



Parent and Student Handbook

“The mission of Odyssey Charter School, Inc. is to work in partnership with the family and community with the aim of helping each child reach full potential in all areas of life.”

We seek to educate the whole child with the understanding that each child must achieve a balance of intellectual, physical, emotional, spiritual and social skills as a foundation for life.”



Odyssey Charter School – Elementary Campus

1755 Eldron Blvd SE

Palm Bay FL 32909

321-733-0442

Fax 321-733-1178

Odyssey Junior/Senior High Campus

1350 Wyoming Drive SE

Palm Bay FL 32909

321-345-4117

Fax 321-327-7261

Odyssey Preparatory Academy

1350 Wyoming Drive SE

Palm Bay FL 32909

321-345-4117

Fax 321-327-7261

Oasis Preparatory Academy

5200 West South Street

Orlando, FL 32811

407-930-2581

Fax 407-930-2584

**Odyssey Charter School, Inc.
Board of Directors**

President

LESLIE MALONEY

M.A. in Applied Sociology
Adjunct Instructor – Eastern Florida State College

Vice President and Treasurer

THOMAS COLE, M.Ed.

M.A. in Educational Leadership
Executive Director Emma Jewel Charter Academy

Secretary

JESSICAH NICHOLS

B.S. Early Childhood Education
Former Teacher—Curriculum Development

Board Member

SONJA WHITE

B.A. in Criminal Justice
28-Year Veteran of Orlando Police Dept., Deputy Chief

Board Member

AMANDA LARSON

M.S. in Accounting
Accountant/Audit Supervisor

The Board of Directors meets at the school sites. Meeting dates, times, agendas, minutes, and other documents are available at the school locations and on the website, and are available to the public upon written request. All Board Members can be contacted by calling 321-733-0442.

Grievance Procedures (Parent Conflict Policy)

- Step 1: Request Teacher conference to clarify issue
- Step 2: Contact Principal if unresolved with the teacher
- Step 3: ****Contact Board Designated Parent Representative**
- Step 4: Contact the President of the Governing Board
- Step 5: Present issue at the next monthly Board Meeting if unresolved
- Step 6: Seek mediation with the Sponsor

****The OCS Board of Directors designated Representatives to Facilitate Parental Involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes according to charter requirements. Contact information for each School's Representative is as follows:**

<u>Odyssey Charter School ~ Ms. Rachel Roberts</u>	321-345-4117	or	robertsr@odysseyprepacademy.com
<u>Odyssey Prep Academy ~ Dr. Monica Knight</u>	321-345-4117	or	knightm@odysseycharterschool.com
<u>Oasis Prep Academy ~ Ms. Sonja White</u>	407-930-2581	or	whites@odysseycharterschool.com

Founding Executive Director's Welcome

Dear Families,

Welcome to the Odyssey family of schools. If you are new to our schools, welcome! And if you are returning after, hopefully, a relaxing summer reprieve, we welcome you back! I would like to thank all of you for bestowing upon us the honor of working with the most precious resource our planet holds – your beautiful child.

Our mission is to help students reach their full potential within a holistic education framework—we strive to develop the whole child! So we search for programs that will help our students develop as individuals as well as educational programs that will truly educate our students with the highest standards of academic achievement. Whether your child is in one of our Montessori early childhood classrooms or conducting STEM field studies in Middle and High School, our goal is always to provide rigor within safe and caring learning environments. We also seek to provide a highly qualified and trained teaching faculty so that we as a school community can help our students develop skills of analysis, critical thinking and advanced problem solving ability.

Programs like “Positive Discipline in the Classroom” allow classroom communities to grow authentically and together in mutual respect, so that healthy classroom and school cultures are developed where real learning can take place. Through experiences within real classroom communities we are preparing our students with a strong foundation for future leadership in the larger world community. We know that when students know the level of our caring and when we form honest and respectful connections with them, trust is developed and our students grow beautifully.

We count on your full support as partners in your child’s education. Learning must occur both at school and at home. Together, as one team, we will provide the very best education for your child. Please also know that we count on your volunteer support and require 18 hours during the school year (or 25 hours for two or more students). One of the best ways you can support your child, for any age, is through the Read Aloud Program. This program gives you volunteer hours for reading exceptional literature together as a family within your home. Someone once said that to become an expert at anything it takes 10,000 hours. So if you want your child to be exceptionally educated, it will take full support and dedication on all fronts.

Welcome, again, to our Odyssey family of schools. Let’s give our children their best year yet!

In service of the child,

Ms. Constance
Founder and Head of Schools

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The school will follow district's *Code of Student Conduct* for elementary and secondary schools. The school's philosophy regarding student behavior ensures our commitment to the school's mission on a daily basis.

Behavioral guidelines and policies not found in the School's Code of Student Conduct would be found in the district's *Code of Student Conduct*. The Brevard Public Schools Elementary and Secondary Student Code of Conduct Handbook (Odyssey) or The Orange County Public Schools Code of Conduct (Oasis), and the School's Code of Student Conduct is a supplement to the Odyssey Charter School, Inc.'s Student/Parent Handbook. Students and parents are responsible for reading and abiding by the contents. Students and parents can view the school and district Student Code of Conduct by visiting your school's website.

Campus Information

Odyssey Charter School - Elementary Campus:

Site Administrator – Ms. Wendi Nolder, M.Ed.

Discipline Dean – Mike Davis

Family Engagement Specialist – Alyssa Sferrazza

Office Manager – Kathleen Cicala

Registrar – Kathleen Cicala

Bookkeeper – Martha Shamblen

Attendance – Jill Clausen

Volunteer Coordinator – Alyssa Sferrazza

School Hours: 8:00 a.m. to 3:00 p.m.

Office Hours: 7:30 a.m. to 3:30 p.m. Monday-Friday

Odyssey Charter School Jr./Sr. High Campus:

Site Administrator – Dr. Monica Knight

Discipline Dean – Austin Reynolds

Registrar/Bookkeeper – Kimberly Havet

Attendance – Julie Chapman

School Hours: 9:00 a.m. to 4:10 p.m.

Office Hours: 7:45 a.m. to 4:30 p.m. Monday-Friday

Odyssey Preparatory Academy

Site Administrator – Ms. Rachel Roberts

Office Manager/HR Rep. – Amanda Encarnacion

Registrar/Bookkeeper – Deborah Wright

Attendance – Linda Clark

School Hours: 8:00 a.m. to 3:00 p.m.

Office Hours: 7:45 a.m. to 4:30 p.m. Monday-Friday

Oasis Preparatory Academy

Site Administrator – Mr. Christopher Essex

Registrar – Tiffany Flowers

Bookkeeper/Attendance – Celina Gonzalez

School Hours: 8:00 a.m. to 3:15 p.m.

Office Hours: 7:30 a.m. to 4:00 p.m. Monday-Friday

Student Registration

Age Requirement

Florida law requires that a child must be five years old on or before September 1st to attend public school Kindergarten and must be six years old on or before September 1st and has satisfactorily completed the requirements for Kindergarten to attend first grade.

Documentation Required for Enrollment

Birth Certificate – a legal birth certificate or other authentic proof of a child’s age.

Immunizations Record – All students are required by law to have the following immunizations. A child may be exempt from the required immunizations upon religious grounds or for medical reasons certified by a competent medical authority. Properly executed exemption forms are required. Students not meeting this requirement may be excluded from attending until proof is submitted. (HRS Blue 680 Form)

Pre-K— 4DTP/DTap, 3 Polio, 1 MMR, 1-4 HIB, 1 Varicella (or certification of disease), 3 Hepatitis B

Kindergarten - 4 DTaP (last dose must be after age 4), 5 DTaP, 3-5 Polio (last dose must be after age 4), 2 MMR, 3 Hepatitis B, 2 Varicella (or certification of disease)

1st - 5th - 4 DTP/DTap (last dose must be after age 4), 5 DPT/DTaP, 3 Polio (last dose must be after age 4), 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella (or certification of disease)

6th – 4 DTP/DTap (last dose must be after age 4), 5 DPT/DTaP, 3 Polio (last dose must be after age 4), 4 Polio, 2 MMR, 3 Hepatitis B, 1 Varicella (or certification of disease)

7th and Up - 4 DTP/DTap (last dose must be after age 4), 5 DPT/DTaP, 1 Tdap/Td, 3 Polio (last dose must be after age 4) 4 polio, 2 MMR, 3 Hepatitis B, 1 Varicella (or certification of disease)

Physical Exam – All students are required to have a physical exam performed within one year prior to attendance. Students who have received their immunizations within the last year are exempt, so long as proof of immunization dates are on file. (HRS Yellow Form)

Proof of Residence – Verification of a parent or guardian’s residence shall be required at the time the child registers.

Proof of Grade Level or Promotion - Verification of grade level of student

Additional Forms to be completed may include:

New Student Application/School Registration Form

Health Card – This form provides emergency medical information. All phone numbers **MUST** be accurate and updated. It is the parent/guardian responsibility to inform the office of any changes immediately.

Home Language Survey – Each student entering a Brevard County public school for the first time must complete a “Home Language Survey”. The survey, which has three (3) questions, is a part of the Student Registration packet. If a student answers “yes” to any one of the three questions, the school will assess the student’s English proficiency to determine eligibility for services through the Limited English Proficient (LEP) Program.

Grades K-12/Adult Registration Form Addendum – Each year, students will receive a copy of this addendum. The form includes information on dangerous or disruptive items and possession, sale or use of alcoholic beverages, narcotics, illegal drugs, and/or prohibited substances. It is most important that the

information and the form be discussed with your child. The student AND parent are required to sign acknowledging receipt of this form.

Student Network and Internet Acceptable Use and Safety Agreement

Prior Participation for Kindergarten form This form indicates what pre-school entering Kindergartener's attended prior to entry to the Kindergarten program. Required by District.

Bus Transportation Request (Brevard Odyssey Only) This form is optional and can be completed if the student lives between two and four miles from the school.

Free and Reduced Lunch Application – This form is to be completed at Registration. This **must** be filled out every year as there is only a 10-day carry over after school starts.

Photograph Release Form (optional) – This form allows the student's photograph to be used in the school yearbook, newspaper articles and other media.

Medicine Administration Form (optional) – This form is available in the office and must be completed prior to any medications being administered. Students are not permitted to have prescription or over-the-counter medications in their possession at any time.

(Odyssey Brevard Only) Before and After School Enrichment Program Application (optional) - Enrichment activities are offered from 6:00 a.m. until school starts and from the end of school until 6:00 p.m. There is a fee for this program. Oasis students may participate in the M.I.L.L.S. Academy program.

Parent/Student/School Contract

Records Request (if new student)

GENERAL ATTENDANCE PROCEDURES

Compulsory School Attendance

1. All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years or age specified by state statute, whichever is older, except as hereinafter provided, are required to attend school regularly during the entire 180-day school term.
2. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and parent. A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance.
3. Compulsory school attendance requirements may be met by attendance in an approved home education program, although 180 days is the standard requirement for compulsory school attendance.

Patterns of Non-Attendance

1. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation is 5 in a marking period.
2. A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are

unknown within a 90-calendar-day period, may be deemed to be exhibiting a pattern of non-attendance, or truancy.

3. Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused) by tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods may be deemed establish a pattern of non-attendance.

4. Habitual truant means a student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance at The School.

Student Arrival and Departure Times

According to Florida state law, the school is responsible for students only 30 minutes prior to and 30 minutes after a school activity. Due to these supervision restrictions, we urge all students to **ARRIVE ON SCHOOL CAMPUS NO SOONER THAN 30 MINUTES PRIOR TO THE START OF SCHOOL AND TO BE OFF CAMPUS NO LATER THAN 30 MINUTES AFTER DISMISSAL**, unless the student is attending a school-sponsored activity. Students who stay after school must be under the strict supervision of a faculty or staff member and must remain in their designated areas for extended day tutoring, make-up work, practices, and or rehearsals. NOTE: Elementary students not picked up within 30 minutes of dismissal will be enrolled in the enrichment program and may be subject to enrichment fees up to and including a charge of \$1.00 per minute. Please be aware that all charges must be resolved in full by the last day of school or loss of re-enrollment privileges may result. Jr./Sr. high students may not remain on campus for more than 30 minutes after dismissal. These students will be asked to leave school property and the school waives all responsibility for said students after school hours. Traffic patterns for dismissal must be strictly followed. Non-adherence to approved traffic patterns will be documented. Failure to adhere three times may result in the loss of re-enrollment privileges.

Absence/Tardy Policy

In order to reduce the number of unexcused absences and student tardiness to school, Odyssey adheres to a strict policy regarding these issues. The school has established a committee called the Attendance Child Study Team (ACST), whose purpose is to keep track of students who are frequently absent from school or who chronically arrive to school late. We have put more effort in place to more of an emphasis on the importance of attending school regularly and arriving to school on time. Please note below our absence and tardy policies for both the Elementary and Jr./Sr. High School:

Tardiness:

Being tardy to class disrupts learning for all students. Students are required to report to their classrooms, in their seats and ready to learn 5 minutes before school start time. Students who are must be walked into the office and signed in by a parent in order to obtain a tardy slip and enter their classroom. Chronically tardy students will be referred to the School Director or Principal.

For the elementary student, 3 tardy arrivals to school will result in a phone call home to parents 6 or more tardy arrivals to school will result in a meeting scheduled with parents and our ACST members

For the Jr./Sr. high student, excessive tardiness to school may result in detention before school or other appropriate disciplinary action. Detention will be issued after three (3) tardies to school. Students present, but tardy to their classes, must report to the School Director or Principal. Detentions will be assigned.

Students must bring materials to study during detentions. Students who do not bring materials will be considered unprepared and further disciplinary action will be taken. At least one day's written notice will be given to the student and parent concerning the date and time of the detention.

Absence Procedure (Elementary school):

- When a student is ill or has a family emergency, they may remain at home. When a student returns to school, they must have a signed note from a parent/guardian explaining why they were absent.
- Acceptable excused absences include:
 - Medical appointments
 - Counseling
 - Legal appointments
 - Funeral of family member or closely related friend
 - Family emergency (school may determine if valid)
 - Recognized religious holidays
- 5 unexcused absences in a marking period will result in a warning letter sent home to parents, noting the days of missed school
- 10 unexcused absences in a semester will result in a scheduled attendance hearing with the parent/guardian and Attendance Committee members

Our hope is that parents/guardians and students recognize the importance of attending school regularly and arriving to school on time. Questions regarding these procedures should be directed to school administration.

Early Checkout

1. No students shall be released within the final 30 minutes of the school day unless the Administration determines it is an emergency. There are NO EXCEPTIONS to this policy.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. A student driver will only be allowed to sign out when they call a parent from the main office phone.

SCHOOL ATTENDANCE

Coming to School/Absences – The student must attend school each day and **be on time**. When a student is sick or has a family emergency, they may remain at home. When the student does return to school, they must have a note from a parent or guardian, explaining why they were absent. There are certain situations that connote an excused absence. Students are permitted up to nine days excused each semester with a doctor's note. **Students who miss more than nine school days a semester will not receive a passing grade for the semester as district policy.** Parents whose children are in jeopardy of failing due to exceeding the nine (9) day per semester attendance policy may apply for an attendance appeal. Schoolwork that is missed for excused absences must be made up within ten (10) school days. Excused absences are illness with medical documentation, religious holidays and court dates. Habitual truants will be referred to the District for further action.

Release of Students - Students are released to the parent/guardian of record only. A parent/guardian must give advance written notice to the school when requesting that a child be released to other designated persons. Your child will only be released to the designated persons listed on the student registration form. The school requires persons who are picking up children from school to show proper identification. Students may not be checked out within 30 minutes of the end of the school day unless there is a true emergency.

Withdrawals, Transfers - Notification - Parents should notify the office of their plans of withdrawal or transfer as soon as possible prior to the last day of attendance. Please allow 48 hours to complete the withdrawal process. The notification should include the last day of attendance and the next school the child will be attending. **Before the withdrawal or transfer is completed, all school property must be turned in or accounted for, and all charges paid before any records will be sent to the new school.** Odyssey will forward the students records upon request of the new school.

TRANSPORTATION

Coming to School Too Early – Supervision by the teachers and staff is not provided prior to 30 minutes before the start of school. For the safety and protection of our students, parents should not allow students to arrive on school grounds before supervision is available. Students participating in the Before School Enrichment students may arrive on campus at 6:00 a.m.

School Traffic Pattern - For the safety of all children, please adhere to the 5 mph car loop speed limit. Parents are urged to follow the designated traffic routes established by the school in delivering and picking up children. These routes have been designated for the safety of all children and for the efficient movement of automobiles and school buses. Students are not to be dropped off in the main street in front of the school. **Parents may not park and escort their student to the front door.** Staff members will be helping students in the drop-off loop. Parents are encouraged to form car pools to reduce congestion during arrival and dismissal periods. The safety of children is a primary concern of the school. Those persons who drive vehicles on or near school property should exercise caution at all times.

Bicycles - An area is provided for the parking of pupils' bicycles. The school is NOT responsible for damage to or theft of any bicycle brought to school. It is requested that pupils who ride bicycles to school use locks for security reasons. Parents should instruct their children in safety rules for riding bicycles to school. Students will abide by local and state laws governing safety equipment and the use of helmets.

Rainy Days - Each parent should make sure that children know the procedure they should follow when it is raining at dismissal time, especially if they walk or ride the bus.

Bus Transportation (Odyssey Brevard Only) - Students whose homes are two (2) miles to four (4) miles may receive free transportation. Students whose homes are over (4) miles may ride the bus if space is available. All students have the responsibility to abide by prescribed standards of conduct while waiting at the school bus stop, or while being transported at any time on school-sponsored transportation. Violation of board or district transportation policies, rules, or standards of conduct, including disruptive behavior on a school bus or at a school bus stop by a student, may be grounds for suspension from riding the school bus, suspension from school, or other actions required by the administration.

STUDENT DRIVERS PARKING GUIDELINES, RULES AND REGULATIONS

GENERAL GUIDELINES: Failure to follow these guidelines, rules and regulations can result in administrative warnings leading to monetary fines and loss of parking privileges.

1. All vehicles driven by students and parked in student parking shall be registered with current Florida registration and proof of insurance. Students shall display an Odyssey Charter School issued decal from vehicle rearview mirror.
2. Students shall register and purchase a decal during school registration. The cost of a decal is \$20. Replacement decals are \$5.00 each.
3. Students may register only one vehicle and permit for that vehicle only. If a student obtains a new or replacement vehicle, they must submit a new Odyssey *Application for Parking Permit*.

4. Students who have a registered vehicle and find it necessary to drive a temporary vehicle listed on their *Application for Parking Permit*, shall report the use of said temporary vehicle to Administration upon parking on campus. If the vehicle is used more than one school day, the student shall obtain a temporary parking permit from Administration.
5. Students will be assigned a parking space upon completion of an *Application for Parking Permit*.
6. There are a limited number of student parking spaces on campus. Seniors, Juniors, and Sophomores will have parking privileges on campus. Students, who were not able to purchase a decal and wish to park on campus, will have their names added to a waiting list. The School will advise the student when space becomes available.
7. Disobedience and violations can result in loss of parking privileges as outlined in the **Consequences for Violation** section below.

THE FOLLOWING RULES WILL BE STRICTLY ENFORCED:

1. Students who drive to school, and need to be checked-out early for any reason, must sign-out at the front desk. Parent permission must be given prior to early check out.
2. Dual enrollment students will have prior parent permission and will be permitted to leave campus after signing out at the front desk.
3. Current school year permit to be displayed properly from the rear view mirror.
4. Permit is for registered vehicle only, unless permission is obtained by Administration for use of a temporary vehicle listed on the *Application for Parking Permit*.
5. All traffic signs, markings, speed limits and directional arrows must be obeyed.
6. Directions given by administrators, faculty, staff, school officials, and police officers must be followed at all times.
7. Students will not loiter in the parking lot before, during, or after school.
8. With the exception of staff, only vehicles with a valid Odyssey Charter School permit will be permitted to park in the student lot.
9. Vehicles found to be in violation are subject to be towed at the owner's expense.
10. Parents and other non-registered visitors may not use the student parking lot as a pick up or drop off point, except for athletic events or approved school functions.
11. Any changes to the information provided on *the Application for Parking Permit* must be made with the school administration within (24) hours.
12. Odyssey Charter School is not responsible for any car and its contents.
13. Students must park in their assigned parking space.
14. Parking permits are non-transferable, anyone accepting another student's parking permit, transferring or selling their permit to someone else is subject to disciplinary action, including suspension and the loss of parking privileges.
15. Vehicles are subject to search any time there is reasonable grounds to believe that illegal, dangerous or disruptive items may be found in them.
16. Bumper stickers and decals must be in good taste. Alcohol, tobacco, drugs and sexual references or advertisements, etc. are not allowed and students may be told to remove them or possible loss of parking privileges may occur.
17. Students are required to provide a current email address so as to be advised of parking changes, violations or any other matters that may pertain to student parking.
18. Students must have administrative approval to go to their cars during the school day for any reason.
19. No refunds will be issued if the student's parking privileges are revoked.

CONSEQUENCES FOR VIOLATION

1st Warning

Written and/or verbal warning will result in detention.

2nd Warning

Suspension for one day and parent notification. Possible loss of parking privileges for at least one week.

3rd Warning

Suspension and loss of parking privilege for up to one semester. Privilege loss may carry over to the following school year.

****Reckless/Unsafe Driving or serious violations may result in revocation of parking privileges.**

HEALTH

School Health Program - The school health services program includes those activities, which should be carried out to appraise, protect and promote the health of students and to encourage use of the services of their physician, dentist, and community health agencies.

Health appraisal and screening programs, which include periodic review and analysis of health, related records, observations, and screening tests consistent with sound health practices, will be carried out as a requirement of Florida State Law. Screening shall include a vision and hearing assessment. Any request for exemption from health screening must be made in writing by the parent or guardian to the School Director or Principal.

Accidents and Illness - The school clinic is staffed by volunteers and/or school personnel who assist students and contact parents concerning illnesses and injuries. Necessary information on each student's Health Card must be complete and on file in the school office in order that school personnel may be in touch with the parents during school hours, should an illness or accident occur. **Any** change of information must be promptly reported to the office staff so that in the case of an emergency, the children's parent, guardian or designated individual may be contacted. If the nature of the illness is such that the child should go home, efforts will be made to notify parents. Pupils will not be released to anyone except parents or their designees listed on the student Health Card. The school is not responsible for accident or injuries.

Unusual Health Conditions - Parents are urged to inform the school if a child has unusual or chronic health conditions, such as asthma, allergies, diabetes, etc.

Controlling Head Lice (Pediculosis Capitis)

The following administrative procedure will be used when a student at school is observed to be infested with head lice.

1. The student is to be immediately separated from class and other students and his/her parents contacted to take the child home for treatment.
2. A letter to the parents or an information sheet describing suggested treatment will be provided by the school.
3. For a student to be re-admitted to school following head lice infestation, he/she must be checked, have no live lice, and has a statement signed by the parent/guardian that treatment was done. If no nits are found, further rechecking will not be done. If nits are found, the student will be admitted and rechecked for 8-10 days and the entire procedure will need to be repeated

Medication

1. All medication (prescription, non-prescription and over-the-counter) must be brought in to the school in the **original container by the parent**. The parent must fill out the proper form authorizing the dispensing of the medication by school personnel prior to any medication being administered. Any change in dosage must be submitted in writing from a physician before the proper dose will be administered.
2. Over-the-counter medication may be kept in the clinic for a total of ten (10) school days unless written documentation from a physician is on file
3. The principal or designee will maintain a log of medication dispensed.
4. Students are not permitted to possess medication at any time (prescription or non-prescription). The school's designee(s) must administer all medication in the office.
5. All medication will be confiscated by school personnel if the above procedure is not followed.

Asthmatic students - An asthmatic student may carry a metered dose inhaler on his/her person at school if he/she provides the school with a physician's written prescription and parent's written approval. The parent at the school must also fill out the proper forms at that time.

FIELD TRIPS

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating student **must have a permission form signed by a parent or guardian**. Transportation will be provided by school bus or in some cases by private vehicle. When private automobiles are used, the owner of the vehicle must sign special insurance forms, and insurance information provided. Students on field trips are supervised and chaperoned by parents/guardians and teachers. **All chaperones must be approved by the School district. It is the chaperone's responsibility to ensure that the School has properly cleared them.** Questions concerning this procedure should be directed to the Volunteer Coordinator.

Misbehavior on Field Trips - Students are required to follow the same school rules and guidelines while on a field trip. Students shall at all times follow the instructions and directives of teachers, sponsors, and chaperones in charge of the field trip.

Returned Check Policy - Families will be notified in writing when a check is returned. The amount of the check plus any applicable bank fees should be reimbursed to the school within 5 business days from the date of receiving the written notice.

Lost and Found - The school maintains a lost and found where articles may be claimed. It is advisable that parents mark their children's clothing for easy identification. Parents and students are encouraged to check the lost and found department at the end of each semester for articles that may have been forgotten. Unclaimed articles are donated to charity on Dec. 15th and June 1st. The school does not assume responsibility for lost articles or money. It is suggested that students bring only the amount of money necessary for any given day and to not wear expensive jewelry or bring family heirlooms.

Healthy Café - The school has a full service cafeteria ready to feed a healthy, fresh made daily, breakfast and lunch to all of our school community and their families. At any time parents and siblings are more than welcome to sign in at the front office, come in and share lunch with your child.

Breakfast

Daily	\$1.00 (**Reduced Price \$.30)
Adults	\$2.00

Lunch

K-6 Daily	\$2.50 (**Reduced Price \$.40)
7 th & Up Daily	\$2.80 (**Reduced Price \$.40)
Adults	\$3.50
A la Carte (extras)	\$.50—\$1.50

***Free and Reduced prices are for students who qualify for either a free or a price-reduced meal according to the Federal National School Lunch Program. Guidelines for qualification and applications are available in the office and may be submitted at any time during the school year. On a random basis, parents may be asked to submit proof of income to substantiate information on the application. The food service program is operated under regulations from the United States Department of Agriculture.*

"In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age, or disability. To file a complaint of discrimination write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

GRADING, REPORTS AND PARENT CONFERENCES

Grading Scale - Odyssey will use the state guidelines for grading.

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Interim Reports – Students will be issued an interim progress report approximately half way through each nine-week grading period. Parents are required to sign reports and return them to their student’s homeroom teacher (Kindergarten students do not receive Interim Reports).

9-Week Report Card – The school year is divided into four 9-week grading periods. (Please refer to the school calendar on the inside back cover for exact dates). Students will receive grades in all academic and elective subjects on their report card. Progress reports are sent home in a special envelope and the parent or guardian must sign the envelope and return it to the school.

The Odyssey Charter School, Inc. Board of Directors has adopted the district’s Student Progression Plan and will use it when evaluating and assessing students for placement, advancement, and retention.

Promotion/Retention Policy - The school follows the District Student Progression Plan for policies and procedures for retention or promotion.

Parent/Student/Teacher Conferences – Parents or guardians may request a conference with a teacher at any time. We encourage active student participation in conferences. School-wide parent/student/teacher conferences are scheduled once every semester immediately after progress reports are issued. Parents are encouraged to keep teachers informed of situations both inside and outside of school that might affect a student’s progress. Parents may also schedule conferences with administrators, the exceptional education coordinator, or other personnel by contacting the office to schedule an appointment.

Testing

The School uses several testing and assessment tools throughout the school year to measure each student's academic growth. Students are required to participate in all statewide assessment testing.

- Students are assessed using Study Island 3 times per year.
- Kindergarten students are administered the FLKRS/FAIR assessment at the beginning of the school year.
- Students beginning in third grade are administered Florida Standards Assessment (FSA) annually.
- Fifth and eighth grade students are administered the FCAT Science Test.
- Jr./Sr. High End of Course (EOC) exams are administered per the state testing requirements.

Visitors on Campus

Parents/Guardians, visitors and volunteers may visit the school office at any time. It is necessary for visitors to identify themselves to the School Director, Principal or designee prior to contacting a child or entering school grounds. This is done for the protection of the children, the parents and the school. All visitors must sign in and out each time when visiting the school. **Parental visits to the classrooms must be pre-arranged and approved by the teacher.**

Discipline Policy

The School uses the District's "Code of Student Conduct" and its own disciplinary policy when dealing with students. "Positive Discipline in the Classroom," is the basis of The School's Character Education Program. The goal of positive discipline is to help students develop mutual respect, cooperation, and responsibility in their classroom. Whenever possible, teachers work with students to resolve conflicts. When necessary, students are sent to the office with a referral. An administrator handles student referrals as soon as possible. Parents may be contacted in writing, on the telephone, or in person when needed or requested by the administrator. Student discipline may include but not be limited to, before or after school detentions, out-of-school suspensions, community or school service, and recommendations for expulsion.

Exceptional Student Education Services

All students qualifying for exceptional education services shall have a current written and signed Individual Education Plan (IEP), Educational Plan (EP), or 504 Plan on file at the school. Students who qualify for the exceptional education and/or gifted/talented program shall be provided additional instructional service from a certified exceptional education teacher. Exceptional Education Services for Speech and Language Therapy, Occupational therapy, and Physical Therapy may be contracted to outside professionals, which shall provide services at the school site.

Limited English Proficient Students

Students who do not speak English or who speak limited English will be given additional instructional services based upon the results of the ELL test given to them at the beginning of the school year.

Before and After School Enrichment Program at Odyssey Brevard

Students in elementary school may participate in the Enrichment Program before and/or after school for a fee. Program hours are from 6:00 am to the start of school, and from the end of the school day until 6:00 pm. Activities are scheduled including time to complete homework and a snack. **Each program has a monthly non-refundable fee that is not discounted for vacations, sick days or non-use of all 5 days.**

The Montessori Preschool at Odyssey Brevard

- The Montessori Preschool at Odyssey is a private, tuition-based Montessori Education for children ages 3-4 (non-VPK). Fees are non-refundable and are not discounted for vacation or sick days.
- VPK Program offered.
- Please see the school's website for more details.

School Committees and Volunteers

The School is built upon parent and community involvement. Parents/Guardians are encouraged to participate in the school's Parent Organization. **Parents/Guardians are required to volunteer a minimum of 18 hours every year (25 for 2 or more students).** Parents must register with the Volunteer Coordinator who will assist with tracking hours. **All school volunteers must have background checks completed prior to working with students.** Failure to perform required hours may jeopardize a student's position on the following year's enrollment/wait list.

Emergency School Closings

When emergency conditions exist, such as an impending tornado or hurricane, which may result in the school and/ or the district being closed, the school will follow the district's procedure for emergency evacuations, or school closing and re-opening. During a declared emergency, parents should follow their local news and radio stations, and the school or district websites (if available) for information on school closing and re-opening. When the school is to be evacuated or dismissed early in the event of an emergency, parents or guardians will be notified by phone and via the media. Parents/Guardians, or those listed on the student Health Card must pick-up their student(s) unless written permission is provided.

The Pledge of Allegiance

The Pledge of Allegiance is recited every morning at our school. Each student will give the pledge by standing with the right hand over the heart. According to Florida Statute, a student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student will be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, males removing the headdress, except when such headdress is worn for religious purposes.

Fragrance-Free Policy

A fragrance-free environment helps create a safe and healthy atmosphere for students and staff. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory systems, shortness of breath, and difficulty with concentration. Students and staff with allergies and asthma report that certain odors, even small amounts, can cause asthma symptoms. All Odyssey Charter School, Inc. (OCS) schools use "green" cleaning products and follow best practices to limit exposure to cleaning chemicals if fragrance exists in the product. OCS recognizes the hazards caused by exposure to scented products and has developed the following policy to provide a fragrance-free environment for all students, staff and visitors to keep a safe and healthy atmosphere. This policy applies to students, staff, and visitors to all OCS schools.

1. OCS expects that all classrooms, offices, restrooms and additional spaces used by students, staff and visitors remain free of scented products.
2. Personal care products such as cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn in school facilities, school buses and company owned vehicles.
3. Use of air fresheners and candles is prohibited from school facilities, school buses and company owned vehicles.
4. Use of cleaning products other than those purchased by the school are prohibited for cleaning classrooms and personal workspaces.

****Violations of this policy will be subject to the school's code of conduct.**

STUDENT'S RIGHTS AND RESPONSIBILITIES

Student Pledge

1. I will attend school regularly.
2. I will be honest and reliable.
3. I will arrive to school on time and remain in school a full day.
4. I will wear my proper school uniform every day.
5. I will be prepared for the school day by completing my homework every night and bringing all necessary supplies to school.
6. I will turn in all assignments on time.
7. I will show respect for myself, treat others with respect, and respect the environment.
8. I will accept responsibility for my own actions.
9. I will resolve conflicts peacefully.

PARENTS' RIGHTS AND RESPONSIBILITIES

Parent/Guardian Pledge

1. I will volunteer 18 hours per family (25 hours for two or more children).
2. I will participate in the Parents as Partners organization (PasP).
3. I will be honest and reliable.
4. I will ensure that my child arrives at school every day on time. If my child takes the bus, I will ensure that he/she is at the bus stop on time.
5. I will ensure that my child is in proper academic uniform each day and prepared for school by having the necessary academic supplies.
6. I will attend school functions and parent student teacher conferences.
7. I will limit my child's time spent watching TV, playing video games and listening to the radio.
8. I will know what my child should be learning and talk regularly with the teachers and my child.
9. I will help with my child's homework and read with my child regularly.
10. I will provide adequate rest, food, and medical attention so that my child is ready to learn.
11. The school remediates students who are below grade level. I understand that my child may be required to attend an extended day tutoring program and agree to support the school's efforts.

Grievance Procedures (Parent Conflict Policy)

- Step 1: Request Teacher conference to clarify issue
Step 2: Contact Principal if unresolved with the teacher
Step 3: **Contact Board Designated Parent Representative
Step 4: Contact the President of the Governing Board
Step 5: Present issue at the next monthly Board Meeting if unresolved
Step 6: Seek mediation with the Sponsor

**The OCS Board of Directors designated Representatives to Facilitate Parental Involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes according to charter requirements. Contact information for each School's Representative is as follows:

<u>Odyssey Charter School ~ Ms. Rachel Roberts</u>	321-345-4117	or	robertsr@odysseyprepacademy.com
<u>Odyssey Prep Academy ~ Dr. Monica Knight</u>	321-345-4117	or	knightm@odysseycharterschool.com
<u>Oasis Prep Academy ~ Ms. Sonja White</u>	407-930-2581	or	whites@odysseycharterschool.com

For school calendar, campus maps, code of student conduct, or for more information, please visit our school websites at:

www.odysseycharterschool.com

www.odysseyprepacademy.com

www.oasisprep.com

The Schools are tuition-free public charter schools governed by Odyssey Charter School, Inc., a Florida not-for-profit educational organization. Odyssey's Board of Directors abides by Florida's Sunshine and Public Records laws.