

# WELCOME TO ODYSSEY ACADEMY.

We are a learning community. We who work here, who study here, who put our children on the bus in the morning and read with them at night—we are all members of this community. As part of this community, we all have different roles. This handbook is designed to explain the roles all of us have in this community and what policies and procedures we will use to carry out our roles. Our goal is to help all members of the learning community contribute to their highest potential.

## OUR MISSION

Odyssey Academy is committed to providing a nurturing, innovative, and challenging environment emphasizing independent thinking, active learning, high academic achievement, and social responsibility through partnerships with families, teachers and community.

## EXPECTATIONS FOR THE COMMUNITY

### THE ODYSSEY COMMUNITY SHOWS

#### RESPECT

- self
- others
- environment

#### RESPONSIBILITY

- learning
- actions
- environment

#### SUPPORT

- students
- families
- staff

The Family Handbook is given to all Odyssey Academy families at the beginning of each school year. All families entering during the school year will receive a new copy as well. Please review this material as a family and return the last page to your child's teacher.

## STUDENTS

You are the reason we are here. We want to support you as you grow and learn.

Here is what we hope for you. Students will:

- 1) develop responsibility for their own behavior and learning;
- 2) be academically prepared and develop skills for lifelong learning;
- 3) experience and contribute to positive school climate;
- 4) succeed in learning in accordance with their developmental stage, physically, socially, emotionally and intellectually;
- 5) be encouraged and given opportunity to pursue their passions and interests;
- 6) develop positive interpersonal relationships.

## PARENTS AND GUARDIANS

Odyssey Academy recognizes that parents and guardians are their children's first teachers and that you have chosen Odyssey Academy because you plan to be actively involved in your children's education.

Parents/guardians partner with us in many ways:

- 1) Positive parenting – the biggest contribution. We honor it.
- 2) Two-way communication
- 3) Supporting learning at home and establishing a learning environment
- 4) Partner activities at school including an important role as audience for student presentations
- 5) Decision making on school-wide committees
- 6) Building community collaborations

Some ideas for partner activities at school:

- Serve as a classroom speaker or expert resource
- After training, assist in the classroom
- Assist teacher with after-hours classroom projects
- Assist in the office
- Coordinate extracurricular programs ( i.e. music, sports, chess)
- Chaperone field trips
- Assist in the library
- Assist with community building or fundraising activities

Decision-making school-wide committees which need parent partners:

School Board, Finance Committee, Technology Committee, School Improvement Committee, Wellness Committee and Community Action Committee.

## FACULTY AND STAFF

We are professional resource partners committed to a learner-centered approach to education. We will use best educational practices, constantly examine and refine our practices and always ask how we can improve learning for all.

### FACULTY

|                                   |                        | Voicemail # |
|-----------------------------------|------------------------|-------------|
| Kindergarten Teacher              | Laura Montray          | 76112       |
| Kindergarten Teacher              | Melissa Bovy           | 76109       |
| Grades 1-2 Teacher                | Jessica Driscoll       | 76113       |
| Grades 1-2 Teacher                | Pam Matuseski          | 76111       |
| Grades 1-2 Teacher                | Ashley DeGreeff        | 76115       |
| Grades 1-2 Teacher                | Kristy Fehr            | 76114       |
| Grade 3 Teacher                   | Jessica Grabe          | 76116       |
| Grade 3 Teacher                   | Laura Kalmes           | 76118       |
| Grades 4-5 Teacher                | JaLene Rosengren       | 76119       |
| Grades 4-5 Teacher                | Steve Skramstad        | 76120       |
| Grades 6-8 Language Arts Teacher  | Jill Johnson           | 76108       |
| Grades 6-8 Social Studies Teacher | Chris Nordmann         | 76107       |
| Grades 6-8 Math Teacher           |                        | 76103       |
| Grades 6-8 Science Teacher        | Jodie Hardenbrook      | 76104       |
| Physical Education Teacher        | Scott Fritschel        | 76131       |
| Art Teacher                       | Heather Ziemer         | 76101       |
| Music/Band Teacher                | Jennifer Maki          | 76309       |
| Special Education Teacher         | Linda Bladine-Hageseth | 76302       |
| Special Education Teacher         | Sheila Prokott         | 76301       |
| Special Education Teacher         | Amy Kline              | 76106       |
| Title I Reading                   | Jeni Holm              | 76117       |
| Title I Math                      | Julie Pouliet          |             |

### ADMINISTRATION AND STAFF

|                          |                    | Extension |
|--------------------------|--------------------|-----------|
| Director                 | John Sedey         | 76307     |
| Dean of Students         | Jeoffrey Reed      | 76150     |
| Office Manager           | Denise Young       | 0         |
| Director of Operations   | Kari Mitchell      | 76306     |
| Social Worker            | Christine Wohlwend | 76125     |
| Maintenance              | Eddie Washington   | 0         |
| Technology               | Craig Smith        | 76124     |
| Health Paraprofessional  | Dorene Thomas      | 76160     |
| Behavior Specialist      | Shannon Lindgren   | 76122     |
| Instructional Assistants | Marcia Eliason     |           |
|                          | Lisa Roubal        |           |
|                          | Rae Gordon         |           |

## CODE OF CONDUCT

Respect yourself  
Respect others  
Act safely and responsibly

Each student has the right to come to school each day expecting an education in a safe environment, free from distraction.

Students are expected to read and understand the Odyssey Discipline Policy. A copy of the policy is mailed home to each family. Additional copies are available in the school office.

## PROCEDURES

This information is provided as a guide for families concerning school practice around a host of topics. They are listed alphabetically for your easy reference. If you have a question about an Odyssey Academy procedure, please contact Jeoffrey Reed, Dean of Students (150) for clarification.

### 1. ABSENCE

We hope that your child is never ill or absent, but when your child is not going to be at school it is important that we know as soon as possible. Be sure to contact the school before 7:40 a.m. whenever you know your child will be absent. If your child is ill or absent for more than two days you may request that assignments/notes be collected for you to pick up at the end of the third day of absence. If your child will be gone for a planned absence, please request assignments ahead of time. In all cases we want to help our learners to continue progressing all year along. Absences can be reported by calling 763-549-2488.

Odyssey Academy's attendance policy is in accordance with state law. For your information, the following procedures are followed:

- A student is marked absent-excused when Odyssey receives a phone call or note from a parent verifying the child's absence for an excusable reason.
- A student is marked absent-unexcused if the school has been given no reason for the absence and the school is unable to reach a parent, or the reason given is not excused. Absences that are considered excused include: oversleeping, missing the school bus, car trouble, or babysitting a sibling. Out of school suspensions are also considered unexcused. Excused absences include: illness, religious observances, medical appointments, and family trips/vacations, and natural disaster. Absences due to medical or dental appointments will be excused upon receipt of documentation from the office where the student was seen.
- The school will contact parents of students who have accumulated high numbers of absences. By law, if a student has three or more unexcused absences in a school year, he/she is considered "continuing truant".
- If a student has seven or more unexcused absences, he/she is considered "habitually truant" and the school must file a truancy report with Hennepin County.

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## 2. ARRIVAL/DISMISSAL

Students may enter the building at 7:30 a.m. School hours are 7:50 a.m. – 2:40 p.m. Students should be picked up at the end of the school day by 2:50 p.m. Students needing to arrive early or stay late must enroll in Kids' Club for which you will be invoiced. Students may be in the building before or after hours only under the direct supervision of faculty or staff.

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## 3. BACKPACKS/BOOKBAGS

Students are not allowed to carry backpacks and book bags of any kind during the school day. This includes messenger bags, purses on the back, and one strap or two strap backpacks. If a bag is large enough to hold a book, it is considered to be a book bag.

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## 4. BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Students are free to ride bicycles, roller blades or skateboards to school. Bicycles must be left at the bike rack during the day. The school recommends the use of a lock for the bicycles because the school cannot accept responsibility for theft. Safety concerns require that none of the above items may be used during school hours for recreational purposes (including during lunch).

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## 5. BUS POLICY

All students are expected to ride their assigned bus and use their assigned bus stop. Students wishing to ride a different bus, ride the bus home with a friend, or use a different bus stop must get a bus pass from the school office. Bus passes will only be issued if the requesting student presents written permission from a parent/guardian. Bus passes should be requested in the morning and picked up at the end of the school day.

The bus is an extension of the school day. The bus driver has the authority to assign seats. Odyssey Academy's sexual/racial/religious harassment policy and weapons policy will be strictly enforced on the school bus and at the bus stop.

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## 6. CAFETERIA BEHAVIOR

Use of the school lunchroom is a privilege. Students are expected to stay in the cafeteria for their entire assigned breakfast/lunch period. All students are expected to clean up their area when they are done eating. Students who are uncooperative in the lunchroom may be removed from the lunchroom and will eat in a restricted area for a period of time.

No food or beverages are to leave the cafeteria. Food and beverages removed from the cafeteria will be confiscated.

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## 7. COATS, JACKETS, CAPS AND HEAD COVERING

Coats, gloves, jackets, hats, caps, bandanas, scarves and other headgear intended for outdoor wear are not to be worn inside the building. These items are to be removed upon entering the building and are to be kept in student lockers. Head coverings required by religion will be permitted; a parent must communicate this requirement to school administration.

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## 8. CALENDAR

The school calendar is sent home at the beginning of each school year to all families. Updates to the calendar will be included in the monthly newsletter.

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## 9. CLOSED SCHOOL

In the event of school closing, information can be found on WCCO radio and Channel 4 television. Please note that Odyssey Academy will be listed separately from Osseo School District. You can also find this information via the Internet at: <http://www.channel4000.com/weather/closings>. Information can also be found on KSTP Channel 5 or KARE 11.

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## 10. CONSEQUENCES

Consequences for violating school rules include conference with students, detention, in school suspension, loss of open lunch privileges, parent conference, administrative review, court referral, referral to support services and expulsion or exclusion from school.

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## 11. CONSTRUCTIVE CONFLICT RESOLUTION

Odyssey's goal is to provide an environment that permits all members of the Odyssey community (employees, parents/guardians and students) to engage in open, two-way and constructive communication. In most cases, this communication and problem resolution will take place directly between the involved individuals. Appropriate effort and cooperation is encouraged to resolve issues to both parties' satisfaction. It is important to remain open-minded about the issue and check out your facts with the party directly involved. Often issues are a matter of miscommunication or are a misunderstanding of meaning or intent. Try to understand the other party's point of view.

If the parties directly involved cannot resolve the issue, it should be brought to one of the Odyssey contact people. Selecting the contact most closely related with the issue may facilitate a more timely resolution.

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## 12. DETENTION

Detention must be served on the assigned date. Detention will be held Tuesdays and Thursdays from 2:45 p.m. – 3:45 p.m.

Failure to serve a detention may result in loss of privileges or further consequences, including suspension from school, in school suspension or loss of open lunch privileges. All detention must be completed before the last official school day if the student is to participate in commencement. For non-graduating classes, detention hours will be carried over to the next school year.

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## 13. DRESS

Dress for school should be appropriate to our work and learning environment. It should be clean and in good condition and allow for safe movement in the hallways, stairwells and in classes. Any apparel that is a distraction to the learning process or a potential danger is not permitted. Coats, hats and head coverings should be stored in students' lockers upon arrival for the school day except in special circumstances. Pants must be worn at waist level with no under garments visible. If clothes are found to be inappropriate, students will be required to modify clothing. If clothing cannot be modified appropriately students may have clothes brought to them or be sent home to change.

The following clothing items are not permitted at Odyssey Academy: men are sleeveless t-shirts, bare midriffs or short skirts or shorts; clothing with lettering that advertises or promotes drugs, alcohol, tobacco or sexual topics; tube tops and spaghetti strap tops.

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#### 14. ELECTRONIC DEVICES

Those electronic devices used in classroom work (e.g. calculators or electronic hand-held planners) can be useful tools. While at school they should be doing only such work. All other electronic devices should not be seen, heard or used during the school hours. Such devices (radios, disc players, walkmans, pagers, cellular phones) will be confiscated and returned to a parent or guardian. (also see "Laptop Computer Use").

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#### 15. EMERGENCY CARDS

Each child must have a current emergency card on file with the school. The school will use the contact information on the card if your child becomes ill or is injured at school. The person you designate will be able to pick up and care for your child if you cannot be reached. It is the responsibility of the parent/guardian to notify the school of any changes to home or work phone numbers, or contact names and phone numbers.

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#### 16. FIELD TRIPS

We are committed to using resources outside of our building for students' learning. Field trips are a privilege to be earned and valued. Odyssey students are expected to exhibit all Odyssey expectations throughout the trip, including demonstration of respect toward chaperones, bus drivers and site staff. Odyssey Academy reserves the right to call parents/guardians and remove students from the field trip if expectations are not being met. The privilege of field trip attendance may be withheld. Occasionally teachers will integrate walking trips into their curriculum. Efforts will be made to give notice in advance if students will be going off campus.

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#### 17. FIGHTING

Scuffling, roughhousing, bullying, intimidating or threatening gestures or language will not be tolerated. Assault, defined as intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another or immediate bodily harm or death, is prohibited.

Students who are involved in a fight will be suspended and may be recommended for expulsion per the Odyssey Academy Discipline Policy.

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#### 18. FIRE/EMERGENCY DRILLS

During emergency drills follow all staff directions. Exit the building or proceed to designated safe area in a safe and quiet manner.

Any unauthorized handling of a fire alarm is a violation of the law and will be reported to the proper authorities.

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## 19. FOOD PROGRAM

Breakfast is available from 7:30–7:45 a.m. Students may either order hot lunch or bring a nutritious cold lunch from home. Milk will be available for purchase at lunch, if the student has money in his/her lunch account. One milk is included with hot lunch. A lunchroom supervisor will supervise each lunch period. Students are expected to eat with proper table manners, clean up after themselves, and follow lunchroom rules. Information on free and reduced lunches is available from the office.

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## 20. FUND RAISING

Federal law regulates how fundraising monies may be used. Funds raised belong to the school, and while they may be designated for specific student's use, this in no way implies students are entitled to unused funds.

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## 21. HAZING

Students may not participate with each other to plan, direct, encourage, aid or engage in hazing which includes initiation of students.

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## 22. HONESTY AND CHEATING

We expect Odyssey students to take responsibility for their own learning. This includes honestly representing their work and effort. Students involved in cheating, as determined by their classroom teacher, will receive a "0" grade for the activity or test and will be given appropriate consequences. Multiple incidents will result in referral to the Dean of Students.

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## 23. INSUBORDINATION

Students are expected to follow directions given by any Odyssey Academy staff member. Failure to do so will result in consequences per the Odyssey Academy Discipline Policy.

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## 24. LAPTOP COMPUTER USE

Any student wishing to use a laptop computer in school for note-taking or school projects may do so with written permission from his/her parent/guardian. The classroom teacher must also approve the use of laptop computers. "Inappropriate use of Technology/Internet Guidelines" still apply. If the computer is determined to be a detriment to the students or class's learning environment, permission for use may be revoked. Remember, Odyssey Academy cannot be responsible for lost or damaged property brought from outside of school.

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## 25. LOCKERS

At the beginning of the school year each student will be assigned a locker in which to keep their school supplies, coats, hats, boots, backpacks and lunches.

- We ask that, whenever possible, students do not bring valuable items from home. If valuables are brought for a specific project they should given to the teacher for safe keeping. **The school cannot assume responsibility for any items brought to school.**



- Students in grades 6-8 may purchase a lock for their locker from the school office. Students are prohibited from sharing lockers or locker combinations.
- Students are responsible for articles kept in the locker assigned to them, for its care and cleanliness.
- If a locker is damaged, cost of any repair will be assessed to the students.
- Odyssey Academy reserves the right for school officials to search lockers at any time in accordance with the school's Search and Seizure procedure.
- Students must use only their assigned locker except by special permission of the administration.

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## 26. MAIL/NEWSLETTERS

All-school newsletters will be sent home with students the first Friday of every month. Teachers will distribute newsletters at the end of the day, with one designated student per family. Typically the older student in the family will receive the newsletter (unless otherwise indicated by the parent/guardian). Please stress to your children the importance of this responsibility and ask them for the newsletter. Contact the office if you would like to have the newsletter mailed to you at a cost of \$15/year. You may also choose to receive the newsletter via email. Please contact Craig Smith (ext. 124) to put your name on the email list.

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## 27. MEDICAL

- It is suggested that students have periodic physical, eye, ear, and scoliosis examinations. The ideal times for these are before kindergarten, fourth and seventh grades. Immunization schedules are available from the office.
- The office should be notified of any health problems, conditions (i.e. strep throat, head lice), or contagious diseases immediately.
- The office will promptly inform parents in the event of injury or illness while a child is in school.
- Parents are encouraged to arrange dental and medical appointments during non-school hours. All students must be signed out when they leave for medical or dental appointments and signed in when they return. To be released for such appointments, a written notice from the parent to their teacher is required. Once the teacher receives the notice, they will send it to the office.
- Odyssey Academy has a "no nit" policy. This means that a student will be sent home if there are any nits or lice in a student's hair. Odyssey Academy reserves the right to discretely check student's hair for evidence of lice. A letter will be sent home prior to the check. Parents may choose to not have their child's hair checked at school, but must provide evidence of a medical exam to confirm that there is no evidence of infection. They may also request to be present at the school when their child is checked. If no response is given by the next school day, the school will proceed with the check.

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## 28. MEDICATION

The goal of these procedures is to ensure the safe, accurate, and timely administration of medication to students. Parents are advised that, if possible, medication should be given at home. When it becomes necessary for students to take medication during the school day, these procedures must be followed.

- The school must have a written request from a parent/guardian for the administration of any medication (prescription or non-prescription) that needs to be taken by a student in school.
- The school must have a written order from a physician for all prescription medications.
- All prescription medications must be sent to the school in the correct pharmacy-labeled container.

- All non-prescription medication must be sent to the school in the original container, labeled with the student's name.
- While in school, students must not carry any unauthorized medication on their person nor store it in desks, book bags or lockers. All medication (prescription and non-prescription) will be stored in a locked cabinet in the health office.
- Medication must be taken in the presence of office personnel.
- Students may carry inhalers for medical use with proper documentation submitted and on file in the school office.

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## 29. NUSIANCE DEVICES

Squirt guns, wallet chains, laser pointers, spikes of any kind, lighters, and games are not permitted at Odyssey Academy. Pagers, radios, cell phones, and CD/MP3 players are to be turned off and kept out of sight. These items may be confiscated if used during school hours.

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## 30. PARENT OR GUARDIAN/TEACHER COMMUNICATION

- Before the beginning of school students and families will have a brief conference with the classroom/advisory teacher to establish a positive contact and clarify expectations.
- Several other conference times are scheduled throughout the school year. These are indicated on the school calendar and will be announced in the Odyssey newsletter. Parents and teachers may also ask for a conference at any other time during the year to discuss concerns.
- You may communicate with staff/faculty through our e-mail system. Your student's teacher will articulate his or her e-mail procedure with you. Please understand that teachers are not regularly accessing their e-mail during the school day.

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## 31. PHONE USAGE

A phone in the office is available to students for limited, occasional use if they have been given written permission by a staff member. Parents/guardians should understand and make it clear to their children that after school activities and transportation arrangements need to be made before they leave home in the morning. School phone lines are for official school business or emergencies.

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## 32. POTENTIAL DANGEROUS OBJECTS

Weapons, objects that look like weapons and other dangerous objects (knives, guns, fireworks, etc...) are not allowed at Odyssey Academy. Violation of this rule will result in recommendation for expulsion and referral legal authorities. For more information about dangerous weapons, please refer to Odyssey Academy's Weapons Policy.

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## 33. RECESS

We want all children to have fun, safe outdoors physical activity breaks. Students should bring clothing appropriate to the weather, including boots and snow pants for play in the equipment area and on snow hills during the winter season. Students will go outside every day, unless the temperature or wind chill is below zero or it is raining. If a child is too ill to go outside for recess, a parent must present a doctor's note stating the child must stay inside for recess. Playground equipment must be used safely and appropriately as determined by teachers and instructional assistants supervising the

playground. Attitudes must be positive and rough play will not be tolerated. Refusal to follow rules may result in the loss of recess privileges.

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#### 34. RETURNED CHECKS

Checks returned to Odyssey for nonpayment are subject to a \$25 returned check fee.

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#### 35. SCHOOL VISITS

Parents/guardians are welcome to visit the school at any time. They must check in at the school office.

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#### 36. SEARCH AND SEIZURE

Assigned student lockers and desks are the property of the school and may be inspected at any time for any reason, without notice or student consent. Searches of personal possessions within a school locker may be done when there is a reasonable suspicion of a violation of a law or school rules. Any materials considered to be against school regulations may be seized and returned at the discretion of the director. As soon as practical after the search, the student will be notified.

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent/guardian will be contacted and may pick up the item before or after school from the school office. Any item confiscated more than once during the school year may be kept by the school office until the end of the school year and picked up by a parent/guardian at that time.

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#### 37. SEXUAL HARASSMENT

Unwelcomed language, touching of a sexual nature and the creation of a sexually hostile environment will not be tolerated, and appropriate consequences will be enforced. Legal authorities will be notified when appropriate. For more information about sexual harassment see Odyssey Academy's Abusive/Harassment/Violence Policy.

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#### 38. SNACKS

Primary students have a chance to eat a nutritious snack which students take turns providing for their class. We greatly appreciate parents/guardians donating healthy snacks. Nutritious snacks are available for purchase in the office before and after school and, for students grades 6-8, during lunch periods.

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#### 39. SOLICITATION/SALES

No sale of articles is allowed in school buildings or on the grounds except with the approval of the administration.

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#### 40. SUBSTANCES

Possession, sale and use of any mood-altering chemicals are forbidden on Odyssey Academy property or at any Odyssey Academy activity. Prohibited substances include alcohol, tobacco, or other mood-altering chemicals. Students will be considered to be in possession of prohibited substances if they are in the area where such substances are present. Students under the influence of, or in possession of, mood-altering chemicals will be recommended for expulsion from school, police will be notified, and a chemical dependency assessment will be recommended.

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#### 41. SUSPENSION AND SCHOOLWORK POLICY

Any student suspended for any reason shall be responsible for the completion of all work assigned during his/her suspension. Work received on the first day of a student's return from suspension will receive full credit. Parents/guardians or students may arrange for pick up of assignments at the end of the school day, if they call the school office by 10:00 a.m. that morning.

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#### 42. TARDINESS

Students may be considered tardy if they are not in their classroom at 7:50 a.m. If students are late to school, they must report to the office for a tardy slip, and a parent must sign them in. Three unexcused tardies will count as one unexcused absence. Students who are tardy to school may be assigned after school detention.

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#### 43. TRUANCY

Any unexcused absence can result in a student being marked truant. Truancy may affect enrollment in classes for middle school students. Consequences as defined in the Odyssey Academy Discipline Policy may apply to truant students. Truancy is a legal matter that may result in legal action being taken by Odyssey Academy.

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#### 44. VANDALISM

Damaging or defacing school property or the property of others is prohibited and legal authorities will be notified when appropriate.

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#### 45. VISITORS

Student visitors are not allowed during the school day without prior permission from administration. Requests to shadow a student must be made by a parent and must be approved by administration one week in advance. Administration can refuse any request at their discretion.

## POLICIES

These are official school policies, adopted by the school board, under which the Odyssey Academy community agrees to operate. While they may seem long and complicated, they help us to define our school policy in legally acceptable terms. Please review them carefully.

### SCHOOL DISCIPLINE POLICY

#### PHILOSOPHY

Schools have a responsibility to provide a quality learning environment to ensure equal educational opportunity for all students. This environment is partially determined by the conduct of the students. The teacher is entrusted with the responsibility of classroom discipline. The teacher determines individual classroom rules and consequences with student input prior to implementation. Experience indicates that a positive approach to discipline is effective. Early intervention in attempting to improve a student's behavior is strongly encouraged, especially the early involvement of parents or guardians.

#### STUDENTS RIGHTS AND RESPONSIBILITIES

The rights of an individual are preserved by the protection and preservation of the rights of others. All students attending Odyssey Academy have the right to:

- a free and appropriate education as defined by state and federal statutes;
- equal education opportunity and freedom from discrimination;
- be informed of school rules;
- be treated with respect;
- freedom of inquiry and expression;
- due process including the right to appeal; and
- data privacy.

Rights bring responsibilities and a student is responsible for the manner in which his/her individual rights are exercised. The biggest responsibility of each student is to exercise respect. Students are to respect themselves by:

- coming to school prepared, well-rested and on time, dressed
- appropriately and with all necessary supplies;
- caring about the quality of their work; and
- following safety rules and directions carefully.

Students are to respect others by:

- treating all others with dignity and concern; and
- being aware of all school rules and conducting themselves in accordance with them;
- being willing to volunteer information with school staff in disciplinary cases and cooperate if they have important knowledge relating to such cases. They must also respect the students' rights once information has been shared;
- valuing each others' differences, talents and work, and expressing ideas in a manner that will not demean or slander others;
- helping others learn.

Students are to respect their environment by:

- using all equipment and materials appropriately.
- cleaning up after themselves.
- protecting and taking care of the school's property and the
- property of others.

Out-of-school suspension will be assigned as an initial consequence for significant, intentional harassment or abuse of a community member, for a weapons violation (see Weapons Policy), for causing bodily harm to another community member, or for possession of illegal drugs or tobacco (see Drug/Chemical/Tobacco Policy).

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## IMPLEMENTATION OF DISCIPLINARY ACTION

Disciplinary action may be taken for any behavior that is disruptive or violates the rights of others. In accordance with the Pupil Fair Dismissal Act of 1997 (Revised in 2001) and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded, or expelled from school for:

1. willful conduct which materially and substantially disrupts the rights of other students to an education;
2. willful conduct which endangers the student or other students, or the property of the school;
3. willful violation of any reasonable school board policy and/or supplemental school rules.

Prior to assigning disciplinary consequences the staff will have attempted to intervene using any of the following techniques:

1. identify the problem;
2. discuss the situation with the student;
3. set up a plan of action with the student;
4. use classroom management skills;
5. parent/guardian contact or conference;
6. discuss situation with the director, a team of teachers and the parents/guardians.

In the case of extenuating circumstances disciplinary action may immediately be assigned.

Disciplinary action or consequences for disruptive behaviors or those which violate the rights of others, may include (but are not limited) to the following:

1. Student conferences
2. Removal from class
3. In school suspension
4. Early dismissal
5. Parent conference with administration and/or teachers
6. Saturday school
7. Suspension from school
8. Recommendation for expulsion from school (must be approved by the school board)

Steps 1-2 may be authorized by the teacher. In school or out of school suspension, including early dismissal and the assignment of Saturday school requires approval by the director. Expulsion requires approval of the school board. For all students, including students with disabilities, Odyssey Academy will act in compliance with State and Federal laws and regulations regarding school discipline matters.

Parent contact is an integral part of steps 2-7. Disciplinary notices will be completed and sent to parents for these steps. The director will review and keep on file all disciplinary notices for the year.

Consequences will typically follow the above sequence. However, when determining an appropriate action, the teacher/administrator will consider the extent of the disruption, the safety of an individual or group, the disruption of the learning environment and the student's response to authority. Willful disobedience will be treated differently than inability, frustration, forgetfulness, thoughtlessness, or lack of understanding.

## DRUGS/CHEMICALS/TOBACCO/SMOKING POLICY

Any student in possession of or under the influence of drugs/alcohol/tobacco or in possession of related paraphernalia (this includes abuse of prescription and/or over-the-counter drugs) may be subject to the following consequences:

- Parents will be called for a conference.
- Police may be summoned as per current statutes.
- Student will be sent home for the day (early dismissal) and, depending upon circumstances, the student may be suspended for up to 10 days.
- A second offense will involve an automatic suspension of up to 10 days and the parents will be advised that (in the case of drugs, chemicals and alcohol) a chemical evaluation is required prior to a return to school (at the parent's cost). If this is not done and verified by the Administration, it will be treated as a third offense.
- Upon a third offense the student will be suspended up to 10 days and may be recommended for expulsion (pending school board approval) and/or referred to an alternative education program.

Any student selling or distributing drugs/chemicals or possessing drugs/chemicals/tobacco/alcohol with the intent to sell or distribute, will be immediately suspended from school, the police summoned, parents contacted, and recommended for expulsion or referral to an alternative education program.

## ABUSIVE/HARASSMENT/VIOLENCE POLICY

Physical, emotion or sexually abusive behavior including psychological intimidation and harassment (derogatory name-calling may apply), will not be tolerated. Sexual, racial and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the director within five days of the incident. The director will investigate all incidents. See Abusive/Harassment/Violence Policy.

Disciplinary consequences will be determined by the director and may consist of up to five days suspension. A parent conference will be required. Repeated offenses will lead to a recommendation for expulsion or referral to an alternative education program.

## INAPPROPRIATE USE OF TECHNOLOGY/INTERNET POLICY

Students are personally responsible for appropriate behavior while using technology and on the network just as they are in a classroom or hallway. To maintain system integrity and ensure responsible use school staff may review network storage systems. The school will use appropriate staff and technology to help students follow this policy and help protect students from materials considered harmful to minors. Students may not use school technology to:

- compose, send or receive email;
- access, create, send, display or print offensive messages or pictures;
- damage computers, systems, networks or other technology tools;
- violate copyright laws including loading or copying copyrighted software or music for personal use;
- use or attempt to acquire another's password;
- trespass in another's folders, disks, work or files;
- intentionally waste limited resources (i.e. disk space, paper);
- load unauthorized software on school computer (such as games);
- disable or alter existing monitoring or content filtering software;
- use the network or computer for illegal purposes, including "hacking" and unauthorized access to systems or information; or
- disclose, use, or disseminate personal information about themselves or any other minor.

Violations may result in the loss of access as well as other disciplinary and/or legal action.

## WEAPONS POLICY

It is the policy of Odyssey Academy to maintain a positive, safe and secure learning and working environment. Therefore, the school will not tolerate weapons as defined in this policy at any time on school property, including school buildings and grounds; leased or rented facilities; school sponsored activities; field trips; school buses and other school vehicles, and school bus loading and unloading areas. Students and visitors may not possess, store, handle, transmit, or use any weapons in any of the school environments listed above. Any student found to possess, store, handle, transmit or use any weapons before, during or after school hours will be subject to administrative and/or legal action.

Students or visitors who become aware of a weapon (that is not subject to an exception listed in this policy) being brought to school or on school property must immediately notify an adult staff member. A student or visitor who becomes aware that they are in possession of a weapon and who immediately notifies an adult staff member, may avoid, depending on the



circumstances, being considered to be in possession of a weapon. Students or visitors should not, however, pick up or transport the weapons.

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## PROCEDURES TO IMPLEMENT THE POLICY ON WEAPONS:

1. The administration, when disciplining students for possession or threatened use of a weapon, as defined in this policy, will determine the intended and actual danger to other students and staff. Note that expulsion may be recommended.
2. The administration will inform the student's parents of the disciplinary action. In all cases the student will receive information regarding the danger of weapons.
3. Students with disabilities: All students, regardless of disability, may be suspended from school, pending investigation of a weapons violation. If the alleged violator is a student with a disability under IDEA or Section 504 of the Rehabilitation Act then, within five days of suspension, an IEP team meeting shall convene for a determination whether the policy violation is related to the student's disability. If the team determines that the violation is unrelated to the disability, the student will be subject to the same discipline as a student without disabilities. If the team determines that a violation is related to the student's disability, the student will not be recommended for expulsion unless:
  - a. The student is under the influence of alcohol or illegal drugs when the violation occurs, or
  - b. The student is in possession of a firearm or destructive device as defined under Federal law.
  - c. In the case of the exceptions listed in a. and b. the student may be recommended for expulsion regardless of the relationship between the weapons violation and the student's disability.

## EXCEPTIONS

This policy, in accordance with Minnesota law, provides for the following exceptions concerning weapons possession on school grounds:

- Licensed police officers, military personnel, licensed security personnel.
- Instructors of school district approved firearm safety courses or activities conducted on school property.
- School district approved possession and use of weapons by ceremonial color guards.
- School district approved possession and use of starter guns for athletic contests.
- School district approved equipment and tools used and stored appropriately on school property for instructional or work-related purposes by workers and students.
- Other exceptions as granted by the Odyssey School Board and/or administration.

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## DEFINITION OF WEAPONS

### CATEGORY A:

1. All gunpowder-charged firearms, loaded, unloaded, working or not working including start pistols, and stun guns.
2. Explosives and/or similar devices (including bombs).

### CATEGORY B:

1. Other firearms of all types including pellet and BB guns.
2. Look-alike or replica firearms which include facsimile or tow versions of firearms and reasonable appear to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, or any other firearm.
3. Knives including switch blades and those with automatically opening blades, throwing stars, butterfly knives, hunting knives, daggers, swords, razors and other sharp objects which can be construed as a weapon and used to hard oneself or others.
4. Swiss army knives and penknives.
5. Artificial knuckles or other similar objects designed to be worn over or inside the fist or knuckles.
6. Blackjacks, clubs, nunchucks.
7. Chemicals, combustible or flammable liquids, or substances capable of causing bodily harm, as well as lighters and matches.
8. Slingshots, bows and arrows.
9. Mace, ammunition that contains gunpowder and chains (which could be used for choking). These items may be confiscated on a first offense at the discretion of the director and not result in a level three consequence depending upon severity and intended use.

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## SPECIFIC PENALTIES

Two elements will need to be recognized by the administration and/or staff person when implementing this policy:

1. Possession of a listed item
  - a. Possession of a category A weapon is ground for Level 1 consequences
  - b. Possession of a category B weapon is grounds for Level 3 consequences
2. Use or threatened use/brandishing of a listed item
  - a. If a category B item is used, threatened to be used, or brandished in such a way that a reasonable person observing the act would feel threatened, the consequence would increase to Level 2.
  - b. Level 2 consequences will be assessed if the individual physically resists turning over the weapon.
  - c. If significant bodily harm is inflicted in a purposeful, malicious manner, the consequence may be treated as a Level 1.
  - d. The police shall be called if evidence of criminal behavior is present.

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## DEFINITION OF CONSEQUENCES

### LEVEL 1

Immediate suspension, pending a hearing with recommendation for a one year expulsion. If police assistance was not required to handle the episode, referral through criminal channels would be made at the earliest possible time.

### LEVEL 2

Immediate suspension, pending a hearing with the recommendation for expulsion for a period of one month to one year. Police assistance would be sought if required and referral through criminal channels made if appropriate. A second incident within six months will be treated with a Level 1 consequence.

### LEVEL 3

Immediate suspension for up to three days, pending a hearing for additional exclusion of up to a total of 14 days. A second incident within six months will be treated with a Level 2 consequence.

In all cases, the student will be given information regarding the danger of weapons as part of the follow-up procedure. It should be noted that in cases of expulsion Odyssey Academy is under no obligation to hold the position held by an expelled student open pending that student's return. Odyssey Academy will also comply with the provisions of the 1974 Pupil Fair Dismissal Act.

**ODYSSEY ACADEMY  
FAMILY/STUDENT HANDBOOK**

**REVIEW ACKNOWLEDGMENT**

Our family has reviewed this handbook together. We understand that the procedures and policies in this handbook are designed to foster respect, responsibility and support within the Odyssey community. We agree to work and learn within these procedures and policies.

**Odyssey Academy Student**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Grade \_\_\_\_\_

**Odyssey Academy Parent/Guardian**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

On behalf of the faculty and staff at Odyssey, I agree to work and learn within these procedures and policies. I also agree to help students understand these procedures and policies. I agree to show respect, responsibility and support within our learning community.

**Odyssey Academy Faculty**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_