprisonment for up to 30 days or both
  - A parent/guardian may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.
  - Penalties may include community service, counseling, curfew, suspension or revocation of driver's permit or hunting license, prohibition of participation in extracurricular activities or school social events or recommendation that the student enroll in an alternative school.
  - Any pupil 16 years of age or older who is truant on more than three separate occasions during one school year may be expelled from Odyssey Charter School by the Board of Education.

### **P rearranged Absence**

A prearranged absence is a student's absence from school for three or more days to visit a college or university or for other educational activities approved by the Head of School/Building Level Administrator. The absence should be prearranged by writing the Head of School/Building Level Administrator, giving the full particulars of the absence. Approval for such absences should be sought, where practicable, at least one (1) week prior to the date on which the absence is to occur. Upon the development of a plan by student and teacher for making up the assignments to be missed, the Head of School/Building Level Administrator may then define the absence as excused.

### **Leaving School - Closed Campus**

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.

### **Prolonged Absence - Pregnant Student**

Access to an educational opportunity is not denied to a pregnant student. However, the condition of pregnancy could necessitate modification of a student's program if usual and normal activity could be detrimental to the health of the student or unborn child. The following are guidelines for establishing appropriate educational programs for pregnant students:

1. Whenever a condition of pregnancy exists, the student may remain in regular school attendance provided there is no compelling reason to prevent such attendance. Pregnant students are expected to notify their guidance counselor and school nurse of their condition as soon as the pregnancy has been diagnosed by a physician.

2. Pregnant students are expected to visit with a physician to obtain appropriate advice for their own health and prenatal care.
3. Pregnant students shall be expected to participate in all usual and normal student activities until the attending physician prescribes limitation on activities.
4. Two alternative education programs are available for pregnant students. Admission to either the James H. Groves Adult High School or the Delaware Adolescent Program, Inc. (DAPI) is an option for pregnant students. Information regarding those programs can be obtained from the guidance counselor.

Pregnant students who do not opt for one of the alternative programs may continue regular enrollment if attendance prior to time of expected delivery is regular. During the time of absence necessitated by complications or delivery certified by a physician, the student may be eligible for homebound instruction. Such students are expected to return to regular attendance as soon as the attending physician certifies school attendance will not be detrimental to the student's health.

### **PROCEDURES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES**

The Odyssey Charter School Board of Education guarantees students the freedoms allowed by law, provided the freedoms do not endanger the health, safety, and welfare of others. Nowhere is it stated or implied in this document that the school should give up its authority and responsibility.

### **FREE SPEECH/EXPRESSION**

*Philosophical Basis:*

One of the basic purposes of school is to prepare students for responsible self-expression in our society. Self-expression is permitted under the 1st and 14th Amendments to the U.S. Constitution. Students may inquire, question, and exchange ideas. Self-expression must not interrupt the orderly educational process of the school or be in violation of the code of conduct. Free expression must not be obscene, libelous, or disruptive. Profanity (cursing) is unacceptable language in the school setting and will not be tolerated.

### **RIGHTS**

*Students have the right:*

1. To participate in patriotic activities. Students also have the right to be excused from any patriotic act that is against their personal convictions. Students who do not wish to participate in patriotic activities shall not be forced to do so.
2. To be excused from any activity that is against their religious beliefs.
3. To petition and survey students' opinions by following guidelines, available by request, established by the Head of School and the Board.
4. To express their own opinions on issues.
5. To assemble peaceably on school property at a time and place designated by

the Head of School or Building Level Administrator. This right will be denied if it endangers the health or safety of others, damages property, or disrupts the activities of others.

## **RESPONSIBILITIES**

*Students have the responsibility:*

1. To use appropriate language in the school setting.
2. To act in a dignified manner during patriotic activities and respect the rights of others who wish to participate.
3. To inform the school of activities which are in conflict with their religious beliefs.
4. To make reasonable requests to conduct surveys and petitions. The results obtained must be reported accurately.
5. To be well-informed about issues and to express their opinions in a reasonable manner at a reasonable place and time.
6. To plan, get approval for, and hold activities which are based upon educational objectives.

## **SEARCH AND SEIZURE**

Students shall be free from unreasonable search and seizure of property as guaranteed by the 4th Amendment of the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. Since student lockers are school property, school authorities reserve the right to maintain access to and to search school property at any time with or without suspicion.

## **RIGHTS**

*Students have the right:*

To privacy in their personal possessions unless an administrator or designee has reasonable cause to believe that illegal materials are being concealed by the student.

## **RESPONSIBILITIES**

*Students have the responsibility:*

To refrain from carrying or concealing any materials which are illegal or may disrupt the educational process.

## **APPEALS/GRIEVANCES**

*Philosophical Basis:*

A grievance may be filed when a student feels that he/she has been unfairly treated or has not been afforded due process. Students have the responsibility to discuss and to

try to resolve their complaints with the person(s) involved before using the grievance procedure. Schools are responsible for providing a means for students to express and resolve their grievances.

## **RIGHTS**

*Students have the right:*

1. To a procedure for expressing and resolving their grievances. This procedure specifies lines of communication, timelines, and a method of appeal.
2. To participate in the evaluation and modification of the grievance procedures through their student government.

## **RESPONSIBILITIES**

*Students have the responsibility:*

1. To discuss and to try to resolve their complaints with the person(s) involved before using the grievance procedure.
2. To state the grievance clearly, to follow the established procedures for resolving the grievance, and to abide by the decision that comes as a result of this process.

## **STUDENT RECORDS**

*Philosophical Basis:*

Student records are defined as any materials concerning individual students kept in any form by the School Board or its employees, except for personal notes of teachers and other school personnel intended for their use only. Student records are maintained to provide information contained therein as accurate and appropriate.

## **RIGHTS**

*Students have the right:*

1. To release, inspect, review, and challenge the information contained in their school records within school guidelines if they are eighteen years of age or older. Parents of students who are under eighteen years of age also have this right. The school personnel shall provide assistance to students and parents to help them understand the material in the record. This access may not be denied because of failure to pay fines or fees.
2. To sign for a release of the information contained in their records to authorized agencies if they are fourteen years of age or older.
3. To be protected from the release of personally identifiable information to unauthorized persons.

## **RESPONSIBILITIES**

1. Eligible students and parents have the responsibility to give school personnel notice that they want to inspect and review their records. Eligible students and parents have the responsibility to meet their financial obligations as they relate to school fees or fines. Transcripts and records will not be released until all student financial obligations are met.
2. Students have the responsibility to sign, without delay, a release of information contained in their records to authorized agencies. *Delaware Code: Title 14, Chapter 41, Section 4111*
3. Eligible students and parents or guardians have the responsibility to release information to those individuals or agencies who are working in a positive manner for the benefit of the student. The permission to release information, where required, must be in writing.

## **DUE PROCESS**

### *Philosophical Basis:*

The school recognizes the student's right to a free public education which may not be taken away without good cause. Students have the rights given to every citizen by the U.S. Constitution. These rights are protected through a procedure called "due process." This section defines due process and the procedure for filing a grievance.

### *Due Process ensures that a student has the right:*

1. To know the rules of the school and the consequences for violating those rules;
2. To know, prior to being suspended or expelled, the reason for such action;
3. To know the nature of the evidence against him/her;
4. To tell his/her side of the story; and
5. To appeal through the Grievance Procedure.

## **GRIEVANCE DEFINITION**

A grievance is another name for a complaint. A student grievance must be filed within ten (10) school days from the time of the alleged infraction. Forms can be found in the main office, student advisor's office, or on the district website.

*The grievance procedure may be used where it is alleged that any student or group of students:*

1. Is being denied access to an appropriate educational opportunity;

2. Is being denied participation in any school activity for which the student is eligible;
3. Is being denied the opportunity to compete for a position in an activity where the selection is limited;
4. Is being subjected to arbitrary or unreasonable regulation, procedure, or standard of conduct;
5. Is being subjected to sexual harassment. (Skip Step 1 of Grievance Procedure if a teacher is involved); or
6. Has not been afforded due process.

## **GRIEVANCE PROCEDURE**

*When the grievance procedure is used, these steps shall be followed:*

1. The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference does not resolve the complaint, the grievant shall talk with the department chairperson, a school counselor, or a student advisor about resolving the complaint.
3. If the conference fails to resolve the issue, the grievant shall file a written grievance with the dean.
4. The administration will investigate the problem and render a written decision within ten (10) school days of receipt of the written grievance.
5. A grievant wishing to appeal the administration's written decision must file a written appeal with the head of school no later than ten (10) school days from the date of receipt of the dean or student advisor's written decision.
6. The administration shall investigate the problem and render a written decision.
7. If the written decision of the head of school is not acceptable to the grievant, the latter has the right to a written appeal to the Odyssey Charter School Board of Education. The written appeal to the Board must be submitted to the Head of School within ten (10) days after the student receives the written decision from the Head of School. The Odyssey Charter School Board of Education will render the final decision in writing, within thirty (30) days of receipt of the appeal.

## **GRADES**

*Philosophical Basis:*

Grades are one indicator of the student's learned knowledge or skill proficiency at a particular time. A student's grades should reflect the teacher's best assessment of a student's achievement, based on the course requirements for a given class.



**RIGHTS***Students have the right:*

1. To receive a written copy of a teacher’s grading system at the beginning of each course;
2. To receive an academic grade that is based on the teacher’s grading system and reflects the student’s academic achievement;
3. To request and receive written notification of unsatisfactory progress at any time during the marking period
4. To have grades used positively and not as a disciplinary tool, and
5. To be given appropriate notice of assignment due dates.

**RESPONSIBILITIES***Students have the responsibility:*

1. To ask for an explanation of a grading system which they do not understand;
2. To attain standards of academic performance according to their abilities;
3. To share all notices of unsatisfactory progress with their parent/guardians and to make every effort to improve their performance;
4. To conduct themselves in a manner which fosters a good learning environment, and
5. To present assignments when due.

**ODYSSEY CHARTER SCHOOL GRADING SCALE**

Grades 4-12		Grades K-3	
A	90-100		
B	80-89	4	Exceeds Grade Level Expectations
C	70-79	3	Meets Grade Level Expectations
D	60-69	2	Approaching Grade Level Expectations
F	59 and below	1	Below Grade Level Expectations

### Progress Key (Grades K-3)

Mark:	Description:
X	Not yet introduced
N	Needs Improvement
S	Satisfactory –demonstrates understanding of skill/concept
O	Outstanding – consistently applies skill/concept independently in a variety of situations.

### PROMOTION, ASSIGNMENT, AND RETENTION

#### Grades K-3

To be considered for retention/assignment, at least three of the following criteria need to be identified:

- Pattern of 1s (with occasional 2s) on report cards
- Well below benchmark on norm-referenced assessments (below 33<sup>rd</sup> percentile)
- Lowest performance levels on summative assessments/not meeting growth targets
- Numerous N's on socio-emotional development criteria on report cards

Teachers, parent/guardians, and administrators will meet together to review data to determine promotion/assignment/retention. Administration will set such a meeting and make the final determination regarding a student's placement

#### 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. Core subjects include English Language Arts, Math, Science, and Social Studies. Failure of any three core subjects or a total of any four subjects in one year will result in dismissal from the school. Students who do not pass

core academic courses in grades 9 and above will be required to complete summer credit recovery at the student's expense.

### **Summer Academic Assistance**

Summer school may be required for students in all grades depending on a student's end of year grades, standardized assessment performance, attendance, teacher request, or any combination of the above factors. Odyssey Charter School provides a multi-week Summer Academic Assistance program, focusing on reading and math instruction.

In the event that a family cannot attend the SAA program, or one is not offered, that student must enroll in a OCS approved tutoring program totaling at least 20 hours. Failure to attend an approved tutoring program, and to provide appropriate documentation indicating the successful completion of the program before August 1<sup>st</sup> may result in retention in Grades 1 through 3 or dismissal of the student in Grades 4-12.

### **Grades and Extracurricular Activities (High School)**

Freshmen students must have a 1.5 grade point average by the end of the first marking period of their freshman year and a 1.75 grade point average by the end of the second marking period to participate in athletics and extracurricular activities; sophomores, juniors and seniors must maintain a 1.75 grade point average to participate in athletics and extracurricular activities.

### **Lockers**

Each student in grades 5 and up will be assigned a locker. Students are responsible for keeping their lockers neat and orderly. Students are required to use an OCS-purchased lock loaned to each student at the beginning of the school year. Assigned locks must be returned at the end of each school year. Lockers and locks are property of Odyssey Charter School and may be subject to search.

## Section III – Code of Conduct and Discipline Policy

### Introduction to the 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. 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 a student's infraction is related to their 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 or administration may suggest alterations to the code, but major changes will be brought before parent/guardians before being adopted. Major policy decisions will then be forwarded to our board for final approval.

Upon enrolling at Odyssey Charter School, a 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 is compromised or jeopardized.

#### What is the Code of Student Conduct?

The code is an official document of Odyssey Charter School which:

- Describes a positive and safe school environment
- Specifies the rights and responsibilities of students
- Defines attendance responsibilities
- Safeguards the rights of students
- Defines conduct that disrupts a positive and productive learning environment
- Standardizes procedures for disciplinary action
- Incorporates the State Board of Education Policy for school charters on possession, use, and distribution of drugs and alcohol, etc.
- **Promotes respect for fellow students and staff members:** All students are expected and required to behave in a respectful manner toward other students, staff members, and property. In particular, the school will uphold the Code of Conduct in the event of any language or behavior that intimidates, belittles, or causes physical or emotional injury to others.
- **Promotes respect for all individuals:** The school is fortunate to have a very diverse student population from a variety of ethnic, cultural, and religious backgrounds and strives to provide an environment where all students can feel comfortable and thrive. For this reason, the use of derogatory statements

in reference to one's race, sexuality, gender, ethnicity, culture, or religious background is strictly prohibited.

- **Promotes individual and community responsibility:** Each student is responsible and will be held accountable for his/her own language and actions. This responsibility extends to any knowledge of misconduct by other students. If a student is aware of misconduct by another student, it is his/her responsibility to inform a staff member. Withholding such information may be considered a Discipline Violation. Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate and will invoke appropriate sanctions against any student who responds to another in a retaliatory manner. Staff members will not tolerate bullying or cheating and neither should students. Please note that plagiarism is considered cheating.
- **Provides a safe environment for students:** It is the responsibility of all students to immediately inform a staff member about any possible threat to student or staff member safety, health, or property that they have observed or have knowledge of. Withholding such information may be considered a Discipline Violation.
- **Provides a disruption-free educational environment:** No student may disrupt another student's learning. Classroom disruptions of any kind may be considered a Discipline Violation.

Provisions in the Code of Conduct apply to all students in Grades K-12, but differences in age and maturity are considered in determining the type and severity of disciplinary action to be taken. All students have a greater responsibility for their actions as they increase in age. This code does not restrict the board's legal and statutory authority to protect the health, safety, and welfare of students and staff.

#### **When is the code in force?**

The code is in force:

- On school property prior to, during, and following regular school hours
- While students are on a school bus or in a school vehicle for any purpose
- At all school-sponsored events and other activities at which school administrators and staff have jurisdiction over students.

The code of conduct shall also apply to out-of-school conduct by a student if Odyssey believes that the nature of such conduct indicates that the student presents a threat to the health, safety, and welfare of other students or the reputation of the charter. Additionally, the Head of School or administrator is authorized to take administrative action when a student's misconduct to and from school has a harmful effect on other students, the community, or the orderly conduct of school business.

#### **What is the Discipline Policy in regards to the Code of Conduct?**

School Personnel are responsible for enforcing the code of conduct in a manner which is consistent, fair, and firm, treating each case on an individual basis and taking into consideration the overall school record of the student and other mitigating circumstances. All staff members are required to assist in code of conduct violation

situations. The aim of Administration is to promote self-discipline in each student; the student who practices self-discipline will be least affected by this policy.

The following pages list and define violations and possible disciplinary actions. **This list is not all inclusive, but merely a guide to show the most important policies.** When the word “day(s)” is used regarding missed time from school as a result of suspensions or expulsions, those days are “school days”, not “calendar days.”

### **What are the expectations for student behavior?**

Faculty and staff members should always be addressed in a polite and respectful manner. Students are expected to comply with regulations and rules to ensure the smooth operation of the school. Students are to show respect to each other and to faculty and staff, and are to comply with these general rules:

- Compliance with all federal, state, and local laws
- No possession of weapons, objects that could be used as weapons, or simulated weapons, or simulated weapons of any kind.
- No possession, use, or attendance under the influence of tobacco products, drugs, unauthorized prescription medication, alcohol, or any other dangerous, illegal, or controlled substance.
- No physical or verbal aggression against or abuse of persons or property.
- No sexual advances or derogatory or suggestive comments about one’s own or another individual’s sexual orientation.
- No display of sexually suggestive objects or pictures.
- No public display of intimate affection (e.g., hugging, kissing, lap sitting).
- No use of profanity or verbal abuse of any persons.
- No harassment or bullying.
- No possession or unauthorized use of matches, lighters, or explosive materials.
- Compliance with all written rules and procedures provided and/or posted throughout the School premises, including emergency procedures.
- Compliance with verbal directions of staff members.
- Arrive at class or any required School activity on time and appropriately equipped
- Attendance at all scheduled classes and all required School activities.
- Immediately reporting (to staff members) the actions and/or words of another member of the School community that are believed to violate School Rules.
- No sale of any products or goods on School premises or at School-sponsored activities, except when authorized by an Administrator.
- No unauthorized use of the Odyssey Charter name and/or logo.
- No unauthorized personal photography on the School campus or during School events without the written permission of the appropriate administrators.
- No photos taken at the School, whether authorized or not, may be posted on the internet or in any other public forum without written permission from the school administrator.

- Utilize social media in an appropriate and positive manner, refraining from all bullying, cyberbullying, and posting of inappropriate content.
- Refrain from Inappropriate Behavior. Inappropriate Behavior is defined as that which produces distractions, friction or disturbances which seriously or repeatedly interfere with the effective function 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.

**Playground Rules (Grades K-6)**

- Play only in the designated recess areas.
- Do not play near irrigation and/or muddy areas.
- Practice good sportsmanship at all times.
- Play safe, non-violent games (no tackling, grabbing clothing, tripping, or pushing).
- Use playground equipment as intended.
- Obtain permission from a teacher or staff member before leaving the playground.
- Do not touch or handle broken glass or harmful objects and report such items to a teacher or staff member immediately.
- Do not play tag or use sports equipment around the playground area.

**DEMERITS, DETENTION, AND REFERRAL SYSTEM**

**DEMERITS (K-2)**

Demerits are issued for minor offenses and are similar to warning tickets. This permits the school to deal with disciplinary matters in a progressive fashion. The school will keep track of demerits issued, detentions, and notify parent/guardians if 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 consequences”.

The following is a list of minor offenses where a demerit(s) may be issued. This list is not exhaustive, and the administration and OCS staff reserve the right to issue a demerit based on professional judgement.

Defiance	Dress Code Infractions	Littering
Food/gum/drink in classroom/hallway	Disruption (classroom, hallway)	Inappropriate language or gestures
Loitering	Name Calling	Lying
Physical Contact	Teasing/Taunting	

Behavioral infractions resulting in suspension will be assigned 2-5 demerits, depending on the seriousness of the offense as determined by the school administration. It is the determination of the school administrator to assign the number of demerits for an infraction. Demerits will not be named under the violations section as a consequence.

An accumulation of demerits will result in detentions and other additional penalties being issued at the discretion of the building level administrator or Head of School. Detentions may also be administered based on inappropriate student conduct in the school or on the bus.

- 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 at a day/time determined by the administrator.
- After eight demerits, a parent conference will be scheduled with the school administrator and the student will serve two one-hour detentions at a day/time determined by the administrator.
- 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 Review Board section in this handbook for further information).

### **Detention**

Detentions are scheduled by the administration and may occur before school hours, after school, or on Saturdays. Students will be provided with a minimum of 24-hour notice before the detention must be served, and the detention must be served on the assigned date. The only acceptable excuses for missing a detention are medical emergencies, excused absence from school, medical or dental appointments (must be verifiable and on doctor's letterhead), or extreme unforeseen circumstances. 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. The student is responsible for rescheduling the detention with administration on the first day of return.

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.



## **Referrals**

Referrals are issued for more significant offenses in grades K-2, and any Code of Conduct infractions in grades 3 and up. Referrals are written up by the classroom 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, out-of-school suspension, and referral to the Review Board.

## **Review Board**

The Review Board is an advisory group of the Head of School, consisting 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, after 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; sexual misconduct; 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 Head of School.

Any dismissal action taken by the Head of School may be appealed to the school's Board of Directors. While an appeal is pending, the Head of School'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 Head of School within (5) five business days of the hearing. It must include the grounds for the appeal. Within 10 days, a committee of no less than three members of the Board selected by the President 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.

## **Student Withdrawal Prior to Discipline**

Withdrawing a student from school does not affect the school's authority to schedule and conduct a conference or hearing on the conduct, complete the student discipline process, and if necessary, enter an order for removal to an Alternative Program, or Homebound; regardless of whether the student or parent/guardian is present to participate. The order for removal will be included with records sent to the transferring school.

## **Assignment to the Alternative Education Program**

Students will be assigned to an Alternative Education Program (AEP) for a minimum of 10 days through a maximum of 180 days depending on the age/grade and level of offense. While students are in the AEP at the high-school level, only four basic courses are offered: English, social studies, math, and science. Certain electives, honors, and

Advanced Placement (AP) courses may not be provided. In addition, administrators at the AEP will work with the student's home school to meet course requirements, and allow the home campus to send work to be completed by the student. Odyssey Charter School reserves the right to remove the student choice privileges upon completion of AEP.

### **Students with Disabilities**

1. In the case of a student with a disability being considered for expulsion or suspension in excess of 10 days cumulatively in one school year, a special education team meeting will be convened.
2. The special education team will meet together with the student's IEP team to look at all evidence collected, historical data, accounts of the incident(s) and determine whether (1) the alleged conduct was caused by or had a direct and substantial relationship to the student's disability; or (2) if the conduct in question was due to an inappropriate placement of the student and there is a likelihood that a change in the student's program and/or placement would alleviate the misconduct which led to the offense.
3. If the special education team determines that either of the above standards are met, suspension or expulsion is not authorized and the student's program and placement should be reviewed.
4. If the special education team determines that neither of the above standards are met, the principal will follow the Student Code of Conduct. To the extent required by state or federal law, a student identified as having a disability under the Individuals with Disabilities Act (IDEA) who is expelled or suspended in excess of 10 days may still be entitled to a free, appropriate public education.
5. If a student with a disability presents a danger to himself or others, or is so disruptive that his behavior substantially interferes with the right of other students to benefit from an education, an interim change of placement may be authorized by either (1) special education team decision accompanied by parental consent; or (2) court order.
6. Nothing stated herein shall preclude the special education team from placing a student with a disability, determined to have brought a firearm or any deadly weapon or drugs to school, in an interim alternative educational setting in accordance with state and federal law. Questions, comments or concerns regarding a student with an IEP or 504 Plan should be directed to the student's case manager.

## **GLOSSARY OF DISCIPLINARY TERMS**

Additional information specific to definitions can be found on the Delaware DOE website, <http://regulations.delaware.gov/AdminCode/title14/600/614>

### **BEHAVIORAL CONTRACT**

A behavioral contract is a written agreement of last resort among a student, the student's parent, and the administration which specifically states the conditions that, unless met, will result in a recommendation for alternative placement or expulsion.

### **BOOKBAGS/PURSES**

Odyssey Charter School presumes a student possesses, and is therefore responsible for, all items found in the student's bookbag/purse or similar bag or container used to carry books or personal property. The student should regularly check the contents of his/her bookbag/purse. Failure to secure one's bookbag/purse or provide others access to one's bookbag/purse does not eliminate responsibility for items found in the bookbag/purse.

### **DENIAL OF BUS TRANSPORTATION**

Denial of bus transportation is the temporary or permanent withholding of bus transportation for misconduct on the school bus, disrespect to the driver, or vandalism to the bus. Such action may be taken only by an administrator. During the denial of school bus transportation, parents are responsible for getting the student to and from school upon proper notification.

### **DENIAL OF DRIVING PRIVILEGES**

The denial of driving privileges is the removal of permission to drive on school property for a specified time.

### **DETENTION**

A detention is an established time (maximum of 3.5 hours) determined by school staff when a student is detained in a supervised area before, during, or after school hours. The Student Advisor/Designee may approve alternative transportation home. Students must remain in a supervised area until transportation arrives. A student's failure to serve detention will result in additional after-school or in-school alternative, or suspension.

### **EXPULSION**

Expulsion is the Board-approved exclusion of a student from school according to the determination of expulsion procedures addressed in this document. Expulsion denies the student attendance in any and all programs of Odyssey Charter School.

### **FIREARM POSSESSION**

Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in an expulsion for a period of not less than 180 school days. "Firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.

### **IN-SCHOOL ALTERNATIVE/IN-SCHOOL SUSPENSION**

The in-school alternative/suspension (ISS) is a temporary assignment of a student to a classroom for a period of days specified by the administration in place of the student's regularly scheduled classes. Students will be required to do school work and will be excluded from any school activities

occurring during this time. The school shall notify the parent/guardian when a student is assigned to ISS. A student assigned to ISS will receive assignments from each classroom teacher and will be expected to complete all work assigned. Students assigned to ISS will not be eligible to participate in extracurricular activities until the ISS assignment has been completed.

#### **LOCKERS**

Odyssey Charter School presumes a student possesses, and is therefore responsible for, all items found in his/her locker. A student should regularly check the contents of his/her locker. If a student does not lock one's locker, the student remains responsible for items found in the locker.

#### **MOTOR VEHICLES**

Odyssey Charter School presumes a student possesses, and is therefore responsible for, all items in the student's motor vehicle. This presumption applies to any car a student drives to school without regard to who owns the car. Before a student brings a car to school or a school activity, he/she should carefully inspect the car. If a student fails to lock one's car, the student remains responsible for items found in the car.

#### **PARENT CONTACT/CONFERENCE**

A parent contact/conference is a telephone contact, email, or meeting with a parent.

#### **REFERRAL TO ALTERNATIVE PROGRAM**

Referral to an alternative program is a referral to an educational program outside the regular setting.

#### **REFERRAL TO POLICE**

Referral to police is the reporting of an alleged illegal act to a law enforcement agency. When appropriate, a charge of an alleged illegal action may be filed.

#### **REMOVAL FROM CLASS**

When, in the judgment of the teacher, a student's behavior is disrupting the instructional process as per the school's attendance and discipline policies, the teacher may remove the student from the classroom by referring him/her to the Student Advisor.

#### **REPRIMAND**

A reprimand is a verbal or written warning indicating that behavior is not acceptable.

#### **RESTITUTION/RESTORATION**

Restitution/restoration is the payment for and/or restoring of property or articles which have been damaged.

#### **SUSPENSION**

Suspension is a student's temporary exclusion from regular school attendance and activities as determined by the administration for a period not to exceed ten (10) days. An earnest attempt will be made to contact the parent of each student who is suspended. A parent/guardian must attend a conference with administration to enable the student to return to school after a suspension.

## VIOLATIONS AND DISCIPLINARY ACTIONS

The following list is not all-inclusive, and a student committing an act of misconduct not listed will still be subject to the authority of the administration. When selecting disciplinary actions from those listed under “Optional,” the administrator may select one or more of the actions from among the alternatives. When selecting appropriate disciplinary actions from among those listed under “Optional,” the administrator may select one or more of the actions listed in addition to implementing those listed as required.

<p><b>ABUSIVE LANGUAGE: (S0301 OR S0011) - Written or spoken language that is offensive, obscene, or vulgar and that is observed or heard by students, staff, or patrons. Racial or Ethnic Slurs would fall under this category, including slurs that are, or have been used as insinuations or allegations about members of a given ethnicity, or refer to them in a derogatory (that is, critical or disrespectful), pejorative (disapproving or contemptuous), or otherwise insulting manner.</b></p>	
<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Removal from class</li> <li>● Detention</li> <li>● In School Suspension (Grades 6-12)</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● Disciplinary Agreement</li> <li>● Restitution/Restoration</li> <li>● In-School Suspension (Grades K-5)</li> <li>● Out-of-School Suspension</li> <li>● Behavior Contract</li> </ul>	<p><b>SUBSEQUENT VIOLATIONS REQUIRED:</b></p> <ul style="list-style-type: none"> <li>● Parent/guardian /Legal Guardian Contact/Conference</li> <li>● Reprimand</li> <li>● In-School Suspension (Grades K-5)</li> <li>● Out of School Suspension (Grades 6-12)</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● Removal from class</li> <li>● Detention</li> <li>● Disciplinary Agreement</li> <li>● Detention</li> <li>● Restitution/Restoration</li> <li>● Behavior Contract</li> </ul>
<p><b>ACADEMIC CHEATING: (S0141) - The act or instance of fraudulent deception in preparing or presenting course work or class assignments as a student's own authentic work when it is not. This includes, but is not limited to (1) copying another student's paper, (2) unauthorized use of notes or sharing answers during a test or examination, (3) presenting another person's work as one's own, (4) presenting quotations, words, or ideas without proper references or credit (plagiarism).</b></p>	
<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Grade Penalty for Specific Incident or Act</li> <li>● Referral to Counselor</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Detention</li> <li>● Behavior Contract</li> </ul>	<p><b>SUBSEQUENT VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Grade Penalty for Specific Incident or Act</li> <li>● Referral to Counselor</li> <li>● Behavior Contract</li> <li>● In-School Suspension</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● Out of School Suspension</li> <li>● Recommendation to Alternative Program</li> <li>● Recommendation for Review Board</li> </ul>

	<ul style="list-style-type: none"> <li>● Behavior Contract</li> <li>● In-School Suspension</li> </ul>
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<p><b><i>ARSON/RECKLESS BURNING: (C0133, C0134, S0152) - Recklessly or intentionally damages a building by intentionally starting a fire or causing an explosion and recklessly places a building or property in danger of destruction or damage or places another person in danger of physical injury. It includes attempts to burn on school property, Charter buildings or their contents, or personal property.</i></b></p>	
<p><b><u>FIRST VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Out-of-School Suspension</li> <li>● Referral to Police/Fire Agency and/or the Courts</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Referral to Social Services Agencies</li> <li>● Behavior Contract</li> <li>● Referral to Alternative Programs</li> <li>● Recommendation for Review Board</li> </ul>	<p><b><u>SUBSEQUENT VIOLATIONS REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Out-of-School Suspension</li> <li>● Referral to Police/Fire Agency and/or the Courts</li> <li>● Recommendation for Review Board</li> </ul>

<p><b><i>ASSAULT III/AGGRAVATED ASSAULT: (C0201, C0106, or C0107) - (1) Any person intentionally or recklessly causes physical injury to another person; or (2) With criminal negligence the person causes physical injury to another person by means of a Deadly Weapon or Dangerous Instrument.</i></b></p>	
<p><b><u>FIRST VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Parent/Guardian/Legal Guardian contact conference</li> <li>● Reprimand</li> <li>● Out-of-School Suspension</li> <li>● Referral to Police Agency and/or the Courts (grades 4-12)</li> <li>● Restitution/Restoration</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Behavior Contract</li> <li>● Referral to Social Services Agencies</li> <li>● Referral to Alternative programs</li> <li>● Recommendation for Review Board</li> </ul>	<p><b><u>SUBSEQUENT VIOLATIONS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact Conference</li> <li>● Restitution/Restoration</li> <li>● Out of School Suspension</li> <li>● Referral to Police Agency and/or the Courts (grades 4-12)</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Behavior Contract</li> <li>● Referral to Social Services Agencies</li> <li>● Referral to Alternative Programs</li> <li>● Recommendation for Review Board</li> </ul>

<p><b><i>ASSAULT OF AN EMPLOYEE BY A STUDENT: C0201, C0106, or C0107) A deliberate or spontaneous physical attack on an employee by a student resulting in an assault charge.</i></b></p>	
<p><b><u>ANY VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Out of School Suspension</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Behavior Contract</li> <li>● Referral to Police Agency and/or the Courts</li> <li>● Recommendation for Review Board</li> </ul>	

***ATTEMPTED RAPE OR RAPE: (C0301, C0120-C0128) – Forced sexual contact without consent of the victim. It includes sexual intercourse and attempted sexual intercourse without the consent of the victim in both cases.***

**ANY VIOLATION REQUIRED:**

- Reprimand
- Out of School Suspension
- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Referral to Police Agency and/or the Courts
- Recommendation for Review Board

***ATTORNEY GENERAL'S REPORT AND/OR OUT-OF-SCHOOL CONDUCT: (S0161) – The Department of Justice's report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health safety, and welfare of others, including, but not limited to, acts of violence, weapons, offenses, and drug offenses.***

The Code of Conduct shall also apply to out-of-school conduct by a student if the Charter believes that the nature of such conduct indicates that the student presents a threat the health, safety, or welfare of other students and/or staff. 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.
- felony charges; and
- the sale, transfer, or possession of drugs which would constitute an offense punishable by law

A student who is found to possess drugs out of school for personal use **ONLY** and who enters and successfully finishes a drug counseling/treatment program will not be disciplined under the code of conduct.

***AUDIO-VIDEO RECORDING: – Unauthorized use of: student records ( audio, video, photographic), or attempts to record, without the direct authorization of the school administration.***

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Removal from class

**OPTIONAL**

- Confiscate recording device

**SUBSEQUENT VIOLATIONS REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Behavioral Contract
- Detention
- In School Suspension
- Referral to Alternative PProgram
- Out of School Suspension

***BREAKING AND ENTERING: (S0272) – Unauthorized entry of any locked area the school environment during or after school, including, but not limited to rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets, and vehicles.***

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Referral to Police Agency and/or the Courts
- Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension

**SUBSEQUENT VIOLATIONS REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Referral to Police Agency and/or the Courts
- Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension

<ul style="list-style-type: none"> <li>Referral to Social Services Agencies</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>Referral to Social Services Agencies</li> <li>Behavior Contract</li> <li>Recommendation to Alternative Programs</li> <li>Recommendation for Review Board</li> </ul>
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***BULLYING/CYBERBULLYING: (D0701)***  
***Bullying***—Any intentional written, electronic, verbal or physical act or actions against another student, school volunteer, or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

***Cyberbullying***—The use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which (1) interferes with a student’s physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student’s ability to participate in or benefit from the educational programs of the school charter or charter school.  
Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community

See Sections 4112D, 4123A, SB193 of Title 14 or the Delaware Code, DEDOE, Regulations 624

<p><b><u>FIRST VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>Parent/guardian/Legal Guardian</li> <li>Contact/Conference</li> <li>Referral to Counselor</li> <li>Document in E-school</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>In-School Penalty</li> <li>Removal from Class</li> <li>Disciplinary Agreement</li> <li>In-School Suspension</li> <li>Out-of-School Suspension</li> <li>Behavior Contract</li> </ul>	<p><b><u>SUBSEQUENT VIOLATIONS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>Parent/guardian/Legal Guardian Contact</li> <li>Conference</li> <li>Out of School Suspension</li> <li>Document in E-school</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>Removal from Class</li> <li>Behavior Contract</li> <li>Referral Alternative Program</li> <li>Out-of-School Suspension</li> <li>Recommendation for Review Board</li> </ul>
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**DANGEROUS INSTRUMENT(S) POSSESSION/CONCEALMENT/SALE:** *The unauthorized possession/concealment/sale by a student in the school environment of any instrument, article or substance which is readily capable of causing serious physical injury or death. It includes possessing or concealing articles commonly used or designated to inflict bodily harm or to intimidate other persons (look-alike and non-functional weapons are included) or using in an aggressive manner articles commonly designated for other purposes. For example, razor blades or knives of any size are strictly prohibited. The use of pepper spray or mace would fall under this category. The presence of a weapon in a student's locker, automobile, purse, book bag, or similar container is considered to be possession by the student.*

**DEADLY WEAPON(S) POSSESSION/CONCEALMENT/SALE:** *The possession, concealment, or sale of a deadly weapon in the school environment. It includes possessing or concealing articles commonly used or designated to inflict bodily harm or to intimidate other persons (look-alike and non-functional weapons are included) or using in an aggressive manner articles commonly designated for other purposes. For example, razor blades or knives of any size are strictly prohibited. The presence of a weapon in a student's locker, automobile, purse, book bag, or similar container is considered to be possession by that student.*

**GUN FREE SCHOOLS VIOLATION:** *The prohibited bringing to school, or possession while in school of a firearm by a student.*

**(C0601-C0616, C0618-C0621, C0623-C0626)**

The state law prohibiting possession of a deadly weapon in a safe school zone requires that a student who violates this statute shall be expelled, with the length of the Review Board being determined by the local School Board.

**ANY VIOLATION REQUIRED:**

- Confiscation/Locker Search
- Out-of-School Suspension
- Parent/guardian/Legal Guardian Contact/Conference
- Referral to Police Agency and/or the
- Restitution/Restoration

**OPTIONAL:**

- Denial of Bus Transportation
- Behavior Contract
- Referral to Alternative programs
- Recommendation for Review Board

**DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY: (S0081 or S0082) - (1) A verbal or nonverbal refusal to immediately comply with a reasonable request from school personnel, or refusal to correctly identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or (2) a verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Demerit (K-2)

**OPTIONAL:**

- In School Penalty
- Removal From Class
- Disciplinary Agreement
- Work Assignment
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian
- Contact Conference
- Reprimand
- In School Penalty/Out of School Suspension Grades 5-12

**OPTIONAL:**

- Removal From Class
- Work Assignment
- Behavior Contract
- Referral to Alternative Program
- Recommendation for Review Board

**DISORDERLY CONDUCT AND/OR GENERAL DISRUPTION OF THE ORDERLY EDUCATIONAL PROCESS: (S0091)** - Conduct in the school environment which causes public inconvenience, annoyance or alarm or creates a risk thereof by: engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture or display or addressing, abusive language to any person present. It includes behavior which disrupts any school activity or the orderly operation of the school, e.g. boycotts, sit-ins, walk-outs, property damage, etc. In addition, State law requires that any person who disturbs a school in session or willfully destroys school property shall be fined \$20 or imprisoned not more than 30 days or both

<p><b><u>FIRST VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Demerit (K-2)</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● In-School Suspension</li> <li>● In-School Penalty</li> <li>● Out-of-School Suspension</li> <li>● Referral to Police Agency and/or the Courts</li> <li>● Disciplinary Agreement</li> <li>● Behavior Contract</li> </ul>	<p><b><u>SUBSEQUENT VIOLATIONS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>● Out of School Suspension</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Referral to Police Agency and/or the Courts</li> <li>● Behavior Contract</li> <li>● Referral to Alternative Programs</li> <li>● Recommendation for Review Board</li> </ul>
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**DISRUPTION ON THE SCHOOL BUS: (S0171)** - Any misconduct on the school bus, disrespect to the driver, or vandalism to the bus

<p><b><u>FIRST VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Reprimand</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Detention</li> <li>● Disciplinary Agreement</li> <li>● Denial of Bus Transportation</li> <li>● Referral to Police Agency and/or the Courts</li> <li>● Out-of-School Suspension</li> <li>● In-School Suspension</li> <li>● In-School Penalty</li> <li>● Behavior Contract</li> </ul>	<p><b><u>SUBSEQUENT VIOLATIONS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>● See School Bus Policy</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Denial of Bus Transportation</li> <li>● Detention</li> <li>● Disciplinary Agreement</li> <li>● In-school Suspension</li> <li>● Out-of-School Suspension</li> <li>● Recommendation for Review Board</li> <li>● Referral to Police Agency and/or the Courts</li> <li>● Behavior Contract</li> </ul>
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<p><b>DISTRIBUTION OF DRUGS AND/OR ALCOHOL AND/OR DRUG PARAPHERNALIA; USE AND/OR POSSESSION OF A DRUG AND/OR ALCOHOL AND/OR DRUG PARAPHERNALIA; INCLUDING INHALANT; MEDICATIONS: INAPPROPRIATE USE OR POSSESSION: (C0701-C0713, D0501, D1201, D1301)</b></p> <p><i>The sale, transfer, or distribution in school, on school property, or on school field trip events, functions of drugs or alcohol or possesses, uses, or is under the influence of alcohol, a drug, drug paraphernalia, or any substance or paraphernalia consistent with the definitions of these substances or paraphernalia. Possessing or using nonprescription drugs of any type in the School environment in violation of 14 DE Admin. Code 612. It includes the possession, use and/or distribution of or intent to possess, sell, transfer, or purchase alcohol, a drug, a drug-like substance, a look-alike substance and/or drug paraphernalia. Being under the influence of alcohol, drugs, or illegal substances is considered possession. The presence of alcohol, drugs, or any illegal substance in a student's locker, automobile, purse, book bag, or similar container is considered to be possession by that student.</i></p>	
<p><b><u>ANY VIOLATION REQUIRED (ALL INCIDENTS)</u></b></p> <ul style="list-style-type: none"> <li>● Confiscation/Locker Search</li> <li>● Reprimand</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Out-of-School Suspension</li> <li>● Referral to Police Agency and/or the Courts</li> <li>● Recommendation to Social Service Agencies to involve student and parent/guardians in approved intervention or Recovery Program(s)</li> <li>● Recommendation to Alternative Program</li> </ul>	<p><b><u>OPTIONAL</u></b></p> <ul style="list-style-type: none"> <li>● Behavior Contract</li> <li>● Recommendation for Review Board</li> </ul>

<p><b>EXPLOSIVES: (C0622) - Possession or detonation of incendiary devices, explosives, or any other items which may result in fire, burns, explosions or noxious fumes and odors or have the potential of causing injury, harm, damage or disruption (examples: firecrackers, poppers, smoke bombs, caps, flares, flash paper, fireworks, sparklers, ammunition/bullets/blanks and/or look alike, etc.)</b></p>	
<p><b><u>FIRST VIOLATION REQUIRED:</u></b></p> <ul style="list-style-type: none"> <li>● Confiscation</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Referral to Police and or Court (if item is illegal or used to cause harm)</li> <li>● Out-of-School Suspension</li> <li>● Restitution/Restoration</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● In-School Penalty</li> <li>● In-School Suspension</li> <li>● Referral to Police and/or Court (if item is illegal or used to cause harm)</li> <li>● Recommendation to Alternative Program</li> <li>● Recommendation for Review Board</li> <li>● Behavior Contract</li> </ul>	<p><b><u>SUBSEQUENT VIOLATIONS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact Conference</li> <li>● Restitution/Restoration</li> <li>● Out of School Suspension</li> <li>● Referral to Police Agency and/or the Courts (if item is illegal or used to cause harm)</li> </ul> <p><b><u>OPTIONAL:</u></b></p> <ul style="list-style-type: none"> <li>● Referral to Alternative Program</li> <li>● Recommendation for Review Board</li> </ul>

**EXTORTION: (C0141) - To obtain or attempt to obtain money, goods, services, or information from another by force or threat of force.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension (Grades 6-12)

**OPTIONAL:**

- Out-of-School suspension (Grades K-5)
- In-School Penalty
- Recommendation for Review Board
- Referral to Police Agency and/or the Courts (Grades 4-12)
- Referral to Social Agencies
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension
- Refer to Police Agency and/or the Courts (Grades 4- 12)

**OPTIONAL:**

- Referral to Social Services Agencies
- Behavior Contract
- Recommendation to Alternative Programs
- Recommendation for Review Board

**FALSE FIRE ALARM (S0151)/BOMB THREAT/TAMPERING WITH FIRE/OTHER SAFETY DEVICES: Making a "Bomb Threat," activating a fire alarm or initiating any false alarm which disrupts school activity or the orderly operation of the school or classroom. Students are strictly prohibited from tampering with or using any fire or other life safety devices such as fire extinguishers, external casing that triggers the local warning alarm, emergency lights, fire drill instructions, fire alarm cover, building exit signs, etc. In addition, State law requires that any person convicted of making a false statement knowing the statement is likely to cause evacuation of a school or place of assembly or cause serious inconvenience shall, in addition to a possible prison sentence of up to 3 years for those 18 or older, and up to 1 year for those 17 or younger, be fined \$1,000 to \$2,500 and be required to perform a minimum of 100 hours of community service.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Referral to Police and/or Fire Marshal
- State Report Form Completed
- Out-of-School Suspension (K-12)

**OPTIONAL:**

- In-School Suspension
- In-School Penalty
- Recommendation Alternative Program
- Recommendation for Review Board
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian
- Contact Conference
- Referral to Police or Fire Marshal
- State Report Form Completed
- Out-of-School Suspension

**OPTIONAL:**

- Recommendation Alternative Programs
- Recommendation for Review Board
- Behavior Contract

**FELONY THEFT (\$1,500 OR MORE): (D0601) - (a) When a person takes, exercises control over, or obtains property of another person intending to deprive that person of it or appropriate it; or (b) when a person, in any capacity, legally receives, takes, exercises control over, or obtains property of another which is the subject of Theft, and fraudulently converts the property to the person's own use. The Theft is considered a felony when the value of the property received, retained, or disposed of is \$1,500 or more or the victim is 62 years of age or older, or an "adult who is impaired" as defined in §3902(2) of Title 31, or a "person with a disability" as defined in §3901(a)(2) of Title 12.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Out-of-School Suspension
- Referral to Police Agency and/or the Courts (grades 4-12)
- Restitution/Restoration

**OPTIONAL:**

- Behavior Contract
- Recommendation Alternative Programs
- Recommendation for Review Board
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian
- Contact Conference
- Restitution/Restoration
- Out of School Suspension
- Referral to Police Agency
- Recommendation Alternative Programs
- Recommendation for Review Board

**FIGHTING: (D1101) - Aggressive physical altercation between two or more individuals.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian Legal Guardian Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension
- Behavior Contract (Grades 6-12)

**OPTIONAL:**

- In-School Penalty
- Disciplinary Agreement
- In-School Suspension
- Denial of Bus Transportation
- Behavior Contract (Grades K-5)

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Out of School Suspension

**OPTIONAL:**

- Denial of Bus Transportation
- Behavior Contract
- Referral to Social Services Agencies
- Recommendation Alternative Programs
- Recommendation for Review Board

**FORGERY: (S0321 or S0322) - Falsely or fraudulently signing or altering a document such as Hall Passes, Early Dismissal Notes, Progress Reports, Absence Excuse, etc. Forgery shall also include impersonating another student or falsely identifying oneself to others.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Reprimand

**OPTIONAL:**

- Behavior Contract
- In-School Suspension
- In-School Penalty
- Out-of-School Suspension
- Referral to Police and/or Courts

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Out-of-School Suspension
- Behavior Contract

**OPTIONAL:**

- Referral Alternative Program
- Referral to Police
- Recommendation for Review Board

**GAMBLING: (S0241) - Participation in games of chance for money and/or other things of value.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference

**OPTIONAL:**

- Removal from Class
- Detention
- Disciplinary Agreement
- In-School Suspension
- Out-of-School Suspension
- Referral to Police Agency and/or the Court
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Out of School Suspension

**OPTIONAL:**

- Referral to Police Agency and/or the Courts
- Behavior Contract
- Referral to Alternative Programs
- Recommendation for Review Board

**GENERAL SCHOOL/CLASSROOM DISRUPTION: (S0091) - Behavior which produces distractions, frictions, or disturbances which seriously or repeatedly interfere with the effective functioning of the teacher, student, class, or school.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact Conference
- Reprimand
- Removal from class

**OPTIONAL:**

- Parent/guardian/Legal Guardian Contact/Conference
- Removal from Class
- In-School Penalty
- Detention
- Work Assignment
- Restitution/Restoration
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Work Assignment
- Removal from class

**OPTIONAL:**

- Disciplinary Agreement
- In-School Suspension
- Out-of-School Suspension
- Detention
- Disciplinary Agreement
- Behavior Contract

**HARASSMENT: (S0104, S0105, D1001) - Any actions or statements made with the intent to harass, annoy, or alarm another person which: a) insults, taunts, or challenges the other person; or b) is a cause of alarming or distressing conduct which serves no legitimate purpose and is done in a manner which the actor knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer fear, alarm, or distress. It includes actions or statements (spoken or written) which intimidates, offends, or defames the dignity or self-esteem of individuals or groups, including bullying. Sexual harassment is also included in this prohibition and includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Harassment may include, but is not limited to, displaying pictures or other items of a sexually explicit nature, verbal harassment or abuse, pressure for sexual activity, hazing, repeated remarks or jokes with demeaning implications, negative comments/behavior against another's sexual orientation/preference, or other inappropriate/offensive behavior.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Reprimand
- In-School Suspension

**OPTIONAL:**

- Behavior Contract
- Out-of-School Suspension
- In-School Penalty
- Recommendation for Review Board

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Reprimand
- Out of School Suspension
- Behavior Contract

**OPTIONAL:**

- Recommendation Alternative Programs
- Recommendation for Review Board

**INFLAMMATORY ACTIONS: Language, gestures, or actions which create or which might create a disturbance.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Reprimand
- Removal from Class

**OPTIONAL:**

- Removal from Class
- In-School Penalty
- Detention
- Disciplinary Agreement
- Restitution/Restoration
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Conference
- In-School Suspension
- Removal from Class

**OPTIONAL:**

- In-School Penalty
- Detention
- Disciplinary Agreement
- Restitution/Restoration
- Out-of-School Suspension
- Recommendation for Review Board
- Behavior Contract

**LOITERING: (S0071) A student's unauthorized presence in any school area.**

<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Reprimand</li> <li>● Detention (Grades 6-12)</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● In-School Penalty</li> <li>● Detention (Grades K-5)</li> <li>● Disciplinary Agreement</li> <li>● In-School Suspension</li> <li>● Behavior Contract</li> </ul>	<p><b>SUBSEQUENT VIOLATIONS REQUIRED</b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Parent/guardian/Legal Guardian Contact Conference</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● Detention</li> <li>● In-School Penalty</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Disciplinary Agreement</li> <li>● Behavior Contract</li> </ul>
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**MISUSE OF TECHNOLOGY: (S0181) - Any use of school technology for unauthorized purposes such as, but not limited to, copying software; inappropriate internet or email usage; loading unauthorized software on a hard drive; tampering with databases, passwords, or configurations; or any unauthorized alteration or deletion of files. Also includes the use of school technology equipment in: soliciting, using, receiving or sending pornographic or obscene material; or accessing unauthorized email; or the authorized downloading and/or installing of files; or intentionally damaging technology equipment in the school environment; or a situation in which a student deliberately tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the school environment resulting in the loss or corruption of information or the ability of the system to operate; or in any way disrupts or degrades the school or Charter's technology infrastructure.**

<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Parent/guardian/Legal Guardian Contact/Conference</li> <li>● Restitution/Restoration</li> <li>● Demerit (K-2)</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● Detention</li> <li>● Behavior Contract</li> <li>● In-School Suspension</li> <li>● In-School Penalty</li> <li>● Out-of-School Suspension</li> <li>● Recommendation for Review Board</li> </ul>	<p><b>SUBSEQUENT VIOLATIONS REQUIRED</b></p> <ul style="list-style-type: none"> <li>● Reprimand</li> <li>● Parent/guardian/Legal Guardian Contact Conference</li> <li>● Restitution/Restoration</li> <li>● Loss of Computer Use Privileges</li> <li>● Detention</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>● Behavior Contract</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Recommendation for Review Board</li> </ul>
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**OFFENSIVE TOUCHING: (D0801) - Intentionally touching another person either with a member of his or her body or with any instrument, knowing that 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.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference

**OPTIONAL:**

- Out-of-School Suspension
- Referral to Police Agency and/or the Courts
- Disciplinary Agreement
- In-School Suspension
- In-School Penalty
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Out-of-School Suspension

**OPTIONAL:**

- Behavior Contract
- Referral to Alternative Programs
- Referral to Police Agency and/or the Courts
- Recommendation for Review Board

**OFFENSIVE TOUCHING OF AN EMPLOYEE BY A STUDENT: (D0802) - A deliberate or spontaneous physical touching, bumping, or hitting of an employee by a student done in an intimidating, provoking, abusive, alarming, or endangering manner.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Out-of-School Suspension
- Parent/guardian/Legal Guardian Contact/Conference
- Referral to Police Agency and/or the Courts
- Behavior Contract
- Restitution/Restoration

**OPTIONAL:**

- Referral to Alternative programs
- Recommendation for Review Board

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Out of School Suspension
- Referral to Police Agency and/or the Courts
- Referral to Alternative Program
- Recommendation for Review Board

**PERSONAL INTIMACY ACTS: Hugging, kissing, or other acts of affection or intimacy inappropriate to an educational setting. This includes the possession, display, or use of pornographic material.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conferences
- Demerit (K-2)

**OPTIONAL:**

- In-School Penalty
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- In-School Suspension

**OPTIONAL:**

- Out-of-School Suspension
- Behavior Contract
- Recommendation for Review Board

**PORNOGRAPHY: (D0101) - The possession, sharing, or production of any known obscene material in the school environment. See "Sexual Assault", "Unlawful Sexual Contact III" and "Indecent Proposition/Exposure"**

**RECKLESS DRIVING: (S0121 or S0122) - Driving any vehicle on school property or while under the jurisdiction of school authority with disregard for the safety of persons and/or property.**

**\*Parents of a student who are driving recklessly on campus at any time will be reported to a police agency and/or the courts immediately.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Denial of Driving Privileges

**OPTIONAL:**

- Disciplinary Agreement
- In-School Suspension
- Out-of-School Suspension
- Referral to Police Agency
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Out of School Suspension
- Denial of Driving Privileges
- Referral to Police Agency and/or the Courts

**OPTIONAL:**

- Behavior Contract
- Referral to Alternative Programs
- Recommendation for Review Board

**SEXUAL ASSAULT, UNLAWFUL SEXUAL CONTACT III, INDECENT PROPOSITION/EXPOSURE , SEXUAL MISCONDUCT (S0105, C0301, C0120C0128)**

**Sexual Assault – Any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage, or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment as defined in §763 of Title 11; sexual contact as defined in §761(f) of Title 11; sexual intercourse as defined in §761(g) of Title 11; sexual penetration as defined in §761(i) of Title 11; and child sexual abuse as defined in §901 of Title 10.**

**Unlawful Sexual Contact III – Sexual contact with another person or causes the victim to have sexual contact with the student or a third person and the student knows that the contact is either offensive to the victim or occurs without the victim’s consent.**

**Indecent Proposition/Exposure - It includes any solicited or unsolicited sexual behavior and/or proposal.**

**Sexual Misconduct: Consensual sexual act(s) between two individuals within the school environment.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Out-of-School Suspension (Grades 6-12)
- Referral to Police Agency and/or the Courts (Grades 6- 12)

**OPTIONAL:**

- Out-of-School Suspension (Grades K-5)
- Referral to Police Agency and/or the Courts (Grades K-5)
- Behavior Contract
- Recommendation for Review Board

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/legal Guardian Contact Conference
- Out of School Suspension
- Referral to Police Agency and/or the Courts

**OPTIONAL:**

- Behavior Contract
- Referral to Social Services Agencies
- Referral to Alternative Programs
- Recommendation for Review Board

**STEALING/ROBBERY: (S0111, C0137, C0138) - Taking, exercising control over, or obtaining property of another person intending to deprive that person of it or appropriate it. It includes the act of taking, possessing, or transferring the property of another without consent of the owner, or the taking of personal property in the possession of another against his/her will, accompanied by means of force or fear.**

**FIRST VIOLATION REQUIRED:**

- Confiscation/locker Search
- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension (Grades 6-12)

**OPTIONAL:**

- Out-of-School Suspension (Grades K-5)
- Behavior Contract
- Referral to Alternative Programs
- Recommendation for Review Board
- Referral to Police Agency and/or Courts

**SUBSEQUENT VIOLATIONS REQUIRED**

- Confiscation/Locker Search
- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Out-of-School Suspension

**OPTIONAL:**

- Referral to Police Agency and/or the Courts
- Behavior Contract
- Recommendation for Review Board

**TEEN DATING VIOLENCE: (D2011) - Assaultive, threatening, or controlling behavior, including stalking as defined in 11 Del.C. §1312 that one person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships. (See "Harassment")**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian Legal Contact/Conference
- Restitution/Restoration
- Reprimand

**OPTIONAL:**

- Behavior Contract
- In-School Suspension
- In-School Penalty
- Out-of-School Suspension
- Recommendation for Review Board

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Reprimand
- Out of School Suspension
- Behavior Contract

**OPTIONAL:**

- Referral to Alternative Programs
- Recommendation for Review Board

**TERRORISTIC THREATENING: (D0901 or D0902) - (1) A person threatens to commit any crime likely to result in death or in serious injury to person or property; or (2) 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 – SECURITY THREAT: (D0901 or D0902) - When a person makes a false statement or statements: (1) Knowing that the statement or statements are likely to cause evacuation in the school environment; (2) knowing that the statement or statements are likely to cause serious inconvenience in the school environment; or (3) in reckless disregard of the risk of causing terror or serious inconvenience in the school environment.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration
- Out of School Suspension

**OPTIONAL:**

- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Reprimand
- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Out of School Suspension
- Recommendation to Review Board

<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Detention</li> <li>• In-School Penalty</li> <li>• Recommendation for Review Board</li> </ul>	<p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• In-School Suspension</li> <li>• Referral to Alternative Programs</li> </ul>
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**TERRORISTIC THREATENING OF EMPLOYEE BY A STUDENT: (D0901) - A threat or attempt to injure or do bodily harm to a charter employee with or without physical contact.**

<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian/legal Guardian Contact/Conference</li> <li>• Out-of-school suspension</li> <li>• Restitution/Restoration</li> <li>• Referral to Police Agency</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• Referral to Alternative Program</li> <li>• Behavior Contract</li> <li>• Recommendation for Review Board</li> </ul>	<p><b>SUBSEQUENT VIOLATIONS REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian Contact/ Conference</li> <li>• Restitution/Restoration</li> <li>• Out of School Suspension</li> <li>• Referral to Police Agency and/or the Courts</li> <li>• Behavior Contract</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• Referral to Alternative Programs</li> <li>• Recommendation for Review Board</li> </ul>
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**TOBACCO/TOBACCO PRODUCTS: (D1401) - To possess, use, dispense, transfer, or sell tobacco or tobacco products, including e-cigarette products (i.e., hookah pens, vapor cigarettes or pens, and any look alikes)**

<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• Confiscation/Locker Search</li> <li>• Parent/guardian/Legal Guardian Contact/Conference</li> <li>• Reprimand</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Detention</li> <li>• Behavior Contract</li> </ul>	<p><b>SUBSEQUENT VIOLATIONS REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Confiscation/Locker Search</li> <li>• Parent/guardian/Legal Guardian Contact Conference Reprimand</li> <li>• Out of School Suspension</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• Recommendation for Review Board</li> <li>• Behavior Contract</li> </ul>
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**TRESPASSING: (S0271) - The action by a student, including suspended or expelled students, of being inside or on the property of a public school, not having a legitimate reason for being there, and not having written permission from anyone authorized to grant such permission.**

<p><b>FIRST VIOLATION REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Parent/Guardian/Legal Guardian Contact/Conference</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• Out-of-School Suspension</li> <li>• Out of School Suspension <u>Extension</u></li> <li>• Referral to Police Agency and/or Courts</li> <li>• Written Reprimand and Warning</li> <li>• Behavior Contract</li> </ul>	<p><b>SUBSEQUENT VIOLATIONS REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian/Legal Guardian Contact Conference</li> <li>• Out of School Suspension</li> <li>• Referral to Police Agency and/or the Courts</li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• Referral to Alternative Programs</li> <li>• Behavior Contract</li> </ul>
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**TRUANCY AND CLASS CUTTING: (S0021) - Absence without authorization or approved reason from school or class. Schools will follow the state law (Delaware Code, Title 14, §§2702-2733 Delaware Department of Education Administrative Regulation 615), and House Bill 24.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference
- Reprimand
- Detention (Grades 6-12)

**OPTIONAL:**

- Detention (Grades K-5)
- Referral to Counselor
- Disciplinary Agreement
- In-School Suspension
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Disciplinary Agreement
- Reprimand

**OPTIONAL:**

- Removal from Class
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to Courts
- Referral to Alternative Program
- Recommendation for Review Board
- Behavior Contract

**UNAUTHORIZED USE OF COMMUNICATION DEVICES/CELL PHONES: (S0312 OR S0311) – The use of communications devices such as but not limited to cell phones are generally prohibited in certain areas of the school environment. The unauthorized possession, and/or use of such communication devices and other devices that may be disruptive to the educational process are prohibited. Possession is defined as the display or use of such a device in an unauthorized area or during an unauthorized time in the school setting.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/Legal Guardian Contact/Conference
- Confiscation (until end of school day)

**OPTIONAL:**

- Detention
- In-School Suspension
- Out-of-School Suspension

**SUBSEQUENT VIOLATIONS REQUIRED**

- Parent/guardian/Legal Guardian Contact Conference
- Confiscation (temporary, parent pick up device)
- Disciplinary Agreement
- Detention

**OPTIONAL:**

- Removal from Class
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract

**VANDALISM/CRIMINAL MISCHIEF: (D0301) - A student, in the school environment, intentionally or recklessly: (1) damages tangible property of another person or entity; or (2) tampers with tangible property of another person so as to endanger person or property. It includes the willful or malicious destruction or defacing of school/Charter property or the property of others. In addition, State law requires that any person who disturbs a school in session or willfully destroys school property shall be fined \$20 or imprisoned not more than 30 days or both.**

**FIRST VIOLATION REQUIRED:**

- Reprimand
- Parent/guardian/Legal Guardian Contact/Conference
- Restitution/Restoration

**OPTIONAL:**

- Disciplinary Agreement
- Work Assignment
- In-School Suspension
- Denial of Bus Transportation
- Out-of-School Suspension
- Referral to Police Agency
- Behavior Contract

**SUBSEQUENT VIOLATIONS REQUIRED:**

- Parent/guardian/Legal Guardian Contact Conference
- Restitution/Restoration
- Out-of-School Suspension
- Referral to Police Agency

**OPTIONAL:**

- Work Assignment
- Denial of Bus Transportation
- Behavior Contract
- Referral to Alternative Program
- Recommendation for Review Board

**VIOLATION OF BEHAVIOR CONTRACT: (S0103) - The failure of a student to comply with the provisions of any behavior contract between the student, his/her legal guardian, and the school.**

**REPEATED VIOLATIONS OF THE STUDENT CODE OF CONDUCT: (S0333) -The failure of a student to comply with the provisions of any behavior contract between the student, his/her legal guardian, and the school.**

**CONSPIRACY TO VIOLATE THE STUDENT CODE OF CONDUCT: When two or more persons (students or non-students) conspire together to commit an offense which violates the law or Student Code of Conduct. This violation applies even if a student does not actually commit an offense but simply conspires or participates in planning/plotting the violation of the law or Code of Conduct.**

**FIRST VIOLATION REQUIRED:**

- Parent/guardian/Legal Guardian Contact/Conference

**OPTIONAL:**

- Reprimand
- Restitution/Restoration
- Referral to Counselor
- In-School Penalty
- In-School Suspension
- Out-of-School Suspension
- Referral to Alternative Program
- Recommendation for Review Board

**SUBSEQUENT VIOLATIONS REQUIRED:**

- Parent/guardian/Legal Guardian Contact Conference
- Reprimand

**OPTIONAL:**

- Restitution/Restoration
- In-School Suspension
- Out-of-School Suspension
- Referral to Alternative Program
- Recommendation for Review Board

## **Electronic Device Policy**

Students may not use personal electronics (cell phones, tablets, laptops, etc.) at school.

When entering the building, students should not have any devices or their accessories (headphones, charging cords) visible. All electronics should be stored in students' locked lockers. Students are permitted to use personal electronic devices while riding the bus, but must abide by the Acceptable Use Policy and comply with driver requests to put a device away.

Students who violate this policy will be asked to turn over their phone or electronic device to an administrator. Refusal will result in an automatic suspension. If a teacher asks the student to put their device away and the student refuses to comply with this reasonable request, the teacher will immediately call for an administrator who will remove both the student and the device from the classroom and proceed with the appropriate disciplinary consequences, including confiscation, detention or suspension.

The first time a student is found possessing or utilizing a device, the device will be confiscated, student will meet with an administrator to reiterate the rules, and a phone call home will be made. The device will be returned to the student at the end of the day.

The second time a student is found possessing or utilizing a device, the device will be confiscated, student will meet with an administrator to reiterate the rules, and a parent or guardian must come to the school for a conference with the administrator and to pick up the device.

Additional incidences of a student utilizing or possessing a device will result in continued confiscation and parent conferences, including suspension(s) for the student. Any time a student refuses to comply and turn over their device, they will be suspended.

Any ongoing disciplinary cases involving refusals to comply with reasonable requests by staff and administrators are very serious violations of the code of conduct. Repeat offenses will be handled according to the ladder of discipline for repeated incidents. This would constitute a very serious escalation of consequences and could result in a referral for a Review Board Hearing.

## **Student Fines and Return of Odyssey Charter School Property**

Records, diplomas and transcripts may be withheld from any student, or former student who fails to return Odyssey Charter School property (including but not limited to library books, calculators, athletic equipment, computer equipment, and supplies) or pay outstanding fees (including but not limited to library fines, school cafeteria balances, technology fees) in a timely manner. Records, transcripts, and diplomas will be released when the student:

- Returns all loaned school property in usable condition, or
- Pays the charges for the replacement or repair (which would be at the school's discretion) of loaned school property which is lost or unusable, or
- Performs voluntary work, as designated by the administrator or designee, in

- lieu of payment of the charges for replacement or repair.
- A student will not be permitted to participate in school activities, including Graduation ceremonies unless the student pays all debts owed to the school.

## **SCHOOL-POLICE RELATIONSHIPS**

According to the State of Delaware Code, Odyssey Charter School must cooperate with local, county, and state police agencies in any investigation or police matter that comes to their attention, whether occurring on or away from the school premises, during the school day or outside the school day, and/or which involve students from Odyssey. The following offenses must be reported to the appropriate police agency for investigation:

1. All felonies.
2. Serious assaults when any weapon is used.
3. Report of explosives, knives, firearms, ammunition or blasting caps being brought into school.
4. Narcotic offenses or allegations; drinking, if it appears to be other than an experimental experience.
5. Indecent assaults on male or female students.
6. Rape or assault with intent to rape.
7. Morals offenses (pornography, exhibitionism, peeping, etc.).
8. Organized gambling (numbers and pools).
9. Neglect or abuse of children.
10. Persons or conditions which are factors in contributing to the delinquency of minors.
11. Adults loitering on or near school property.
12. Unknown person(s) parked near schools at time pupils are going to and from school.
13. Observations of reckless driving and traffic hazards endangering lives of school children.
14. Telephone threats made to the school.
15. Arson or suspicion of arson.
16. Rumors or observations of gang rivalries or activities.
17. Reports of promiscuity or incest.
18. Evidence of threats or intimidations.
19. Larcenies involving the personal property of others.
20. Larcenies of school equipment.
21. Burglaries and attempted burglary of school buildings.
22. Malicious mischief and school vandalism.
23. Trespass on school property.

Police matters shall not include conduct which has been traditionally treated as a matter of discipline to be handled administratively by the particular school, except that all such conduct of a serious nature be promptly reported to the parent concerned.



## **CONDUCT OF STUDENTS ON SCHOOL BUSES**

The following rules can be enforced only with the cooperation of every person concerned with transportation. Observance of these rules will insure safety, prompt arrivals and departures of buses, and proper attitudes on the part of pupils. Good citizenship will be promoted. Violations of these rules may result in the suspension of bus riding privileges.

- a. The driver is in full charge of the bus and pupils and has the authority of a classroom teacher. Pupils must obey the driver promptly and be courteous to him/her and to fellow pupils.
- b. The Odyssey Charter School Code of Conduct applies on the bus and will be enforced.
- c. Students must be on time; the bus has to run on schedule and cannot wait for those who are tardy.
- d. Before boarding the bus, pupils must keep a safe distance from it while it is in motion.
- e. Students must not try to get on or off the bus when it is in motion.
- f. Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
- g. Students must keep out of the driver's seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.
- h. Students must not call out to passers-by. They should not open the bus windows without permission from the driver or extend head or arms out of the window.
- i. Students shall not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
- j. Students should help to keep the bus clean, sanitary, and orderly. They must not damage or abuse the equipment.
- k. Students must not throw articles of any kind out of or around the bus.
- l. Students are not to eat or drink while on the bus.
- m. Students may use electronic devices in accordance with the electronic device policy and the acceptable use policy, but must obey driver requests in regards to electronic devices.

### **Consequences for Code of Conduct Violations on the Bus**

In the beginning of the year (first few weeks), bus drivers and administration will work with students to help them understand the rules of the bus. However, administration reserves the right to issue a consequence if a situation deems necessary. Consequences will be issued to students not complying with the bus rules.

The ladder of consequences for bus referrals not interfering with the safe operation of the bus is as follows:

## **1-2 Referrals: Parent Contact and Warning**

### **3rd Referral: Detention**

**4th Referral: Denial of One Way AM or PM** Students will only be permitted to ride the bus in one direction for one day

**5th Referral: Denial of Bus Transportation** Students will not be permitted to ride the bus for one day

**6th (or more) Referral: Denial of Bus Transportation** Students will not be permitted to ride the bus for a specified amount of days

10 or more bus referrals may result in alternative transportation.

**Incidents on the bus which interfere with the bus drivers' ability to safely operate the bus or safety of other students will be documented in a referral and consequences assigned based on the discretion of the administration.**

## **CONDUCT OF STUDENTS OUT OF SCHOOL**

The student discipline policy and code of conduct shall also apply to out-of-school conduct by a student if Odyssey Charter School believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students or staff, or to the reputation of a school. 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, transfer, or possession of drugs which would constitute an offense punishable by law; or Cyber-bullying and other inappropriate online behavior that has caused or threatens to cause a substantial and material threat of disruption on campus

The school is notified by the Attorney General's office and/or law enforcement authorities whenever a student is arrested for committing a felony, even if it has nothing to do with school or has occurred off school property. When the school receives these reports, they will be reviewed. The school may take disciplinary action as outlined. The school will not wait for adjudication of said felony to proceed with alternative placement or expulsion procedures.

## **Section IV –Athletics and Extracurricular Activities**

### **Overview**

Odyssey Charter School extracurricular programs are created to provide all students with an opportunity to participate in extracurricular activities. The mission of these programs is to develop student participants who value and promote teamwork and community pride within the school while developing their knowledge and skills through practice, performance and competition to be successful in their endeavor to become role models for and with others.

The mission of the OCS extra-curricular programs (of which athletics is a part) is divided into three components. The first component is that all OCS students should have opportunities to participate in extracurricular activities. When a student considers all that is offered in our extra- curricular programs, the student should be able to find an extracurricular activity that can meet his unique needs.

The second component is the development of student participants who value and promote teamwork and community pride while developing the minds, hearts, souls and character of the student-athlete. OCS coaches are expected to teach, enforce and model the character traits of respect, responsibility, caring, fairness, trustworthiness and citizenship.

The third component is development of skills and techniques so that OCS students and teams can be competitive in their endeavors. OCS coaches will provide your child and your child's team with quality instruction and teaching.

### **A Note to Parent/Guardians**

The rewards and responsibilities of parent/guardian are often complicated when a student participates in a demanding extracurricular activity. Hopefully this section will assist your understanding of the OCS extracurricular offerings, objectives, policies, procedures and guidelines, and insight into some of the responsibilities of student participants and parent/guardians. Please take the time to review the information in this handbook with your son.

Every school year, a large percentage of our students participate in an extracurricular programs, club sports or DIAA teams. The administration and coaching staff are proud of the life experiences and life lessons that can be taught to our students through participating on club or athletic teams. As the OCS extra-curricular program has grown, the need to communicate the following information; 1) mission and objectives of the OCS program, 2) the role of the administration, coaches, players and parent/guardians and 3) OCS policies, procedures and guidelines to the parent/guardians of participants has become very important to the success of our extracurricular programs. The goal of this section is to effectively communicate the role of the administration, coaches, participants and parent/guardians in

administering a successful extra-curricular program.

### **Objectives of Participation for Students**

Athletics and clubs are an extension of the extracurricular programs.

Student-athletes participating in the OCS athletic program should receive the following benefits from participation.

1. To be taught and role modeled Respect, Responsibility, Trustworthiness, Fairness, Concern for Others and Citizenship by the coaching staff, while being taught the fundamentals of the sport and part of a competitive interscholastic athletic team.
2. To provide opportunities that will allow the program to serve as a forum where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The experience should provide adequate and natural opportunities to:
  - a. Grow physically, mentally emotionally and socially.
  - b. Acquire and develop special skills in activities of each student's choice.
  - c. Be taught that team success is more important than individual success.
  - d. Learn self-discipline, self-motivation, excellence, and the ideals of good sportsmanship which teach winning and losing with honor.
  - e. Participate in an activity that will generate interest and a feeling of unity for the student body, faculty and community.
  - f. Develop high levels of fitness.
3. To provide opportunity for a student to experience team and individual success.
4. To create a desire to succeed and excel in all areas of the student-athlete's life.
5. To provide for the student's worthy use of leisure time now and in the future.

### **The Parent/Guardian-Player Relationship**

The attitude of the parent/guardian is a very influential factor in determining if a student has a rewarding or a disappointing interscholastic athletic experience. The attitude of the parent/guardian can be more influential than the talent level of the student, the amount of playing time, the attitude of the coach, the attitude of the players or the team's win-loss record.

Many student-athletes describe the “worst 15 minutes of the day” as the ride home in the car after the practice or competition, if a parent/guardian displays a negative attitude toward the student-athlete, the coach or the teammates. What student-athletes need most is unconditional love and support from their parent/guardians/guardian no matter what happens during practices or games.

### **The Player-Coach Relationship**

Many parents/guardians believe they have a degree of expertise from playing or coaching experience. While this knowledge may heighten your appreciation of the sport, as a parent/guardian, you are not the coach.

The player-coach relationship is perhaps the most critical relationship in athletics. A parent/guardian can have a pronounced effect on this very important and delicate relationship. While you may not agree with all decisions of a coach, how and when you express your feelings can have a profound effect upon your child. If you express a negative opinion in front of your child, you need to remember that he/she may return to practice the next day and carry with them, your convictions. Your child will then have to interact with his/her coach. You, as a parent/guardian, can greatly affect this relationship.

### **The Parent/Guardian-Coach Relationship**

In your role as a parent/guardian, you obviously are concerned about your child’s welfare and success. You want the best for your child. But, the athlete can have only one coach. Allowing the coach to instruct and guide the team is crucial to the success of the team.

Should you have questions or concerns, do not approach the coach at the conclusion of a contest or during a practice. At this time, coaches have other responsibilities. Call and make an appointment for a later time and approach the meeting in a calm and respectful manner.

### **Parent/Guardian-Official Relationship**

The age-old question often used by irate fans to coaches and athletic directors is “Where did you find these officials?” Most sports have an “officials’ assignor” who assigns officials for every game in that sport. Officials agree to and follow a code of ethics. They do not choose sides or have an interest in which team wins the contest. It is important to know that a game cannot be played without a DIAA certified official. As in any vocation, there are great, good, and average officials. However, each official is doing his or her best to provide a safe, unbiased and structured environment for the student-athletes.

As a parent/guardian, nothing positive will result in yelling at the officials. In fact,

many negative actions can occur by a parent/guardian yelling at the officials. They are 1) you will appear foolish, 2) you will embarrass your child, 3) you will set a poor example that others may follow, escalating a negative environment, 4) you may be removed from the competition.

**Parent/Guardian-Athletic Director Relationship**

The athletic director supervises the administering of all athletic teams. Prior to approaching the athletic director regarding the management of an athletic team, a parent/guardian should first speak to the coach. If the parent/guardian is not satisfied with the discussion with the coach, the parent/guardian may request a meeting with the athletic director and the coach. However, the issues of playing time, techniques and strategies are not appropriate topics of discussion with the coach or athletic director.

**Typically Offered Sports at Odyssey Charter School**

Intramural/Athletic Clubs	Middle School	High School
Girls on the Run Heart and Sole Soccer (Grades 5-8) Basketball (Grades 5-8) Walking and Running Club Field Hockey Clinic Basketball Camp Delaware RUSH Soccer Clinic Tennis Tigers	<b>Fall:</b> Cross Country Soccer- Boys Volleyball - Girls Cheerleading <b>Winter:</b> Basketball - Girls Basketball - Boys Wrestling <b>Spring:</b> Baseball - Boys Softball - Girls Soccer - Girls Track & Field	<b>Fall:</b> Cross Country Soccer- Boys Volleyball - Girls Cheerleading <b>Winter:</b> Basketball - Girls Basketball - Boys Wrestling <b>Spring:</b> Baseball - Boys Softball - Girls Soccer - Girls Track & Field

Additional info can be found on [www.odysseychartersports.com](http://www.odysseychartersports.com)

**Appendix A:**  
**Bullying and Cyberbullying Prevention Policy**

Odyssey Charter School recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. Odyssey Charter School strives to provide safe learning environments for all students and all employees.

**I. Prohibition of Bullying Which Includes Cyberbullying**

To further these goals and as required by 14 Del. C. 4112D, Odyssey Charter School hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school charter or charter school from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school charter and charter school in the same manner as incidents of bullying. Odyssey Charter School further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored public or charter school event.

"School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by any public school charter or charter school including, but not limited to, any kindergarten, elementary, secondary, or vocational- technical school or charter school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school or charter school.

**II. Definition of Bullying and Cyberbullying**

- a. As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:
  - i. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property;
  - ii. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
  - iii. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or

- iv. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.
- b. As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school charter or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.
  - i. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.
  - ii. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or charter materials.

Explanation: Bullying is usually defined as involving **repeated** acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:

Physical bullying: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

Verbal bullying: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening



Relational Bullying: Isolation of an individual from his or her peer group, spreading rumors.

Cyberbullying: Bullying by using information and communication technologies. Cyberbullying may include but is not limited to:

Denigration: spreading information or pictures to embarrass,

Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,

Exclusion: isolating an individual from his or her peer group,

Impersonation: Using someone else's screen name and pretending to be them, or creating a fake account

Outing or Trickery: forwarding information or pictures meant to be private.

Sexual Bullying: Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other charter/charter school policies or building, classroom or program rules.

## **School-Wide Bully Prevention Program**

Odyssey Charter School is committed to support each school in their adoption of a schoolwide bully prevention Program. Each school is directed to develop or adopt a school-wide bully prevention program that is research-based.

**Each school will strive to meet these goals:**

1. Reduce existing bullying problems among students
2. Prevent development of new bullying problems
3. Achieve better peer relations and staff-student connections at school

In order to be a school-wide program, the program must contain:

1. School-level components  
All school staff will to strive to:
  - Treat others with warmth, positive interest and involvement
  - Set firm limits for unacceptable behavior
  - Apply non-physical, non-hostile negative consequences when rules are broken.
  - Act as authorities and positive role models
  - Solve bullying problems in a consistent manner across all grade levels and all school locations.
2. A Coordinating Committee will be created, as described in Section IV of this

- policy.
- The school's supervisory system in non-classroom areas will be reviewed as set forth in Section IV of this policy.
3. The following principles will apply to everyone on school property or at a school function:
    - I will not bully others
    - I will try to help anyone that I suspect is being bullied
    - I will try to include students who are left out.
    - If someone is being bullied, I will tell an adult.
  4. School-Wide programs may also include a school kick-off event, committee and staff trainings, school-wide questionnaires, staff discussion group meetings, and programs to involve parents, as determined by the Coordinating Committee.
  5. Classroom Level Components
    - Post and enforce regular principles against bullying.
    - Regular, ongoing class meetings, discussions, or role playing activities
    - Involve parents in bullying prevention
    - Find creative ways to incorporate issues involving bullying into the regular curriculum.
  6. Individual Level Components
    - Supervise student activities
    - Ensure that all staff intervenes appropriately on the spot when suspected bullying occurs
    - Discuss bullying behavior with students who bully and (separately) with targets of bullying, and with their parents.
    - Develop Behavioral Intervention Plans for involved students, with a graduated response.
    - Address bystander involvement.
  7. Community Level Components
    - Develop partnerships with community members to support your school's program
    - Help spread anti-bullying message in the community
    - Involve community members in the Bully Prevention Coordinating Committee.
  8. Resources and Curricula
    - A list of recommended supplemental materials and resources is attached hereto as Exhibit A. Odyssey Charter School encourages staff to find or create appropriate bullying prevention resources that can be used within the overall structure set forth above without compromising the fidelity of the school-wide program. Classroom curricula may be used as one part of the implementation of the school-wide program, but must not be the sole component of the program.

When setting up their school wide bully prevention program, each school should avoid the following:

- Relying on quick fixes. A one-time speaker may be one component of the program but by itself does not meet the requirements of a school wide

- program.
- Providing group treatment or self-esteem programs for students who bully is inappropriate as research shows that these methods are counterproductive.
  - Focusing on anger control management for those who bully. Bullying is not a result of uncontrolled anger toward the target, but rather proactive aggressive behavior. Anger management may be more appropriate for participants in mutual conflicts or for those who are being bullied.
  - Providing Mediation/Conflict Resolution for bullying. The power imbalance involved in bullying may make the process intimidating for the victim and therefore inappropriate. These methods are useful only where the peers involved in conflict were formerly friends, or in situations of normal peer conflict that is not based on a power imbalance.
  - Exposing a specific victim's feelings to the bully or class.

### **Coordinating Committee**

Each School shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for school enrolling students in grades 7 through 12), parents and staff from the before- or after-school program(s). These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1- vote principle. In the event a site-based school discipline committee has been established pursuant to § § 1605(7)(a) and (b) a and b, of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.

When setting up the Committee the principal may wish to consider including other persons in addition to those required, such as a school counselor, school psychologist or other school-based mental health professional, a school resource officer, a nurse, a librarian, or a representative from the medical, business or faith-based community who might have a stake in the results of the program. The principal should also decide on an appropriate reward system for the committee, within available resources.

The Committee shall:

1. Hold regular meetings
2. Select a coordinator of the program
3. Consider, decide upon and coordinate any staff training sessions (beyond the 1 hour gang and bully prevention training required in 11 14 Del. C.4123A), as needed.

4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff which have been trained, and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.
5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed
6. Consider, decide upon and order materials, as needed
7. Consider, decide upon and lead staff discussion groups as needed
8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
9. Review and refine the school supervisory system.
10. Plan a school kick-off event
11. Establish subcommittees, as needed
12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

### **Reporting Requirements**

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.

### **Initial Concerns**

- Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.
- Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.
- To confirm their concerns the staff member may choose to take the following steps:
  - Intensify observations of student in question
  - Confer with colleagues about that student
  - Consult the school's bullying database.
  - Take an informal survey of students about class climate
  - Engage in short personal interviews with some students
  - Conduct a brief sociometric survey
  - Contact the parent to see how student likes school
  - Speak privately with the victim

### **Written Report**

If measures confirm the staff member's concerns that a student is being bullied, if a

staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the administrator principal or designated person immediately and in writing within 24 hours. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:

- Persons involved, designating bully, target, and bystanders roles.
- Time and place of the conduct and alleged, number of incidents.
- Potential student or staff witnesses.
- Any actions taken.

Short, easy to use forms can be obtained from the principal, school administration or charter/charter school office.

### **Investigative Procedures**

Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability, sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.

- All complaints must be appropriately investigated and handled consistent with due process requirements.
- Each principal will may designate a person or persons to be responsible for responding to bullying complaints.

Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts should be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources. This prevents the bully, when confronted, from assuming that the victim is the complainant. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.

After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.

- Once the administrator principal or designated person has confirmed that a person has been the victim of bullying, the administrator principal or designated person will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The administrator principal or designated person will avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.
- After identifying those who committed the act or acts of bullying, the

administrator principal or designated person will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. The bully will be informed that graduating consequences will occur if the bullying continues.

- The administrator principal or designated person will keep a written record of the bullying incident, and any disciplinary actions taken. The administrator principal or designated person will keep any written statements of those committing the bullying, victims and witnesses. Discussions with all parties should be documented as soon as possible after the events. The school will not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.
- A follow-up will be completed two weeks later to determine whether the bullying has continued, and whether additional consequences are needed. An additional follow-up will occur in two months, regardless of whether new incidents have been reported.
- Each confirmed incident must be recorded in the School Register of Bullying Incidents.
- All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.
- The school administration administrator should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C.4112) are required to be reported to the police and /or the Department of Education.

### **Non-Classroom Supervision**

To the extent that funding is available, each school must develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas.

- The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:
  - Determine the “hot spots” for bullying in the building, and why those hot spots exist.
  - Consider ways of either keeping certain groups apart during transition, or building positive collaborations between older and younger students.
  - Consider adult density in hot spots, if necessary.
  - Consider the attitude and behaviors of supervising adults in hot spots, and determine a way to increase their competence in recognizing and intervening in

bullying situations.

- Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.
- Develop and provide a method for communication of staff so that staff who observe bullying can intervene and notify other staff involved in supervising the same students during the day.
- Develop a consistent and user-friendly school-wide method of logging bullying incidents or observations about students at risk for bullying or being bullied.
- Develop or review the policy for hallway supervision before and after school and during the time when students are moving between classes.

### **Consequences for Bullying**

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

Consequences should take into account:

- Nature and severity of the behaviors
- Degrees of harm
- Student's age, size and personality (including development and maturity levels of the parties involved)
- Surrounding circumstances and context in which the incidents occurred
- Prior disciplinary history and incidences of past or continuing patterns of behavior
- Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
- Ease of use for staff (within available resources and time constraints)

The appropriate range of consequences for bullying is as follows:

Removal of positive reinforcements:

- Time-out.
- Loss of a privilege.

Use of negative or unpleasant stimuli:

- Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.
- Notice to parent (required by law)
- Serious talk with school staff member.
- Serious talk with school staff member with parents present.
- Supervised break times.
- Behavioral report cards sent home.

- Creation of a behavior contract.
- In-school suspension.
- Detention.
- A period of inclusion in the Learning Support Unit.
- Reassignment of seats in class, lunch or on bus.
- Forbidden to enter certain areas of school.
- Reassignment of classes.
- A referral to an external agency
- Reassignment to another school, or another mode of transportation.
- Expulsion.
- Report to Law Enforcement officials

In addition, but never as replacement for disciplinary action, formative activities should be given, which may include:

- Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money.
- Cooperation with assessment of problems.
- Education about what bullying is and why it is not acceptable.
- Documentation on books or films about bullying.
- Completion of bully related workbooks.
- Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying).
- Completion of psychological assessment or evaluation.
- Completion of counseling (In house or referral to an outside agency, individual or family).
- Cooperation with a behavioral management program developed in consultation with a mental health professional.
- Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school.
- Completion of community service.

Odyssey Charter School believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include:

- Enthusiastic, concrete, behavior-specific praise
- Creative consequences that are truly positive for your students considering their age, sex, and maturity level.

Odyssey Charter School believes that victims should be given support. If bullying is suspected, staff members will make an effort to:

- Find a private opportunity for discussion with victim.
- Discuss with victim what support they need.



- Ensure their safety.
- Record the event and follow through with actions.
- Provide the victim with opportunities to gain peer support.
- Refer the victim to available help in-school.
- Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
- Make referrals to external agencies if necessary.
- Provide the victim with information for mental health or medical treatment needs.

### **Training**

Odyssey Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

All school employees must either attend the provided training session live or watch the official training materials provided by Odyssey Charter School in lieu of attendance, with written proof in the form of signing in and out of the live session, or signing the film in and out, and providing adequate written answers to questions about the training materials.

### **Reporting Procedures**

The procedures for a student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title 14 Del. C. § 202(f) or legal guardian to provide information on bullying activity will be as follows:

If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.

If a child expresses a desire to discuss a personal incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.

A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information. Blank “Bullying –request for support forms” will be available to all students, but are not required for a report.

Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:

- Conduct involved
- Persons involved, designated bully, target, and bystanders' roles
- Time and place of the conduct alleged, number of incidents
- Names of potential student or staff witnesses.
- Any actions taken in response

Short, easy to use complaint forms can be obtained from the principal, school administration, or charter/charter school office. An electronic system will be established whereby students a person can email anonymous complaints of bullying that only designated persons will have access to.

Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.

- Each principal will designate a person or persons responsible for responding to bullying complaints.
- Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms will be made available.

Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

#### Anonymous Reports

Formal disciplinary action solely based on an anonymous report is not permitted. Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

#### Notification of Parents, Guardian or Relative Caregiver

A parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another must be notified.

#### Retaliation

Retaliation following a report of bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the school administration after consideration of the nature, severity, and circumstances of the act.

#### Procedure to Communicate with Medical and Mental Health Professionals.

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health. Professional's office before communication may take place according to HIPAA and FERPA guidelines.
2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.
3. After confirmation that a child has been involved in a bullying incident, if the administrator principal or designated person designee recommends a mental health evaluation be completed, the school may:
  - a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
  - b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.
  - c. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school administrator principal or designated person prior to return to school or the general population.
4. Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Child Mental Health Prevention and Behavioral Health Services, State of Delaware 24-hour hotline (302)-633- 5128. Non-emergent Services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655- 9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting your medical insurance company for recommended providers in your area.

### Implementation

The school bullying prevention program must be implemented throughout the year, and integrated with the school's discipline policies and 14 Del. C. § 4112.

### Accountability

Each school shall notify Odyssey Charter School Board in writing of their compliance with this policy and submit a copy of the procedures they have adopted under this policy by December January 1, of each school year. Each school shall verify for Odyssey Charter School Board the method and date that the policy has been distributed, to all students, parents, faculty and staff.

### Awards

In any year when the Delaware Department of Education provides an awards system for exemplary bullying prevention programs, Odyssey Charter School shall submit a nomination of exemplary school and the reasons why it believes that school should receive an award for its Bully Prevention Program, with supporting documentation.

### Immunity

A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting bullying in good faith and to the appropriate person or persons using the procedures specified in the school charter or charter schools' bullying prevention policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.

### Other Defenses

The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school charter or charter school initiated under this policy provided there is sufficient school nexus. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school charter or charter school policy.

### Relationship to School Crime Reporting Law

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law

### School Ombudsperson Information

The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty and staff; and shall be on the website of the school charter and each school. The contact information shall also be prominently displayed in each school.

### Informing Students of Electronic Mediums

Upon implementation of this policy, and again at the beginning of each academic year, each school charter and charter school shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. From implementation of this policy through the end of the school year,

postings on Facebook, Twitter, Myspace, YouTube, Snapchat, and Pinterest shall, at minimum, be included in the school's list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

#### Rules and Regulations

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112D of the Delaware Code.

## **Appendix B:**

### **ACCEPTABLE USE POLICY**

Odyssey Charter School believes that technology and the internet is a valuable resource for student use. The purpose of this policy is to establish acceptable and unacceptable use of the electronic resources provided by Odyssey Charter School and the State of Delaware to covered users. Electronic resources are provided for a limited educational purpose for students and to facilitate employees' work productivity. This policy serves to ensure that actual use conforms to this intended purpose.

This policy is intended to supplement our other policies, such as our policy on Confidentiality, Internet Use, etc. Any questions about this policy should be directed to the IT Supervisor.

Covered Technology applies to all electronic resources provided by the State of Delaware or Odyssey Charter School, including email, computer resources, the network for school internet, electronic data, and personal communication devices utilized at the school.

Covered users include all employees, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties, board members and officers, volunteers and interns, and all Odyssey students.

#### **General Guidelines for Use**

Electronic resources are not intended for public access, but for the sole use and access of our covered users. Access to and use of electronic resources is a privilege, not a right.

The School and state reserve the right to monitor any and all use of an electronic resource with or without additional notice or consent by any user.

Users are responsible for any and all damage caused by their use of the electronic resources where the use does not comply with this policy. Responsibility may be financial, disciplinary, or restrictions from further use dependent on the circumstances.

#### **Ownership**

All electronic data, such as documents, data, and information that is stored, transmitted and processed on the Odyssey network are the property of the school. If the user is no longer affiliated with the school, the information remains the property of the school.

#### **Unacceptable Uses**

Users are prohibited from using the electronic resources to upload, post, mail, display, store, access, or transmit any inappropriate material or for any inappropriate purpose. Cyber-bullying and other inappropriate online behavior off of the school's network become the responsibility of the school when the speech has caused or threatens to cause a substantial and material threat of disruption on campus or interference with students' rights to be secure. It is a violation of the policy to use any electronic resource to commit or promote any unlawful activity. It is a violation of this policy to use any electronic resource to threaten or violate the security of any of the covered technology,

such as a virus, Trojan horse, logic bomb, malicious code, or other harmful component, chain letters, junk mail, spam, etc. All students or staff who violate this policy may be removed from the network and all resources, as well as other disciplinary or other legal action. Employees who violate the policy may face disciplinary action including but not limited to reprimand, restitution, mandatory training or in-service, and termination. Yearly, students and parents/guardians will be expected to sign off on the AUP. This form will be sent home at the beginning of the year and must be returned by the due date for students to have access to school technology.

### **Internet Safety Policy**

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)].

### **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 21<sup>st</sup> 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.

## **Appendix C: Confidentiality**

School Counselors, Mental Health & Medical Professionals: These professions are bound by their professional licensure and code of ethics and as such they are required to maintain confidentiality. HIPAA (the Health Insurance Portability and Accountability Act of 1996) provides for confidentiality. However, certain information can be released in particular circumstances such as; law enforcement investigations, mandatory reporting (such as child abuse) and in the course of certain judicial or administrative proceedings. Additionally, students may give informed consent to release their information. Mental health and medical professionals are required to maintain confidentiality of all information acquired from clients in a professional capacity (including information regarding teen dating violence) except in the following situations: a student communicates an explicit and imminent threat to kill or seriously injure a clearly identified victim or victims (including themselves), or any suspicion of child abuse, or in a case when the student presents with serious burns or respiratory tract burns, non-accidental poisoning, stab wounds, bullet wounds, gunshot wounds, powder burns, or other injury caused by the discharge of a gun, pistol, or other firearm.

Other School Employees, Including Teachers & Administrators: These professions are not bound by confidentiality. However, once a school employee knows or reasonably should know of possible sexual violence of a minor and/or any sexual violence that could have occurred in the school environment, the school employee must take immediate and an appropriate action to explore the incident and keep the student victim safe.

### **WHAT MUST BE REPORTED AND TO WHOM**

**School Crimes** Pursuant to 14 Del.C. § 4112, an immediate report shall be made by the Head of School or designee to the appropriate police jurisdiction when a school employee has a reasonable suspicion that one of the following offenses occurred to a student in the school environment: a violent felony offense, unlawful sexual contact or assault. Violent felonies are designated in § 4201(c) of Title 11.

A mandatory report to law enforcement is also required if a school employee commits a violent felony offense, assault or any sexual offense against a student regardless of where the incident takes place. This offense also requires an immediate report to the DFS Child Abuse and Neglect Report Line at 1-800-292-9582. Any school employee who witnessed or who has first-hand knowledge of the incident shall report.

**Sexual Violence** Any abusive sexual behavior that is committed against a minor by another minor or adult, regardless of where the incident takes place, by statute must



be immediately reported to DFS. However, if a student, 18 years of age or older, is a victim of sexual violence that occurs outside of the school environment, then the incident does not require a mandatory report (unless the perpetrator is a school employee). In cases of sexual violence, in addition to calling DFS, law enforcement should also be contacted. This report must be made by any school employee who witnessed or was given information about the incident. It is important to note that a report to DFS is not mandated for Sexual Harassment Reports of this nature shall be reported to the Head of School.

**Teen Dating Violence** In general, teen dating violence is not a mandatory report except under certain circumstances. These circumstances include:

- Violent Felony in the school environment: (includes Assault in the First and Second Degree, Unlawful Sexual Contact in the First and Second Degree and Stalking); An immediate report shall be made by the Head of School or designee to the appropriate police jurisdiction.
- Assault III in the school environment: An immediate report shall be made by the Head of School or designee to the appropriate police jurisdiction.
- Unlawful Sexual Contact III in the school environment: An immediate report shall be made by the Head of School or designee to the appropriate police jurisdiction.
- Abusive Sexual Behaviors Against a Minor regardless of where the incident occurs: An immediate report shall be made to DFS. Law enforcement should also be contacted.
- Threats of Harm to Others (Mental Health providers only): An immediate report shall be made to the appropriate police jurisdiction.

Throughout this document, teen dating violence refers to the behaviors that occur between minors and/or students. However, if the alleged perpetrator is a school employee, then please refer to the section on School Crimes. Once a school employee has knowledge of an incident of teen dating violence requiring a mandatory report, the incident shall be reported to the school administrator or counselor in the school. Sexual Harassment can occur in a teen dating relationship, but does not require a mandatory report. In cases that do not require a mandatory report, an effort should be made to offer resources to the student, such as a counselor in the school and referrals to community-based advocates.

**Threats of Harm to Others** (Mental Health Providers only) An immediate report shall be made to the appropriate police jurisdiction if a student communicates an explicit and imminent threat to: kill or seriously injure a clearly identified victim or victims; or commit a specific violent act or to destroy property under circumstances which could easily lead to serious personal injury or death (e.g., setting fire to a residence); and the student has an apparent intent and ability to carry out the threat.

**Child Abuse and Neglect** An immediate report shall be made by any and all persons who have reason to suspect child physical, sexual abuse and neglect to the 24- Hour Division of Family Services (DFS) Child Abuse & Neglect Report Line at 1-800-292-9582. Online Reporting is also available at [Iseethesigns.org](http://Iseethesigns.org) A report should be made by the school employee who has first-hand knowledge of the abuse or neglect (i.e. child discloses to the employee or employee witnesses it), and this person must provide the names and contact information for every person at that entity who has information regarding the report/incident in order to fulfill the organization’s mandate to report child abuse. Police may also be contacted but not in lieu of contacting DFS.

**Protocol for Documentation of Incidents Requiring a Mandatory Report** Charters shall develop and implement a system for documenting mandatory reports of teen dating violence and sexual violence. This will ensure that all victims and alleged perpetrators receive consistent, fair treatment. Each incident of teen dating or sexual violence shall be documented by a School Administrator.

School charters shall establish and prominently publicize to students, school employees, volunteers, school-based wellness centers, school resource officers, and parents, how an incident of teen dating or sexual violence in the school environment will be addressed. School charters should incorporate the following protocol to document teen dating violence and sexual violence into their policies. The School Administrator shall: Maintain teen dating and sexual violence complaints in a file separate from academic records. This practice is recommended to prevent inadvertent disclosure of confidential information.

The documentation of teen dating and sexual violence shall include the following: Obtain minimal facts about incident(s): who assaulted the victim, what is the nature of the incidents when the incident occurred, where the incident occurred, known witnesses or other victims;

- Victim and alleged perpetrator information, including class schedules, group and club memberships, and school activities;
- Disciplinary and accommodation recommendations, including
- changes to class schedules;
- Response actions taken, including safety planning, referrals for services and counseling, and
- disciplinary actions; and
- Incident updates, including response to disciplinary actions, alleged perpetrator compliance, utilization of referrals for services, reviews of safety plans, and status reports from the victim, including further referrals for services.

## Appendix D Dress Code and Uniform Policy

Odyssey Charter School believes all students should be considered equal. Because 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 uniform that includes school shirts, pants/skirts/skort, dresses/jumpers and sweaters with embroidered school logos.

**All of the below-referenced uniform clothing must be purchased through the school's clothing vendors, Flynn and O'Hara or Lands' End, with NO EXCEPTIONS. (Gym uniform bottoms ONLY may be purchased elsewhere, but must be navy blue and the style offered by our vendors). Not all uniform items offered by clothing vendors are approved for Odyssey Charter School.** Permitted uniform items for each grade level can be found on Lands' End and Flynn & O'Hara websites by searching for Odyssey Charter School Delaware.

You may try on uniforms at Sears, but please purchase online or via telephone from Flynn & O'Hara or Lands' End sites specific to Odyssey Charter School. Sears stores often give incorrect information.

**Please note:** Light blue tops, oxford shirts, neckties, and navy blue bottoms will only be allowed for middle and high school - **grades 6 - 12**. Navy blazers (worn with oxford shirt and navy tie), and gray tops and bottoms are only allowed for HIGH SCHOOL – grades 9 through 12.

*Clothing items sold through the PTO school store are **NOT** part of the school uniform. Only uniform items purchased through Lands' End or Flynn & O'Hara may be worn during the school day. (Warmer non-uniform items may be worn during outdoor recess.)*

### **Required Gym Uniforms**

Students must wear the gym uniform and sneakers on active gym days. Teachers will provide the schedule of gym uniform days during first weeks of school. Students should arrive in the regular school uniform until their gym schedule is established.

The approved gym t-shirt (gray with navy logo) and/or sweatshirt (navy with white logo) must be purchased at Flynn and O'Hara or Lands' End.

Plain navy blue mesh shorts and/or plain navy blue sweatpants may be purchased anywhere, but must be of the same color and style as offered on the Flynn & O'Hara or Lands' End Odyssey uniform websites.

Gym uniform items are not to be worn with regular uniform items.

### **Shirts**

Uniform shirts may be long or short sleeve polo-style shirts that are **purchased through Flynn and O'Hara and/or Lands' End**. Shirts may be either navy blue or white in color (Lower, Middle, and High School) or light blue (Middle School and High School), or gray (High School only) but must be embroidered with the school name. Middle and High School students may also wear Lands' End white or light blue oxford shirt in short or long sleeve with the OCS embroidery. The solid navy blue Lands' 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" blouses (not polos), which must be worn under the girls' plaid jumper, are acceptable only under the jumper and are not to be worn at any other time.

### **Pants/Shorts**

Acceptable school uniforms consist of a pair of khaki pants or shorts (All Grades) or navy blue pants or shorts (Grades 3 and up), or gray pants (Grades 9 and up) that are purchased from Flynn and O'Hara or Lands' End. Bottoms do not need to be embroidered with the OCS logo. 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. Kindergarten is exempt from wearing belts.

### **Skirts, Skorts, Shorts, and Jumpers**

In addition to pants and shorts, girls may wear khaki skorts or box pleat skirts (All Grades) or navy blue skorts or box pleat skirts (Grades 3 and up) or navy blue plaid jumpers or skirts (Grades K through 6) or gray skirts (Grades 9 and up). Girls in grades K-6 may also wear the Lands' End navy blue polo dress embroidered with the school name. Skirts, dresses, skorts, and shorts may not be shorter than one inch above the knee when standing. Jumpers must be worn with the white "Peter Pan collar" blouses underneath (Peter Pan collar polos are not permitted.) Acceptable skirts, dresses, skorts, shorts, and jumpers must be purchased through either Flynn and O'Hara or Lands' End. *Please note, the box pleat skirts are only available at Lands' End. Bottoms purchased through Lands' End do not need to be embroidered by Lands' 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. Vans-style shoes are dress code compliant, as are Dirty Bucks, Penny Loafers, Top Siders (Sperry's) or Mary Janes. Sneakers are to be worn on gym days only. Sandals, flip-flops, clogs, boots, and hikers are NOT permitted. Students may wear boots to school in inclement weather but they must change shoes when they arrive.

### **Stockings/Socks**

Girls may only wear plain black, white, or navy blue stocking tights or form fitting full length leggings. Any other colors or any patterned stockings are NOT permitted. All leggings must be footed or sit below the ankle. Boys and girls may only wear black, white, tan, or navy blue socks.

### **Sweaters/Fleece**

School sweaters or the school fleece with the embroidered school logo from Flynn & O'Hara or Lands' 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 or during school hours. High School students, grades 9 and up, may wear the navy blue blazer offered at Lands' End. The oxford shirt and tie must be worn with the optional blazer. Outer garments (other than sweaters) must be stored in the student's locker/cubbie. OCS hoodies/sweatshirts are not to be worn in class.

### **Hats**

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

### **Backpacks and Book Bags**

All students are expected to transport their personal materials in a bag of choice to and from school. Students in grades K-8 must store their backpacks in a designated space issued by the homeroom teacher. In grades 5-8, students transfer classes within their school building. Students may use a drawstring bag to transport their items during the school day. Students in high school (grades 9+) may use their backpacks to transport their items throughout the school day.

### **Jewelry, Hairstyles, and Accessories**

Excessive jewelry, makeup, or hairstyles that are deemed by the school administration to be distracting or distasteful will not be permitted. Students will be asked to remove excessive makeup or hairstyles or, in the event that is not possible or student refuses, will be sent home with a parent.

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. Headbands should be purchased through Flynn and O'Hara or Lands' End or be plain black/brown/blue/white plastic or fabric (no jewelry, feathers, dangling articles on headbands or barrettes). Writing on your body is not appropriate and is not allowed.

### **Consequences for Violating Dress Code**

In the beginning of the year teachers will be reminding students of dress code expectations and issuing warnings to those students who are not complying with dress code. Infractions after warnings are issued will result in consequences for students not complying with the dress code.

The ladder of consequences for dress code infractions is as follows:

#### **General Warning (One-Time Issuance)**

**1<sup>st</sup> Infraction: Personalized Warning**- Email communication sent home to family regarding dress code infraction. \*\*It is the parent/guardian's responsibility to provide

current, accurate email addresses to your student's main office to be entered and maintained in eSchool.\*\*

**2<sup>nd</sup> Infraction: Sent to Office/Call Home-** Students out of compliance will be sent to the office and a call will be made home for parent/guardian to bring appropriate items to student. **Student will be placed in ISS room until clothing is brought/EOD.**

**3<sup>rd</sup> Infraction: ISS-** For the third infraction, In-School Suspension will be issued to student. Contact will be made home and placed on child's record.

**4<sup>th</sup> and Future Infractions: OSS: Insubordination-** Student will receive Out of School Suspension for each additional time out of dress code.

These infractions will be tracked by marking period and will reset at the start of each quarter/trimester.

### **Used Uniform Program**

If you have well-maintained (no holes, no stains) OCS uniform items to donate, please send your clean, fresh-laundered, item(s) into school with your child in a bag. Please include, in the bag, a note listing the donated items and sizes.

To obtain a Used Uniform Item you can attend the used uniform sale. It is held right before the monthly PTO meeting from 6:30-7pm. Each item sells for \$5.00, and checks or cash are the only forms of accepted payments.

If you have any questions regarding our uniform policy, please contact the administrative assistant at your student's building.

### **Dress Down Days/School Sponsored Events**

Students are only permitted to "dress down" on designated days with teacher and/or administrator approval. Student clothing on all dress down days, as well as clothing worn to after school, evening or other school sponsored events, must appropriate according to Odyssey Charter guidelines. Excessively torn or ripped clothing will not be permitted, in particular jeans with holes above the knees. Students are permitted to wear dark colored tights under their jeans. Slogans and logos on t-shirts must be school appropriate. Hats are not permitted to be worn in school on dress down days. Dress code regulations with regards to jewelry, hairstyles, and accessories also apply on dress down days.

Students wearing skirts or shorts must have clothing of appropriate length; the bottom of the garment must touch the tip of the student's fingertips while standing. Tank tops and/or sleeveless shirts are not permitted for male or female students on dress down days. High heeled shoes exceeding 1.5 inches are not permitted, except at school sponsored dances.

Any student found to be wearing inappropriate clothing on a dress down day, at an afterschool, evening or other school sponsored event **will be** required to change the clothing and/or parent/guardians and guardians **will be** contacted to bring a change

of clothing to school. Subsequent infractions may result in demerit(s) and/or other disciplinary action on the part of an administrator.

All students must wear clothing on dress down days that is appropriate to an academic environment and that adheres to the following guidelines:

- No clothing may be worn that creates a distraction for other students.
- No clothing may be worn that features offensive language; racial or ethnic statements; references to tobacco, drugs, alcohol or gangs; or wording/graphics that are suggestive of sexual or other inappropriate behavior.
- No clothing or footwear may be worn that may threaten the safety of the wearer or other students (e.g. no shoes with wheels in the soles, or excessively high-heeled or platform shoes).

### **Lost and Found**

We urge students and parents to label all belongings. Students are encouraged not to bring large sums of money or items of great value to school. School officials are not responsible for the loss of any item. Any found article will be sent to the main office of the student's building. If an item is not in the lost and found, a parent or student should report the missing item to a staff member in the office. Periodically, unclaimed items may be donated to the PTO for uniform resale or a charitable organization.

### **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, 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 including communication devices (cell phones) or other personal technology items.

## Appendix E Food Allergy and Wellness Policy

Odyssey Charter School recognizes the growing number of students who attend our school with a potentially life-threatening food allergy. We are committed to providing a safe environment for all students and minimizing the risk of accidental exposure in the school setting.

Managing food allergies is a shared responsibility among families, schools, students, and healthcare providers. Our policy represents our commitment to managing students with food allergies, with a focus on promoting awareness education, prevention, communication, preparedness, responsibility, and emergency response.

Our wellness initiatives are an essential element of our school curriculum and impact every child every day during classroom instruction, physical education classes, and recess. We know there is a strong correlation between healthy eating/living and academic performance.

Odyssey Charter School has adopted a Food Allergy Policy which states that **all food sent in to share with students must be pre-packaged and contain a commercial ingredient label, no homemade food items are allowed.** Odyssey Charter School has also adopted a “no latex” policy. Latex bandages and gloves are not used in the Nurses’ offices and latex balloons are not permitted in the schools.

**School-Wide Celebrations:** If you are asked to send in a treat for a classroom celebration, i.e. 100<sup>th</sup> day of school, holiday celebrations aligned to the curriculum, etc., we are asking you to work with your child’s teacher to assure compliance with the Odyssey Guidelines for Managing Students with Food Allergies and other related nutrition mandates.

**Birthdays:** In keeping with our wellness initiatives and Odyssey’s commitment to providing a safe learning environment for all students, **individual student birthdays will not be celebrated with food. Please do not send food items, i.e. cupcakes, cookies, rice crispy treats, etc. in with your child as they will not be distributed.** Goody bags may be sent in for your child’s classmates to take home but must not contain any food items. Examples of accepted goody items are pencils, stickers, erasers, or small toy/party favors. Grade levels will determine how birthdays will be acknowledged and will communicate this information with you.

**Snacks:** We know that students perform better when they feed their brains and are well hydrated. When sending in any food for your child, please be mindful of students in the class who may have allergies to peanuts, nuts, fish, shellfish, etc. Please reinforce with your child that snacks or lunch items are not meant to be shared with friends. Students are encouraged to bring water bottles daily so they remain hydrated throughout the day.



## **Appendix F**

### **Parent 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 charter 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—
  - o (A) That parents play an integral role in assisting their child’s learning;
  - o (B) That parents are encouraged to be actively involved in their child’s education at school;

- o (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;
- o (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 charter 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.  
 Through these morning and evening meetings, Odyssey Charter School will offer flexible times to meet the needs of its parents. In addition, Odyssey Charter School may provide child care and home visits during these meetings to accommodate parent needs.

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 Smarter Balanced scores after spring testing results are available. Parents also receive information about their child's MAP scores at parent conferences. Odyssey Charter School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - Parents as Teachers
  - Consultation with HeadStart
  - Reading Assist partnership, offering literacy classes to parents
  - Read Aloud activities to support parents
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
- Providing parents with 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

10. 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.

If parents do not find the schoolwide program plan satisfactory and provide comments on the parent involvement policy when it is made available, Odyssey Charter School will submit such comments to the administrative team for consideration and integration.

## **Odyssey Charter School School-Parent Compact**

The Odyssey Charter School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2017-2018 school year.

The Odyssey Charter School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in the child's class, and to observe classroom activities.

### **Parents/Guardians Responsibilities**

We, as parents/guardians, will support our children's learning, such as:

- Monitoring attendance.
- Making sure homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school charter either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the Charter-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 20 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.



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