



Family Handbook 2017-2018

A Denver Public Schools Charter School of Choice

Marnie Cooke
Executive Director

Elki Neiberger
Director of Operations

Jason Shiroff
Assistant Executive Director

Table of Contents

(This is not an exhaustive list but highlights some of our most referenced sections)

<u>Section</u>	<u>Page</u>
Mission, Vision and Special Sauce	3
School Hours	8
Communication	9
Student Dress	10
Attendance	11
Academic Accountability	13
Homework Guidelines	14
Enrollment Policy	18
Class Requests	19
Health Policies	21
Student Records	23
Student Code of Conduct	27
Student Rights and Responsibilities	38
Safety & Security	40

Introduction to Odyssey School of Denver

Our Mission: Odyssey School of Denver is a diverse, public, K-8 EL Education school. We teach students how to learn through a focus on academic achievement, critical thinking and social responsibility, preparing them for high school and beyond.

Vision Statement

Odyssey School of Denver students will:

- Take risks and innovate;
- Lead with integrity and compassion;
- Be civically and socially engaged;
- Push themselves to exceed expectations; and
- Embrace learning as a life-long adventure.

Our "Special Sauce" - *Odyssey School of Denver is relentlessly student centered:*

#1. How we learn is as important as what we learn

- We think critically.
- The way in which we teach develops strong learning habits that promote standards of character, intellectual achievement and social responsibility.
- We learn from our mistakes.
- We personalize learning.
- We ask students to engage in their world through relevant community-based application, use of experts and fieldwork, and a robust adventure program.

#2. We insist on high expectations for learners.

- We are agents of our learning.
- We advocate for ourselves and one another.
- We believe every student can succeed.
- What is good for the student is good for the adult. Through our focused professional development, we walk the talk.

#3. We live by our commitment to crew and community.

- We strive for a culture of trust and risk-taking.
- We encourage constructive communication where everyone has an opportunity to be heard.
- Our varied identities (including different socio-economic, race, sexual orientation, gender, and religious backgrounds) are an asset that creates a greater whole.
- We are a tight knit community that actively fosters strong relationships to ensure that everyone is known.
- We support each other in our successes and failures.
- When you walk among us, you feel our heart and soul.

Founded by a dedicated group of parents and teachers, Odyssey School of Denver is an EL Education, public school of choice chartered by Denver Public Schools (DPS) to serve northeast Denver. The school opened its doors in September of 1998 with classrooms serving grades 1-4 and an enrollment of 48 children at a temporary site in northeast Denver. Odyssey School of Denver serves grades Kindergarten through eighth grade with an enrollment of 234 students.

Odyssey School of Denver is based on the EL Education (started as Expeditionary Learning) philosophy. EL Education is one of seven "break the mold" school designs funded in the early 1990's by New American Schools, a presidential and private sector initiative that called for radically new models of education built upon high standards and yielding dramatic improvement in student achievement. There are now more than 160 EL Education schools nationwide.

We believe children learn best through personal, direct experience. EL Education begins with children's curiosity about the world. It harnesses children's natural passion to learn and helps them develop the curiosity, knowledge, skills, and personal qualities they need for successful adulthood. Learning expeditions - journeys into the unknown for a definite purpose - are the heart of this methodology. Students acquire knowledge and skills primarily through learning expeditions that cut across and make connections among disciplines.

Gone are the ringing bells, rows of desks, and fill-in-the blank worksheets. For most of the day, students and teachers are engaged in challenging learning expeditions that explore a topic or theme in depth. Their studies call for intellectual inquiry, physical exploration, and community service. On a given day, their explorations may take them outside the school building to do environmental research, conduct interviews in local businesses, or carry out other fieldwork assignments. Students work individually, in small groups, and as a member of their "crew" or class. Together they learn to draw on the strengths of a whole class. As ELOB was part of our history, adventure is a required part of our curriculum. Throughout the year students participate in 3-5 day camping trips and single day programs called "adventure days" that may involve rock climbing, cross-country, biking, skiing, or other outdoor activities.

Odyssey is committed to 2-year relationships with students as much as our structure allows. Our crew structure is a K-1 loop, two 2/3, two 4/5, a stand-alone 6, and two 7/8 classrooms. We also have teachers that are specialists for math and literacy; some double as crew leaders.

Odyssey School of Denver is committed to providing a rich learning environment for students from diverse racial, ethnic, and socioeconomic backgrounds -- students with a range of abilities, affinities, and strengths. Odyssey weights its lottery to ensure at least 33% of students who qualify for the Federal lunch program.

Family and community involvement are critical to Odyssey's success. As a community school, Odyssey expects high levels of family involvement. Parents play essential roles in and out of the classrooms. There are significant opportunities for involvement: helping with classroom instruction and fieldwork, serving on committees, supporting the office, serving as reading

volunteers, staffing camping trips, etc. Our goal is 100% participation. Involvement is defined in very broad terms with ample opportunity for families to participate. Attendance at Odyssey carries with it an obligation for family involvement. Please do your share!

Odyssey School of Denver is a cooperative enterprise: our families, staff, and Director, share the responsibilities and rewards of operating our school. Parents play essential roles in and out of the classrooms. Our families experience firsthand the school environment, become advocates for their children, and enrich the school community with their ideas, interests, talents, and resources. Family involvement is a key foundation of Odyssey School of Denver as families are essential partners in the educator of our students.

The school requires that all families support their children in learning at home and school, while also being involved in other activities that support their child(ren)'s crews(s) and the school as a whole.

Why Odyssey May Look Different Than Other Schools

A great deal of thought, research, and practice has gone into designing our school's structure. We haven't always made the same decisions that were made by the schools in our childhoods. Some of what you see at Odyssey may look unfamiliar. You may be surprised that certain school pieces are missing. You may notice some unexpected new things. This section should explain some of these surprises.

Our Progress Reports Replace Traditional Grades

Instead of evaluating students using letter grades (A, B, C, D, and F), we evaluate our student's work as "Beginning", "Developing", "Accomplished", or "Exemplary". We make these evaluations using rubrics based on state standards. The rubrics are discussed and sometimes created with students before their work begins and throughout the process.

Our Classroom Space Is Used Flexibly

In an Odyssey classroom work areas are arranged to help students collaborate in small groups. This requires group tables as opposed to rows of individual desks. Each classroom also has a large space set aside for whole group meetings, which are essential to building a supportive community of learners.

Our Classrooms Have Ongoing Conversations and Are Full of Movement

Student conversation is the center of much of our learning here. We believe that deep learning takes place when children challenge one another, ask questions, share ideas, and build on one another's knowledge verbally. At certain times during the day, children will be getting out of their seats to gather materials, consult with one another, and look at information on the walls. In these situations, the child who is sitting still and not making a peep may be the one off task and not the other way around.

Emphasis on Two Year Relationships with Students

Our configuration is a K-1 loop, 2-3, 4-5, 6 and 7-8. Multi-age grouping allows a classroom to accommodate children's different levels of maturity and differing capabilities. We teach to each child rather than to the grade. The younger children have the experience of stepping into a leadership role when the older group moves on and a younger group moves in. There is a sense

of continuity in the classroom. When children stay with the same teacher two years, that teacher uses knowledge she or he has gained about a child during the first year to plan learning experiences for the next year.

Fieldwork Is Central To Our Curriculum

Learning extends beyond Odyssey's walls; it connects to the world. Students frequently work in the field, sometimes one or twice a week. Fieldwork is deeply woven into each teacher's curriculum. Attendance is required on fieldwork as much as it is in the classroom. The field may be a forest, a theater, a ghost town, a hospital lab, a courtroom, a museum, etc.

We Use Primary Sources As Much As Possible

We believe children can learn authentically by using authentic resources. Although they have access to some textbooks, students more often gather information from non-fiction and fiction trade books, publications, and the Internet. By reading literature and exploring primary sources, children gain information-gathering skills that they use to independently problem-solve and conduct research in the real world.

Revising Work Is a Habit Here

Students at Odyssey normally aren't finished with a piece of work until they do multiple drafts of it. This expectation reaches across grades and disciplines. Improving on work again and again is common practice here. Teachers guide students from draft to draft. Students collaborate to assess the work of their peers. Rubrics set high standards for finished pieces and guide students as they strive to get their work to meet these high standards.

We Are a Teacher/Student/Parent Team

We invite and strongly encourage parents and students to be active crew members with us, rather than passengers. We want to hear parents' perceptions about their children and their experiences at Odyssey. We expect parents to check in with their children's teachers and to be interested in their learning. We want parent feedback about our expeditions and our culture. We expect our students to be responsible for their own learning. Our teachers do not pour knowledge into passive students. They interact, question, prompt, and set up physical and intellectual environments for students. Within this context, we expect students to explore, wonder, hypothesize, create, and discuss their ideas about the world. This is hard work. We expect every member of the team to actively participate in the learning experience.

We Encourage Internal Rather Than External Rewards

We do not reward our students with prizes when they succeed. We offer specific praise, encouragement, and a culture that fosters and celebrates student achievement. We believe that if children only experience extrinsic rewards, they learn to work only for those rewards, and do not connect their learning to the outside world. We strive to help children make those connections, believing that the purpose of learning is to interact thoughtfully and powerfully in the world.

Learning Is Public and Collaborative

Our students' work is often assessed by their peers. Students read their writing out aloud, solicit comments, and present project drafts for formal peer critiques. We do public work just like in the real world. Having an authentic audience keeps us on our toes, supporting quality work with high standards.

Your Child Will Camp At Least Twice A Year

Each fall and spring your child's class will take a camping trip. It will last 1-5 days, depending on the grade. (Kindergarten typically does a one-night camping trip in the spring as well as day trips.) Camping trips are a big part of who we are as an EL Education school. They allow our crews to develop positive cultures at the beginning of the year and to reflect and find closure at the end of the year. Student attendance is not optional. If you are not willing to let your child participate in these camping trips, then this school is not a good match for you.

Adventure Deepens Our Learning

Although our students camp, hike, ski, and climb, we are not solely a school of wilderness adventure. We use adventure experiences as a required component of our curriculum to promote growth in intellect and character using the principles of Expeditionary Learning Outward Bound. Students are encouraged to take appropriate risks during out-of-doors activities. They typically return to class with more confidence to take bigger risks in the classroom. The Adventure curriculum is set to build confidence as leaders and collaborators.

Service and Character Development Are Part of Our Curriculum

We focus on character and service as well as academics. Quality academic work is mirrored by the quality of the ways in which we treat one another, our community, and our environment. Students are encouraged to be compassionate, disciplined, courageous, and responsible. For example, your child's crew may take time during the day to discuss why a crew member has been mistreated. They may take twenty minutes to pick up litter at a neighborhood park. They may spend one afternoon a month visiting an aging community member.

Students and Teachers Often Dress Casually

Because we are a hand-on school, teachers and students need to dress appropriately for whatever activities are called for on a given day. We are often up to our elbows in goopy materials and the natural world. Appropriate dress for a visit to a museum, for science experiments and messy art projects, and for venturing into the wilderness will vary. Parents are asked to be knowledgeable about activities on a given day by reading the weekly Friday Folder letters as well as permission slips for field work and to assure that their children are dressed appropriately for the day.

Most of Our Staff Go By Their First Names

Most of us introduce ourselves to our students with our first names. This is part of the Outward Bound culture, which fosters respect within relationships and not necessarily by titles. Some of our students prefer to put a Ms. or Mr. in front of our first names. We respect their desire to do so.

We Expect Students to Behave In Ways That Are Kind, Safe, and Appropriate

We expect students to follow these three simple courtesies at our school. If students do not, they are held responsible for their conduct. Expectations are clear and we follow through with consequences appropriate to individual students.

We Are Strict About Safety

Risk and uncertainty are central to adventure and personal growth. Outward Bound is known for the priority it places on safety. It follows safety measures conscientiously and always errs on the

conservative side. We also follow this high road. Every precaution is taken to ensure your child's safety. Our Director of Adventure Programming, Adventure Coordinator, and teachers are experienced and qualified professionals committed to their students' well-being through their values, judgment, words, and therefore vigilant about high safety standards. By embracing this philosophy, Odyssey is committed to systematically identifying, assessing and mitigating hazards, while at the same time providing real challenges to our students.

We Need Parents to Support Their Children with Their Homework

We expect parents to be aware and supportive of their child's efforts with homework. We expect parents to let teachers know if their child is struggling with homework. We expect all students complete and turn in homework on time.

Odyssey's Habits of a Learner

Odyssey's Habits of a Learner describe aspects of Character and Social Responsibility that we value in their own right and believe are essential for a student's Intellectual Achievement and academic success. All students, K-8, are given opportunities to develop all six stated Habits of a Learner. The ultimate goal is to have the Habits of a Learner become actions or patterns of behavior that are repeated so often that they become typical to their everyday - whether in school or out of school.

Odyssey's Habits of a Learner	
Habit	Target(s)
1. Responsibility	<ul style="list-style-type: none">I can use strategies to engage in my learning.I can use strategies to complete quality work on time.
2. Revision	<ul style="list-style-type: none">I can use revision strategies to improve my work and actions
3. Inquiry	<ul style="list-style-type: none">I can use the inquiry process to investigate a topic or problem.
4. Perspective Taking	<ul style="list-style-type: none">I can use multiple perspectives to help me understand events and issues.
5. Collaboration & Leadership	<ul style="list-style-type: none">I can contribute to a common goal through my words and actions.I can effectively implement leadership strategies.
6. Service & Stewardship	<ul style="list-style-type: none">I can make choices that have a positive impact on the environment and community.

School Hours

School hours are from 8:10 am to 3:15 pm Monday through Thursday, and from 8:10 am to 1:00 pm on Friday. Supervised and free breakfast is available from 7:40-7:55am in our cafeteria. There is supervision on the playground from 7:50 until 8:10 am every morning on the playground area. On very cold mornings supervision will be provided from 7:50 to 8:10 am in the school gym. Except for the cafeteria, students should not be in the building before 8:10 unless accompanied by a parent or guardian. The school is open at 8:10 am; and students are expected to be in their classroom ready to begin work at 8:15. Students will be considered tardy if they arrive to their classroom after

8:15. In this case the student must bring a note from the office and this will be reported to the district and on progress reports.

School Closings for Inclement Weather (Snow): Odyssey School of Denver will close for snow when the Denver Public School (DPS) District closes for snow or at the discretion of the Director. If DPS runs a late schedule, Odyssey School of Denver will run a late schedule. Parents are asked to tune in to KOA radio at 850AM or any of the local network TV stations for the latest school closure information. School closure information will also be available on the DPS website at www.dpsk12.org. Once DPS announces that it will be closed, Odyssey will be closed. Once it is announced that DPS is on a late bus schedule, Odyssey will be on a late schedule.

Students go outside for recess everyday! Please dress for the weather. If the temperature drops below 20 degrees or if it is too wet we keep the students inside.

Communication

Odyssey employs several ways of sharing information about what's happening in classrooms and in the larger spheres of the school.

- **New Family Orientation Night** – The week before school begins, Odyssey hosts an information night for families that are new to the school. The purpose of this event is to help prepare families for the school year and educate parents on our communication methods, parent engagement opportunities, and adventure.
- **Back to School Night** – Within two to three weeks of the school year, the school hosts a back to school night. Teachers will review their curriculum, classroom expectations and activities. There will be time for parents to share and discuss their questions. It will also be a time to get to know other parents.
- **Crew Update** – Once a month, you will receive a crew update from your student's crew leader.
- **Progress Reports** – Odyssey uses a standards-based platform called JumpRope to send home progress reports four times a year (Kindergarten – three times a year).
- **Thursday Folder** – Every week the school emails a newsletter to families that shares announcements or events.
- **Family Council and Board Communication** – Every third Wednesday of the month, families are welcome to attend. Board meeting minutes are posted on website by Board. Family Council minutes are forwarded to crews by room parents.

Person to Person Communication –

Pedagogical (classroom issues, curriculum, instruction) Questions or Concerns:

- Teachers and staff welcome conversations with parents concerning their children. Please contact the teacher directly via email (firstname@odysseydenver.org). Teachers make every attempt to respond within 24 hours during the workweek, however please remember that teachers have very full schedules and may not be available to talk with you at your convenience. This is especially true at the beginning of the school day as students are arriving as well as during the school day.
- If the matter can't be resolved by phone or email, you may ask for a 30-minute meeting with the teacher.

- If the concern continues, you may email the Assistant Executive Director (grades K-1 and 4-5, Math and Specials) or Executive Director (grades 2-3, 6-8 and special education) or call the main office to speak to an administrator.
- If the matter can't be resolved by phone or email, a 30-minute meeting with the administrator may be scheduled.
- Should a concern continue, a Parent Representative from the Board of Directors may attend a meeting with the family and administrator, in which final resolution will be made.

Administrative (policies, finances, employment, safety) Questions or Concerns:

- You may email the Executive Director or call the main office with your concern.
- If it cannot be resolved by phone or email, a 30-minute meeting will be scheduled.
- Should a concern continue, a Parent Representative from the Board of Directors may attend a meeting with the family and administrator. This representative may work with you to resolve the issue or may take the issue to the Board for inclusion at the next meeting. Parents are encouraged to work through the parent representatives of the Board. A list of Board members is available in the school office and on our website.

Student Drop Off and Pick Up

The staff will not supervise students before 7:40 AM or after 3:30 PM. Children are not to be dropped off at school before 7:40 AM or picked up after 3:30 PM. There will be supervision in the lunchroom at 7:40 and on the playground from 7:50 until 8:10 am every morning. The parking lot is reserved for our fleet of buses, the gear van, for visitors and for staff. **Please do not pull into the parking lot when dropping off or picking up your child.** In order to have a smooth drop off and pick up procedure, **you may not get out of your car** if you are in the lane in front of the North sidewalk entrance of the school. If you need to get out of your car for any reason, please park on the street in designated areas.

Children who are not picked up by 3:30 will remain at the school office until a parent/guardian arrives to pick them up. We understand that occasionally circumstances arise that makes it difficult to arrive at school on time to pick up your children. On these occasions, please notify the office in advance. Habitually unsupervised students on school grounds prior to 7:50 am or after 3:30 pm will be reported to the Executive Director. **Habitual lateness in picking up children at the end of the school day will result in a referral to Social Services.**

If someone other than a parent or legal guardian is to pick up a child during the school day, the parent/guardian must provide information to the Odyssey office in writing or via phone about which, when, and why that person will be picking up the child.

Student Dress

The Denver Public Schools Board of Education recognizes that the responsibility for the dress and appearance of students generally rests with individual students and their parents. Therefore, students are encouraged to dress appropriately for all school activities. Ultimately, however, the decision of safety or unsuitability of clothing is a matter of Odyssey School of Denver's staff's judgment. The following general standards are:

1. Reasonable cleanliness of wearing apparel is expected
2. Shoes, sandals or boots must be worn in the building
3. Beach or swimwear is inappropriate
4. Dress will not be worn that causes or is likely to cause disruption of the educational process including, but not limited to, hats that obscure a student's face or clothing that may be deemed to be provocative or offensive or which promotes illegal activity such as the use of drugs, alcohol and tobacco.
5. Wearing apparel that are disruptive or endangers the student while he/she is participating in classroom activities may not be worn. The decision as to the safety or unsuitability of the clothing is a matter for the judgment of Odyssey staff. The rule of thumb for Odyssey parents and students is as follows:
 - All printed language must be appropriate for a K-8 environment
 - Pants must be pulled up to the waist
 - Inappropriately sheer, tight, loose or low-cut clothing that bares or exposes the stomach, back, breasts, etc. is not allowed
 - Shorts, dresses, skirts and other similar clothing should be as long as your thumb when your arm is resting at your side
 - Underwear as outerwear is not allowed
 - When a swimsuit is required, a one piece suit should be worn
6. Students must not wear dark glasses in the building without permission from the Director
7. Any manner of grooming or apparel, including clothing, jewelry, emblems, and badges, which by virtue of color, arrangement, trademark, or other attribute that is associated with or denotes membership in or affiliation with any gang is not allowed. The prohibition on gang-related apparel will be applied at the discretion of the Director as the need arises.

Disciplinary action for violation of any dress standards will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the Director, a parent conference. More severe disciplinary consequences, including suspension may result from repeated or serious violations, as described in section, DPS Disciplinary Policies and Procedures.

Parents/guardians should remember that physical education classes and recess usually take place outdoors. In cold weather, students must come to school with adequate warm clothing to allow them to be outside for up to 45 minutes at a time.

Student Attendance

Every child who has attained the age of six years and is under the age of 16 is required to attend public school, with such exceptions as provided by law. According to state law, CSR 22-33-105: Compulsory Attendance Law, it is the obligation of every parent, guardian, and legal custodian to ensure that every child under his/her care and supervision attends school. This Student/Parent Handbook serves as Odyssey School of Denver's notification to parents, guardians, and legal custodians of their obligation under state law to ensure their child's attendance at school.

Parents, guardians, and legal custodians must be aware that adventure activities, including overnight camping trips, are a significant part of the Odyssey curriculum and therefore required. We utilize adventure experiences to promote growth in intellect, character, and social responsibility. We invite your questions and if concerned please contact your Crew's Adventure Parent Volunteer. Students are required to attend all adventure-based activities. No alternative arrangements (e.g., work packets, attending an alternate class or crew classroom) will be made for students/families who opt out of an adventure experience. Without proper documentation, failure to appear for an adventure activity or camping trip will constitute an absence from school and will be treated according to Odyssey policies on student attendance described below.

School starts at 8:10 am. Teachers will mark attendance records with either a "present" or "absent". If no mark is by the student's name when the attendance roster is collected, the student will be counted tardy for that day unless s/he has an acceptable reason from a parent or guardian for being late. Administrative personnel will make the determination as to whether the student will be counted as tardy. In any case, students may not enter the building after 8:15 am without checking in at the office first and receiving a pass to take to their teacher acknowledging that they have signed in.

Absences

Failure to appear and remain throughout the entire time of a scheduled class period will constitute an absence.

When a student is absent, the student's parent or legal guardian is to notify the school of the absence by calling the office at 303.316.3944 before 9:30 am. The notification and explanation of the absence is only that and does not automatically excuse the absence. Excused absences are granted in accordance with school policy. If a child has not been accounted for by being marked present or with an excused absence, then the front desk will make every effort to locate the child by contacting families. □

When a student needs to be excused early, he/she must bring a note from his/her parent/guardian asking to be excused at a specific time, giving the reason for leaving, and approximate time of return. This note must be brought to the main office before the student goes to class. The requests must have a parent/guardian signature and phone number where a parent can be reached. Before departing, the parent/guardian must sign out on the register provided in the main office.

1. Excused Absences

Excused absences are those resulting from: temporary illness, extended illness, injury, physical disability, mental disability, emotional disability, religious holiday and family emergency. They also include absences excused by the Director through prior requests of parents/guardians, absences that occur when a student is in custody of a court or of a law enforcement authority, and any other absence approved by the Director. The school may require suitable proof of an excused absence including written statements from medical sources.

2. Unexcused Absences

Unexcused absences are those absences deemed unacceptable by the Director regardless of the prior approval or knowledge of the parents. Unexcused absences include those resulting from suspensions and recommendations for expulsion. Absences not properly reported by the parent are unexcused. Office staff records unexcused absences daily.

3. Tardiness

Tardiness is the appearance of a student at school without proper excuse after 8:15 am or after the scheduled time that a class begins. A child that is habitually tardy is at risk for lower academic success.

4. Notification of Absences

When a student is truant from school or from assigned classes, school personnel will make a reasonable effort to notify parents, guardians, or legal custodians by phone as quickly as possible. If a student's academic progress is compromised because of absence, reasonable effort will be made to notify the parents/guardian in advance so remedial action can be taken.

5. Academic Sanctions

Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit. Teachers are not required to provide opportunities for students to make up missed work.

6. Truancy

Truancy is an absence from school without the permission of the student's parent/guardian, the teacher in charge, or the Director.

7. Habitually Truant Students

Odyssey students age 7 and above who have three or more unexcused absences from school or from class in a one-month period, or 10 or more unexcused absences from school or from class in a school year, are considered to be "habitually truant" under state law. Absences due to suspension or recommendation of expulsion will not be considered for purposes of determining habitual truancy.

Once a student is determined to be habitually truant, the Director will notify the student's parents/Guardian and the school's Social Worker in writing of the student's unexcused absences and of the fact that the student is habitually truant. At that time, the school will develop a plan with the goal of assisting the child to remain in school. School personnel will make reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy. Further unexcused absences may result in the student's withdrawal from Odyssey School of Denver and return to his/her home school.

Academic Accountability

Odyssey School of Denver strives to create an environment of academic rigor that will prepare students to excel in high school. Because Odyssey utilizes portfolio assessment as its primary means of evaluating student performance, it is imperative that all students complete class work and homework in a timely manner. A comprehensive collection of completed work will be necessary to ensure that students are prepared to compile a portfolio that demonstrates their academic ability.

Portfolio Assessment

At Odyssey, subject area portfolios and expedition portfolios are the place where students house evidence of **intellectual achievement**. Students use these portfolios to present their learning at student led conferences throughout the year. Teachers analyze those portfolios and other classroom assessments to determine progress toward academic targets and “Habits of a Learner” targets, which they share in progress reports. Portfolios are a crucial tool for revealing what your child has learned. They help teachers and students notice missing links in a child’s learning and also acknowledge and celebrate a child’s accomplishments.

Student / Parent Conferences

Student / parent conferences are scheduled twice during the school year – in October and then again in March. Because these conferences are such an important part of your child’s learning at Odyssey, student and parent attendance is required.

Conferences not only tell you how your child is doing in school, but they help your child take responsibility for her/his own learning. Conferences provide an occasion for students to reflect on their progress, set goals for future work, and make a public presentation to the most important people in their lives. Your child will lead her/his own conference and present her/his own learning to you. Students prepare for these conferences by choosing their best work, revising work, writing reflections on their learning, and practicing presentation skills. We expect parents to come with their children for every teacher/parent/student conference in the school year.

Homework Guidelines

In addition to assigned class work, an important component in the pursuit of academic excellence is the assignment of homework by teachers, and the successful completion of that homework by the students. In addition to the academic benefits of homework, schoolwork that is the responsibility of the student to complete outside the school environment helps students to hone their time-management skills, their self-discipline, and their ability to problem-solve on their own.

Odyssey School of Denver employs a fairly standard set of homework guidelines. Each teacher at Odyssey may assign up to 10 minutes of homework per night per grade level. The guidelines are given below.

K-1	10 minutes per night plus reading time
Grades 2-3	20 to 30 minutes per night plus reading time
Grade 4-5	30 to 40 minutes per night plus reading time
Grade 6	60 minutes per night plus reading time
Grades 7-8	70 to 80 minutes per night plus reading time

This policy does not mean that this amount of homework will be given each and every night. These times are meant to serve as guidelines. Teachers will have discretion when assigning homework to determine the amount given based on the circumstances of the class and the material being covered. Generally, the time guidelines will be targeted to the “average” student for that class. Some students may complete their assignments more quickly and some more slowly than other students. Homework in 7/8 is harder to regulate, as three teachers cannot always plan their homework needs together. Parents should maintain communication with

teachers in the event that their child is consistently spending more time on homework than expected, or conversely, that their child is not being challenged.

Passages:

At Odyssey, we use rituals to define and support our culture. Our culture values the unique contribution of individual students and believes that the community should notice and celebrate the accomplishments that individuals achieve as they grow in their life at Odyssey. The passage process demonstrates that this community values each student, wants to know how each student has grown, wants to be sure that the community has done all they can to help the student be ready for where they are going.

This process is Odyssey's rite of passage. Each passage is an event that marks the transition of a student from one part of the school into another, or a transition into high school. For passage at Odyssey to be a legitimate rite of passage, it must require something significant of students and it must be a public experience. Students create a Passage portfolio and prepare a presentation to a panel as a way to reflect on how their habits impact their academic achievement. By having staff and community members serve as an audience for student's reflections on their "Habits of a Learner", we not only hold students to high standards, we support their continued development as they grow in their life at Odyssey.

Retention and Acceleration of Students

Grade retention or acceleration may increase the likelihood that students will succeed in meeting challenging academic expectations at the next grade level. Retention provides a second opportunity to master skills, while acceleration increases the likelihood that academic expectations will be challenging.

Grade retention or acceleration of students will depend on several factors, including all of the following:

1. Academic skills
2. Maturity
3. Satisfactory completion of work
4. Likely success in completing the academic work at the next grade level
5. Parental input

Grade retention or acceleration will be based on the best interests of the student and his/her educational success. A student will be retained or accelerated if the Director and the student's teacher agree that grade retention or acceleration is in the best interests of the student based on the general considerations above.

Procedural guidelines for retention or acceleration of a student are as follows:

1. The teacher and or Director of Education will confer with the parents at least four months before the end of the school year about the reasons that grade retention or acceleration may be recommended.
2. The parents, Director, teacher, and other appropriate staff will confer about the student's educational needs at least three months before the end of the school year. If retention or acceleration is to be a consideration, academic interventions to address the student's needs will be developed and implemented.

3. The Director, teacher, and parents will confer prior to the end of the school year about the student's progress. Based on this, the student will be retained or accelerated if the Director decides that it is in the best interests of the student. Strong consideration will be given to the parental concerns; however, the Director will make the final decision.

In such instances, an academic plan will be prepared that includes the following:

- A summary of the school's interventions during the current year to meet the student's academic needs.
- The interventions to be implemented during the next school year to meet the student's academic needs.

Policies Pertaining to Daily School Activities

Deliveries for Students

If a student leaves items at home, they may be delivered to school and left in the main office for the student to pick up. Please make every effort to communicate any directions or changes to your child's day before dropping them off at school. In the event that you have a last minute need to get a message to your child, please call the main office. We make every effort to answer the phone when you call. However, there are times that you will need to leave a message. We will check messages every hour. If the message is left before 3:00 pm, we will do our best to deliver messages to your child before the end of the day. This service should be used rarely.

Fundraising Activities

Plans for fundraising must be presented to the Director and Development Committee by October of a given school year. These plans must include the appropriate provisions for safety in the implementation of all activities and must be in line with the overall fundraising strategies and activities of the school. Teachers' crew budgets should be sufficient to support all crew activities.

Lost and Found

The school's lost and found is located in the lunchroom. Parents are urged to label children's clothing for easy return. Items not claimed within a month are donated to charitable organizations.

On-Site Activities Outside of School Hours

All of the policies and procedures for maintaining a safe environment are in force when school activities happen at Odyssey School of Denver during times that school is not in session. The Director must be informed a minimum of two weeks in advance of the plans for activities such as clubs, school dances, concerts or performances, or other extra-curricular activities. Plans for such activities must include the appropriate provisions for safety. Depending upon the type of activity, arrangements may need to be made to procure additional security.

Protocol for After School & Evening Events Organized by Odyssey Crews

Students may organize after school and evening events. To do so, they must proceed according to the following protocol: At least four weeks before the event, students must:

- Discuss plans with their lead teacher – set a date far enough in advance in order to assure that the students can properly plan the event. They must have approval from the lead teacher before proceeding.
- Requesting permission from the Odyssey office
- Students must secure the appropriate staff and parents to serve as chaperones by a certain deadline as named by the Director

Three weeks before the event:

- Request permission from the Director of Operations to check with the custodial staff to see if the event can be scheduled on the date requested.
- Give plans to the Director for the evening (music list, flow of event, food, costs, flyers, plan for set up and clean up)

Two weeks before the event:

- Give the custodial staff directions as to how the room is to be set up.
- Finalize staff member(s) and chaperones for the event

Chaperones are responsible for supervising and disciplining students at these events. At the conclusion of the event, students and chaperones are responsible for cleaning up and returning the spaces used to their original state.

Responsibility for Children at All-School Events for Families

Parents and guardians are responsible for monitoring and supervising their children at all school events such as the Fall Picnic, Back to School Night, Exhibition Nights, etc. Children who are not behaving in an appropriate manner will be brought to parents by school staff.

Photo Release

During the school year your child will be participating in many educational experiences. Odyssey School of Denver, DPS, EL Education, Outward Bound, and approved affiliations by Odyssey may take pictures and/or videos of these activities for their publications. We request your permission to use any photographs or videos in which your child may appear during registration.

Any photos taken by volunteers or teachers can be used on the Odyssey website or Facebook page as well. Photos may not be used for personal use or on personal media sites such as Facebook.

School Supplies

It is the responsibility of students to come to school with appropriate materials.

Telephone Directory

Odyssey School of Denver will publish an annual student directory that contains a listing of students, parents/guardians, home addresses, and phone numbers.

Other Important School Policies

Enrollment Policy

Students entering K-8th grade and who are residents of the Denver school district are invited to apply for enrollment. Students from other districts are eligible to apply in accordance with the inter-district transfer law.

Odyssey School of Denver participates in the Denver Public School Choice Process. Choice forms are available at any DPS school or online and are usually due at the end of January for the following school year. On the choice form families rank their top 5 schools in order of preference. DPS facilitates the choice lottery. Every student will be assigned to a school based on their lottery number and the order that schools are ranked on the form. Students will be assigned to their highest-ranked school where space is available and enrollment requirements are met. Students will be waitlisted on higher ranked choices that do not have space available.

Socio-Economic Diversity: Odyssey School of Denver is committed to a socio-economically diverse community, with at least 33% of the school's enrollment to be filled by children whose families qualify for the free or reduced lunch program.

Staff Policy: Children of current staff members will receive priority for admission if their applications are received by the designated deadline or with residency or guardianship changes. These children will be allowed to remain in the school regardless of whether or not the parent/guardian remains employed by the school. Children of former staff members that worked at Odyssey School of Denver for five years or longer, will receive priority for admission if their applications are received by the designated deadline. The total number of students enrolled under the Staff Policy will not exceed 10% of the school's population.

Sibling/Household and Alumni Policy: It is the intent of Odyssey School of Denver to support whole families and create school community. Siblings of enrolled students will receive priority for admission if their applications are received by the designated deadline. Children who have permanent residence in a current family's household will receive priority. Alumni students/families receive priority with guardianship or residency changes. Younger siblings of Odyssey graduates also receive priority. Documentation will need to be provided to claim this priority (birth certificate, tax forms, custody forms).

Board Policy: Current Board members, in good standing as determined by the Board Chair, who have served at least one full year of Board service by the designated deadline for applications will receive enrollment priority. Children of former Board members, who left in good standing, on the Board of Directors of Odyssey School of Denver for five years or longer, will receive priority for admission if their applications are received by the designated deadline. The total number of students enrolled under the Board Policy will not exceed 10% of the school's population.

Priorities - Our first priority is maintaining our economic diversity. This is given first consideration. Children of current staff and siblings are given priority over children of founders, board members, past board members and past staff. This is the priority ladder:

1. Maintaining 33% FRL students
2. Siblings & children of current staff

3. Previous employees who worked at Odyssey for 5 or more years, current board members who have served at least one year of Board service by the designated deadline for applications, and past Board members who meet the eligibility of 5 years of service as set forth above.

Grounds for Denial of Admission

Subject to the school's responsibilities under the Exceptional Children's Educational Act and applicable federal, state, and local laws, the following will constitute ground for denial of admission to the school:

1. Failure to meet age requirement.
2. Having been expelled from any school district the preceding twelve months.
3. Having engaged in behavior in another school during the preceding twelve months that is detrimental to the welfare or safety of other students or of school personnel.
4. An applicant who is not a Denver resident, unless otherwise entitled to attend, is not eligible for the initial lottery.
5. Falsification of application or enrollment documents.
6. Failure to comply with the immunization provisions. (Families who choose not to immunize their children must sign an immunization waiver.)
7. Enrollment is contingent upon review of a student's IEP to determine if the student's needs can be met, program limitations are discussed.

Class Requests

Every year we get many questions about class requests for the following year as students move from one crew to another. While we will accept requests for specific crew assignment, we strongly discourage them for the reasons cited below.

Our primary consideration in developing class lists is balance. We look at the students that are moving into or leaving each crew, and attempt to balance it with regard to grade level, gender, ethnicity, economic diversity, academic and behavioral needs, student relationships, etc. This is a collaborative process involving teachers and administrative staff. Often there are many unknowns, especially the new students who will be joining us in August. We do interview all new students, grades 1 – 8, to better ensure proper placement.

In past years our efforts to honor a request have made achieving the right balance more difficult. Multiple requests in a given classroom make the task even more complicated. Families are not aware of all issues as to placement and can't be told for reasons of confidentiality.

Requesting a classroom has several other consequences as well, including:

- When one family's request is honored, it affects other families at that grade level. To accommodate one request, many students may have to be moved. This is unfair to parents who do not make requests.
- Though class requests are confidential, inevitably teachers may learn of them, which can contribute to poor morale.
- Often a group of parents request one classroom due to student friendships. This is impossible to accommodate and may lead to negative feelings among families and toward office staff who develop the class lists.

Odyssey is fortunate to have talented and qualified teachers. While one teacher or classroom may seem to better "fit" a student, all of our teachers are fully capable of working with all students. Every year, classroom environments will change. One year a crew may seem ideal; and the next it may not. We all need to work together to encourage and support strong classrooms

For the reasons given above, we strongly discourage classroom requests. Most requests will not be granted. If you feel strongly about requesting a classroom, you must submit a letter in the spring before the end of the school year. Please be sure to include your reasoning. Prior to finalizing class lists, we will consider all requests and will inform you by mail if your request will be granted. For reasons of confidentiality, reasons for decisions will not be provided. Please remember that all students moving to the 2nd, 4th, or 7th grade have a 50/50 chance of either classroom. You may be placed in the class of your choice for reasons not related to your request.

Protocol for Requesting a Crew Change in Mid-Year

Occasionally, a parent/guardian may want to request a change of crews for his/her child. Such changes are strongly discouraged by Odyssey unless there are strong and compelling reasons to do so. In most circumstances there is no room in the other crew to accommodate such a change. If such a change is to be requested, the following protocol must be followed.

First, the parent/guardian must meet with the child's lead teacher to discuss concerns as to how and why the child's needs are not being met. Intervention strategies should be discussed and implemented. After 30 days there will be a follow-up meeting between the parent/guardian and lead teacher to check in on progress. At that time there would be a decision to continue with the interventions, modify the interventions, or begin a more formal process of requesting a change of crew.

If a change of crew is still being requested, the parent, lead teacher and School Director would discuss issues and develop a further plan of action to resolve the situation within the current crew assignment. The new plan of action would be closely monitored for a month. If the situation is resolved, no further action will be taken.

If the parent were still interested in a change of crew, there would be a meeting with the parent, lead teacher, the prospective lead teacher, and the School Director. This meeting would be to discuss the pros and cons of such a move. If this group decides there are enough compelling reasons to move the student, they will. If there is a disagreement as to the placement of the child, the Director will make the final decision.

Health Policies

An Emergency Information Form and Physical Exam Form is kept on file for every student at Odyssey. New forms for each student must be completed and filed each year. Any special health concerns should be clearly stated in writing on form. Please notify the office if there are any changes. Any special dietary or health concerns should be clearly stated in writing on the form. Please notify the main office if there is any change in address, telephone number, place of employment, or emergency contact person so that we are able to contact a parent or guardian at any time if necessary. When a parent or responsible adult cannot be contacted, the school may call the Denver Police Department and/or Office of Social Services. Please notify the main office of any insurance or medical changes.

The Physical Exam Form must reflect that the student is in good physical condition, free from communicable and infectious diseases and is immunized against childhood diseases. However, the immunization requirement may be waived for clinical or religious reasons. Immunization waivers must be stated annually and submitted to the Executive Director. Students who are not immunized may be excluded from school during outbreaks of communicable diseases.

Immunizations

All students will furnish the required certificate of immunization or will be excluded from attending school. A student will be exempted from this requirement only upon submission of:

1. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.
2. A statement signed by one parent/guardian that he/she is an adherent to a religious belief whose teachings are opposed to immunizations.
3. A statement signed by one parent or guardian that he/she is opposed to immunization for personal reasons.

Minimum immunization requirements are:

Vaccine	Grades K-8
DPT/Td/DT	4
Polio	3
Measles*	1
Mumps*	1
Rubella*	1
Hib**	
Hepatitis B***	3

*Measles, mumps and rubella vaccines must have been administered on or after the first birthday to be acceptable for certification.

** One dose of Hib vaccine must have been administered at age 12 months or older. Children age 5 and older are exempt from the Hib requirement.

*** Beginning July 1, 1997, all students born on or after Jan. 1992, must have had three doses of hepatitis B vaccine. Hepatitis B vaccine must be administered such that dose two is given not less than 30 calendar days after dose one, and dose three is given not less than 60 calendars or more than 150 calendar days after dose two. By July 1, 2003, all students in grades K-12 must comply.

Procedures for Compliance

1. A completed Certificate of Immunization indicates full compliance.
2. A request for immunization signed by a parent/guardian that local health officials administer the necessary immunizations. Request must be submitted at the time of school entry and completed Certificate of Immunization be submitted within 60 calendar days of school entry or child will face suspension or recommendation for expulsion from school.
3. A written plan for immunization signed by one parent/guardian for receipt by the child of the required inoculation or the first or the next required of a series of inoculations within 30 days. The plan must be submitted at time of school entry and completed Certificate of Immunization be submitted to school within 60 calendar days of school entry or child will face suspension or recommendation for expulsion from school.

4. Transfer students from outside the state are the only students who may officially have the 60-day grace period without presenting one of the above statements upon entering.

Medications

If a student requires prescribed medication during the school day:

- He/she must have a district medical permission slip signed by parent/guardian and a doctor. Each medication must have a separate, completed form.
- Medication must be brought to the office as soon as the student arrives at Odyssey School of Denver.
- Medication must be in the original prescription container labeled with the dosage.
- All medication will be administered in the office.

At NO time is a student allowed to have medication in his/her possession unless prior approval or paper work (self carry form) has been obtained.

- A student will need to follow the above instructions for all over-the-counter (OTC) medications as well. All cough drops, homeopathic remedies, throat lozenges etc. fall in to this category.
- A signed parent/doctor medical permission slip must be turned in for each OTC medication.
- OTC Medication must be labeled with the prescription on the container with dosage indicated.
- **ALL CAMPING MEDICATIONS and PAPERWORK must be turned in to the office ONE WEEK prior to a scheduled camping. NO EXCEPTIONS!!**

Student Emergencies

If a student becomes seriously ill or injured at school, parent/guardian contact will be made as specified on the school emergency card. A parent/guardian must keep the school informed of any changes in work, home, or emergency phone numbers. Every effort will be made to inform a parent/guardian quickly. A parent/guardian must notify the school regarding child custody information that affects the release of health and academic records, or the release of the child from school. Students will be released only to their parent/guardian, unless the school has received written notification of changes.

Special Education Procedures

Prior to enrollment we will meet with parents to discuss the availability of services and the needs of individual students. Odyssey School of Denver has a limited amount of services in a mild moderate setting. Incoming students with IEPs will have a transition meeting to ensure that services are meeting the service time according to the IEP in regard to the structure of the Special Education department at Odyssey School of Denver. Accommodations and modifications will be made so that students with IEPs can meet the graduation requirements adequately.

All students with an Individualized Education Plan (IEP) enrolled at Odyssey School will have their plan reviewed so specific services can be provided in the least restrictive environment. Services include but are not limited to:

- Support to educators in order to make accommodations in the general classroom environment.

- Direct consultation with a student (e.g. reminders, checking on progress)
- Effective support to help students adjust to learning difficulties and become an advocate for their learning styles.
- Monitoring of the IEP and annual reviews.
- Communication with school administration, teachers, school personnel and a parent/guardian..

The referral process for special education begins with the general education teacher providing and documenting interventions and completing an Individual Learning Plan (ILP). If a student does not respond to interventions the case is escalated to the Student Intervention Team (SIT) where intervention specialists are involved who may provide more intense interventions. If a student continues to not respond to interventions the referring teacher will consult with Parents, Intervention Specialists, Administration, and Special Education Service Providers and special education services may be recommended, as well as, more formal testing may be suggested.

Student Records

The following records must be on file in the school office at the beginning of each school year.

- Emergency notification card
- Physical Exam Form - a physical is required every year
- Proper immunization records
- Self-administered medical profile
- Doctor administered medical profile if traveling out of the country for fieldwork
- Acknowledgment of risk form
- Pick-up authorization form
- Photo Release form
- Release of Records form

Failure to have the above records on file by the first week of the school year could prevent the student from participating in fieldwork and other activities. In accordance with state law, Odyssey School of Denver cannot allow students who do not have the proper immunization records on file to attend school.

Release of Information: Student Records

At the beginning of each school year, in the Student / Parent Handbook, Odyssey School of Denver will notify parents/guardians of rights pursuant to this policy.

A parent/guardian has the right to review the student's education records unless the custodian of the education records has received a copy of a court order to the contrary. The school, via the Director of Enrollment and Communication, maintains permanent education records or temporary records directly related to a student. Education records may contain personally identifying data, progress reports, courses taken, standardized achievement test scores, attendance data, aptitude tests, psychological tests, interest inventory results, health data, family background information, teacher observations and reports of serious or recurrent behavior problems. Parents must submit a written request to see the files to the Director of Enrollment and Communication, who will set a date and time for the inspection and review no more than three working days from the date of request. The record itself cannot be taken from the school building. If any material or document in a student's education record includes information on

other students, the parent/guardian has the right to review only that part of the material that relates to his/her student. The special education teacher will inform parents of students with disabilities when information under this policy is no longer needed to provide education services to the student. The information will then be destroyed at the request of the parent/guardian.

A permanent record of the student's name, address, telephone number, progress reports, attendance record, classes attended, level completed and year completed may be maintained without time limit.

A parent or guardian has the right to challenge the contents of a student's education record if the parent/guardian feels that any information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. In this event, the parent/guardian requests a conference with the Director or submits a written request for amendment. The conference can be conducted by telephone or in person. Within five working days, the Director will notify the parent/guardian of his/her decision regarding the requested amendment. All correspondence regarding records is to be sent via certified mail. In the event the parent/guardian is dissatisfied with the decision, the process for addressing a concern is followed. If/when a request to amend education records is granted, the custodian will amend the records accordingly. If/when the request to amend education records is denied the parent/guardian has the right to document in the records a statement commenting on the reason for disagreement with the records. Odyssey School of Denver, for as long as the record of the contested portion of the record is maintained will maintain this explanation. If the record or contested portion is disclosed to any party, the explanation will also be disclosed.

Directory information including a student's name, address and telephone number will be made public unless a written request to withhold such information is submitted by the student's parent/guardian.

The school will not disclose personally identifying education records without written consent of the parent/guardian except to the following:

School officials charged with the responsibility of providing education programs and/or services to the individual student.

Authorities named in the Family Educational Rights and Privacy Act including Comptroller General of the United States, Secretary of Education, Director of NIE, Assistant Secretary of Education, or state educational authorities.

Authorities investigating or providing emergency services involving the health and safety of students.

State and local official who are required to obtain specific information pursuant to state law.

Accrediting institutions.

Testing and research organizations as long as confidentiality is maintained and such organizations are required to destroy records after they are no longer needed.

Anyone, if required by a court order or subpoena, provided that a reasonable effort is made to notify the parent/guardian prior to complying with the subpoena or court order.

The school may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian. All other requests for information must be submitted to the Director of Enrollment and Communication by the parents/guardian

in writing. The Director of Enrollment and Communication will maintain a list of all requests for information from an individual student's education record. This list will be contained within the student's educational record.

Withdrawal from School / Transfer of Records

If a parent/guardian and student move to another school district during the school year or summer months, the student's records will be sent to the appropriate school at the request of that school. Parents must submit a withdrawal form prior to departure. This form is available in the school office. On the last day of withdrawal, students should have in their possession all books and materials in order to return those items. A parent/guardian should be certain that there are no fees due to the school at the time of withdrawal. Forwarding of transcripts and records may be delayed pending the payment of such fees.

Students Staying with Another Family

If a student is staying with another family in the absence of the parent/guardian for a short term, the office must be notified with a note stating the dates the parent/guardian will be away and the name and number of the designated responsible person. This information will be used in case of an illness or an emergency.

Common Area Expectations

Hallways

Halls are off limits during recess and lunchtime unless given permission by a supervisor. Sports equipment, including balls, should not be used in the halls. Rules for proper behavior in Odyssey School of Denver's hallways and corridors include:

1. Walk, do not run, skip, hop or jump.
2. Speak quietly.
3. Keep hands and feet to oneself.
4. Treat displays and projects with respect.
5. Respect those working in classrooms.

Lunchroom

Our Community Values form the basis for behavior in the lunchroom with the addition of the rules listed below:

- Students must sit in the area of the cafeteria designated for Odyssey students.
- Students must clear the table of their individual eating area before being dismissed.
- Students must only sit on the seats.
- Food throwing is not allowed.
- Students must speak quietly and use proper table manners.
- Students must walk to the bathrooms and playground.
- Personal trash must be disposed of before a student leaves the lunchroom.
- Students will share responsibility throughout the year for cleaning tables, chairs, and floors at the end of their lunch period.

Playground and Recess Rules

- The playground is off limits to Odyssey students unless supervised by an Odyssey staff member.
- Misuse of equipment is not allowed. All equipment must be used only as intended.
- Students must be sure the areas around all equipment are clear of others before usage.
- If a student is not in full view of a supervising adult, that student is in an off limits area.
- No eating/drinking on the playground, unless staff has designated lunch or snack outside.
- No throwing snow.
- Any injury during games results in an immediate end of activity until student is helped.
- Any conflict during a game/activity will result in immediate end of activity until agreement is achieved.
- Students must be outside during lunch recess and may only be in the building if they have a pass from a teacher to use the bathroom or get a drink. If students are to return to the classroom to work instead of going to recess, they must provide a note from their teacher to the staff supervising the lunchroom. Students will not be given permission to return to the classroom to get sweaters or jackets before going outside for lunch recess.

Student Use of Copy Machines

With permission/note from their teacher, students may bring materials to the office to be copied.

Student Use of Staff Lounge

The Staff Lounge is for the sole use of teachers, staff, and parents/guardians working on school-related projects. Students are not allowed in the Staff Lounge unless they are under the direct supervision of an adult for an explicit purpose.

Telephone Policies

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of emergency.

Students **may not** use the telephone in the office without permission from their teacher. NOR MAY THEY USE THE CLASSROOM PHONE WITHOUT PERMISSION.

Standards of Student Conduct

Odyssey's Mission, Vision and Special Sauce describes our commitment to crew and community in which "we strive for a culture of trust and risk-taking." To create a culture of trust, we must work toward building a climate of mutual respect and courtesy. This requires us to take time as a school community (staff, families, students, greater community) to build and sustain structures, traditions, and rituals to make sure these realms of the school are positive. There are no shortcuts to building and maintaining a school community of courtesy and kindness, of integrity and responsibility. Being strict about issues of character and physical environment is essential. But strict rules alone are not the answer: they maintain order but do not guarantee that children will treat each other well or feel good about themselves. What is necessary is a school community that not only demands the best of its students in terms of character but that models that character through school tone, routines, and practices. This work cannot be attended to with little effort, in the

margins of the school day. At Odyssey School of Denver these efforts are viewed as a primary and explicit priority and commitment of time, all day, every day.

Cell Phones

- Odyssey is not liable for lost or damaged electronic equipment. Students bring these devices to school as a personal choice. Due to the nature of increased technology and the current capabilities of devices being used in multiple ways, there are a few rules that must be followed:
- Use of cell phones or handheld devices distract students and disrupt the Odyssey learning environment. Cell phones and handheld devices must be stored in lockers at all times, in the silent mode. Carry and use of cell phones or handheld devices are prohibited during the school day. Cell phones are never to be seen or heard in the classroom, hallways or bathrooms. If a student needs to check a message, they may ask a teacher for permission to retrieve the phone and check the message in the main office. All cell phones and handheld devices that are seen or heard during the school day (8:15 to 3:15) will be confiscated and held in the main office until picked up by a parent or guardian.
- Odyssey is not responsible for the loss or theft of any confiscated items.
- Students who don't comply with a teacher's request regarding any electronic device item shall follow the discipline ladder for misconduct that disrupts the school environment which includes parent notification, referral and/or suspension.
- During periods of district, state or national testing, electronic devices are not allowed in the testing environment. Electronic devices are subject to search by school or district staff and devices may be confiscated and sent to the testing authority for further examination.

Positive Social Environment

- Students are expected to maintain an inclusive social environment throughout the day. Both excessive public displays of affection and social bullying undermine a mood of social inclusion and are not acceptable behavior in school.
- Students are expected to be respectful of one another's property and school property. Any lost property should be turned in to the main office. Theft and vandalism (graffiti, defacing of school property) are serious offenses. Tampering with school computer files or computerized data may be construed as either vandalism or theft.
- Students are expected to leave the classroom clean and pick up after themselves and/or others. All students are expected to participate in an end-of-day clean-up as requested or assigned.
- Rude or foul language is not acceptable.
- Physical fighting, real or play, is not allowed.
- **Bullying is a serious issue and will not be tolerated.** Bullying behavior can include the following when it involves an imbalance of power, is repeated over time, and is intentional.
 - Physical abuse or hitting
 - Verbal abuse or name calling
 - Stealing or disrespect of property
 - Malicious or hurtful name-calling, verbal threats or intimidation
 - Incitement or getting someone else to do any of the previous mentioned actions

- o Harassment, defined as repeated, unwanted and disrespectful attention and/or any behavior that has the intention or effect of harming or intimidating others. This includes social network posts and other communication forms that are harassing in nature.

Personal Property

- All personal property brought to school is brought at the owner's risk. Odyssey School of Denver cannot assume responsibility for any property belonging to students.
- Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference.
- Students should not bring large sums of money to school. If it is necessary to bring a large sum of money, that money should be taken to the office.

Roller-Skates / Blades, Skateboards, Bicycles, Scooters

Odyssey applauds students who chose to ride to school. All students must wear helmets when riding anything on wheels while on school property. Students who choose to not wear helmets will need to walk their 'vehicle' while on school property.

Drug & Alcohol Policy

The use of consciousness-altering substances is a hindrance to the healthy development of young adults and disrupts the culture of trust cultivated between students, faculty and parents. While students are enrolled at Odyssey, the use, possession or sale/distribution of drugs, alcohol and tobacco is prohibited in school and at school functions. Any violation of this policy is cause for immediate suspension and potential expulsion. The sharing of medication is considered in violation of this policy.

Concerns or incidents regarding drug and/or alcohol use by students will be reviewed individually, involve professionals when needed, and will include an open and honest dialogue with students, parents/guardians and faculty members to develop a plan of action.

If a student comes forward with difficulty involving drug or alcohol use or concerns about another student, the faculty and staff are committed to helping. We encourage students to recognize the many different sources of support and remediation available to them in school and from outside professionals.

Odyssey reserves the right to initiate expulsion proceedings in response to a violation of the rules about drugs or alcohol.

Student Internet Use Policy

- School computers may be used with permission from teachers. Students are expected to abide by generally accepted rules of Internet etiquette to be ethical digital citizens. Odyssey disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student's Internet use and for any other consequences of a student's Internet use.

- All parents/guardians need to sign an Acceptable Use Agreement governing computer use at Odyssey. Failure to comply with any or all policy requirements may result in the loss of any or all computer use privileges.
- Odyssey will not search out any student's personal page or website, unless there is cause for concern and/or safety. The school strongly discourages parents from allowing students to use Facebook, Snapchat, Instagram, and any other kind of social networking site with minimal supervision.

Denver Public Schools Disciplinary Policies and Procedures - JK-R

Attachment B

Denver Public Schools Discipline Matrix1

Discipline Ladder Offense	Reference	Recommendation For Expulsion	School Referral
Type Five			
Robbery	N/A	Mandatory ^s	Mandatory Referral to Law Enforcement ^s
First or second degree assault, and sexual assault	N/A	Mandatory ^s	Mandatory Referral to Law Enforcement ^s
Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance	N/A	Mandatory ^s	Mandatory Referral to Law Enforcement ^s
Carrying, bringing, using, or possessing a knife or dangerous weapon.	N/A	Mandatory ^s	Mandatory Referral to Law Enforcement ^s
Type Four:			
Arson	Level F	Optional	Mandatory Referral to Law Enforcement & Fire Departments ⁴
Fighting: Level II (including incidents with significant injuries, but which do not rise to the level of the Type Five offense "1st or 2nd degree assault")	Level F	Optional	Mandatory Referral to Safety and Security ⁴
Destruction or theft of school property (over \$5000)	Level F	Optional	Optional Referral to Law Enforcement ⁴
Theft from an individual (over \$5000)	Level F	Optional	N/A ₁₀
Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Willfully causing damage to the property of a school employee	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Assault, harassment, or false allegation of abuse against a school employee	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Hazing activities	Level F	Optional	Optional Referral to Law Enforcement ⁴
Child Abuse	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Unlawful sexual behavior, unlawful sexual contact, and indecent exposure	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Witness Intimidation or Retaliation	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants	Level F	Optional	Mandatory Referral to Law Enforcement ^s
Habitual disruption ³	Level F	Optional	N/A ₁₀
Recurring Type Three offenses	Level F	Optional	Optional Referral to Law Enforcement ⁴
Type Three:			
Bullying: Level II - see Policy JICDE	Level E	No	N/A ₁₀
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level II - see Policy JBB	Level E	No	N/A ₁₀
Sexual harassment: Level II - see Policy JBB	Level E	No	Mandatory Referral to Title IX Officer
Fighting: Level I (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses, etc.)	Level E	No	N/A ₁₀
Being under the influence of drugs or alcohol - see Policies JICH, JICH-R	Level E	No	N/A ₁₀
Possession of alcohol or unauthorized (but legal) drugs	Level E	No	N/A ₁₀
Possession of illegal drugs	Level E	No	Mandatory Referral to Law Enforcement
Destruction or theft of school property, including graffiti (\$500 - \$5000)	Level E	No	Optional Referral to Law Enforcement ⁴
Theft from an individual (\$500 - \$5000)	Level E	No	N/A ₁₀
Other school-based misconduct that substantially disrupts the school environment	Level E	No	N/A ₁₀
Recurring Type Two offenses	Level E	No	N/A ₁₀
Type Two:			
False activation of a fire alarm	Level D	No	Mandatory Referral to Fire Department
Possession of fireworks/firecrackers	Level D	No	N/A ₁₀
Bullying: Level I - see Policy JICDE	Level D	No	N/A ₁₀
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level I - see Policy JBB	Level D	No	N/A ₁₀
Sexual harassment: Level I - see Policy JBB	Level D	No	Mandatory Referral to Title IX Officer
Consensual but inappropriate physical contact	Level D	No	N/A ₁₀
Destruction or theft of school property, including graffiti (under \$500)	Level D	No	N/A ₁₀

Severe defiance of authority/disobedience	Level D	No	N/A ₁₀
Trespassing	Level D	No	N/A ₉
Theft from an individual (under \$500)	Level D	No	N/A ₁₀
Other school-based misconduct that disrupts the school environment	Level D	No	N/A ₁₀
Recurring Type One offenses (after going through Levels A through C)	Level D	No	N/A ₁₀
Type One			
Classroom disruption	Levels A-C	No	N/A ₁₀
Excessive tardiness	Levels A-C	No	N/A ₁₀
Picking on, bothering, or distracting other students	Levels A-C	No	N/A ₁₀
Use of profanity or vulgarity	Levels A-C	No	N/A ₁₀
Dress code violation - see Policy JICA	Levels A-C	No	N/A ₁₀
Disrupting school activity	Levels A-C	No	N/A ₁₀
Minor defiance of authority/disobedience	Levels A-C	No	N/A ₁₀
Verbal insults or put-downs	Levels A-C	No	N/A ₁₀
Use of cell phones, gameboys, and similar electronic devices at unauthorized times	Levels A-C	No	N/A ₁₀
Minor damage or defacement of school property	Levels A-C	No	N/A ₁₀
Tobacco offenses - see Policy JICG	Levels A-C	No	N/A ₁₀
Unauthorized use of school equipment	Levels A-C	No	N/A ₁₀
Gambling	Levels A-C	No	N/A ₁₀
Minor physical aggression with another student (e.g., pushing, shoving)	Levels A-C	No	N/A ₁₀
Scholastic dishonesty	Levels A-C	No	N/A ₁₀
Other minor school-based misconduct	Levels A-C	No	N/A ₁₀

¹Note that this sheet is merely a summary of Section Three of Policy JK-R. Please refer to the full policy for more detail.

²Gang-related activity at school is covered under the offenses listed in Type One through Type Five.

³"Habitual disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared "habitually disruptive," for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.

⁴For these offenses, incidents are to be resolved without the involvement of law enforcement whenever possible. See Section 7-3 of Policy JK-R for more information.

⁵This consequence is required under state law.

⁶Recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.

⁷For Type Four offenses, if there has been a recommendation for expulsion, or a request for an extension of the suspension period made to the Superintendent or designee through Section 6-6 of this Policy, the principal has the option of extending the maximum three-day out-of-school suspension available under Section 3-1 by up to two days, for a total of five days, if deemed necessary for the safety of the school. See Section 6-4.

⁸For Type Three offenses, if the student's presence in school presents a danger or severe disruption to the school and its occupants or additional time is needed to further investigate the incident, the principal has the option of extending the maximum one-day out-of-school suspension available under Section 3-1 by up to two days, for a total of three days. See Section 6-4.

⁹If, after being asked to leave the school campus, the student refuses, then law enforcement may be notified.

¹⁰Note that this column refers to the actions available to the school in response to a disciplinary incident, and does not address or limit the options available to individuals who may be victims of criminal activity. See Section 3-1 for more information.

¹¹See Policy JLF, JLFR, and DPS Child Abuse and Neglect Protocol Bulletin. Offenders under 10 years of age are referred to Denver Department of Human Services. Offenders 10 years of age or older are referred to law enforcement.

Attachment C

Denver Public Schools Discipline Ladder

Building Leader Managed Levels

Type Four Offenses

Level F

1. Repeat Level D steps 1 through 3
2. Refer to and utilize the Intervention Guide for the intervention for the specific offense.
3. Engage the student in a restorative approach (as appropriate)
4. Construct and implement a Behavior Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability)
5. Building Leader may give 0 to 3 days In-School Suspension (ISS) and/or 0 to 3 days Out-of-School Suspension (OSS) when safety concerns exist and planning time is needed to reintegrate student into learning setting
6. Building Leader may request approval of an extension to an Out-of-School Suspension and a review request for a possible expulsion hearing if the incident warrants the request

Type Three Offenses

Level E

1. Repeat Level D steps 1 through 3
2. Refer to and utilize the Intervention Guide for the intervention for the specific offense.
3. Engage the student in a restorative approach (as appropriate)
4. Construct and implement a Behavior Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability)
5. Building Leader may give 0 to 3 days In-School Suspension and/or 0 to 1 day Out-of-School Suspension when safety concerns exist and planning time is needed to reintegrate student into learning setting (If an OSS is given, only 0 to 1 day ISS can be given)

Type Two Offenses

Level D

1. Documentation of interaction and intervention is provided to Building Leader by classroom teacher and/or support staff
2. Student tells his or her side of the story

3. Building Leader conferences with parent/guardian
4. Refer to and utilize the Intervention Guide for the intervention for the specific offense
5. Engage the student in a restorative approach (as appropriate)
6. Construct and implement a Behavior Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability)
7. Building Leader may give In-School-Suspension of 0 to 3 days when safety concerns exist and planning time is needed to reintegrate student into learning setting

Classroom Teacher Managed Levels

Type One Offenses

Level C – Teacher, Support Staff, Student, Parent/Guardian

1. Teacher or designed staff member decides whether to request the support of the school psychologist, school social worker, school nurse, counselor, or any other member of the support staff
2. Teacher notifies the parent/guardian and invites them to a conference
3. Student tells his/her side of the story
4. Teacher conferences with other staff members as appropriate
5. Engage the student in a restorative approach (as appropriate)
6. Modify or construct and implement interventions as appropriate
7. Document all interactions and monitor all interventions

Level B – Teacher, Student, Parent/Guardian

1. Student tells his/her side of the story
2. Teacher notifies the parent/guardian
3. Engage the student in a restorative approach (as appropriate)
4. Modify or construct and implement interventions as appropriate
5. Document all interactions and monitor all interventions

Level A – Teacher, Student

1. Student tells his/her side of the story
2. Teacher counsels with student
3. Engage the student in a restorative approach (as appropriate)

Interventions and Consequences

- 1) General
 - a) Effective school discipline policies promote disciplinary responses that refrain from interrupting a student's education to the extent possible. Schools should minimize the use of out-of-school suspensions, recommendations for expulsion, and referrals to law enforcement, to the extent practicable while remaining consistent with state statute, local ordinances, and mandatory reporting laws.
- 2) Reasonable Consequences
 - a) Consequences should be reasonable, fair, age-appropriate, and should match the severity of the student's misbehavior, as well as consider the impact on the victim and/or community. Consequences that are paired with meaningful instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to learn from their mistakes and contribute back to the school community, and are more likely to result in getting the student re-engaged in learning.
 - b) Any use of consequences should be carefully planned with well-defined outcomes in order to provide the greatest benefit. Positive consequences include systematic recognition for appropriate behavior and lead to an increase in that appropriate behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again.
- 3) Relevant Factors in Making Discipline Decisions
 - a) When choosing consequences for students' misbehavior, teachers, administrators, and staff must balance the District's goals of eliminating school disruptions and maximizing student instruction time. Prior to disciplining students, the following factors shall be considered:
 - i) Age, health, and disability or special education status of the student
 - ii) Appropriateness of student's academic placement
 - iii) Student's prior conduct and record of behavior
 - iv) Student's attitude
 - v) Level of parent/guardian's cooperation and involvement
 - vi) Student's willingness to repair the harm
 - vii) Seriousness of the offense and the degree of harm caused
 - viii) Impact of the incident on overall school community.
 - b) The availability of prevention and intervention programs that are designed to address student misbehavior should also be considered prior to disciplining students.
- 4) Interventions
 - a) When misconduct occurs, schools shall investigate the circumstances and gather facts that will help to determine appropriate interventions and consequences for that student, with emphasis on correcting student misbehavior through school-based resources at the lowest possible level. Interventions should provide students an opportunity to learn from their mistakes, and re-engage the student in learning. All interventions should balance the needs of the student, the needs of those directly affected by the behavior, and needs of the overall school community.
 - b) There are three types of intervention strategies that are available to teachers and administrators: Administrative, Restorative, and Skill-based/Therapeutic.
 - i) Administrative Strategies are statutory, rule-based, or contract-based interventions done "to" the offender, such as:
 - a. Removal from classroom
 - b. Detention

- c. Suspension
- d. Expulsion
- ii) Restorative Strategies are problem-solving interventions done "with" the offender. Justice drives them as much as is possible and focus is on the harm caused and how it will be repaired. A successful restorative justice strategy may utilize collaboration in interventions with allied agencies and professionals. An assessment of the incident/conduct will be done, and the school or District will make a determination whether a face-to-face meeting with all parties is appropriate. Examples may include:
 - a. Family group conferencing
 - b. Victim-offender mediation
 - c. Classroom peace circles
 - d. Reparation of harm.
- iii) Therapeutic/Resource Strategies are done "by" the offender and require intrinsic motivational behavior change. Such interventions include:
 - a. Mental health counseling
 - b. Anger management classes
 - c. Informal mentoring and behavior coaching.
- c) Teachers and administrators should consider utilizing different types of strategies, or multiple strategies simultaneously, to deal with misbehavior, especially for 2nd or 3rd offenses. For example, in compliance with this Policy, the three types of interventions may be used in the following ways:
 - i) Independently (e.g., 1-day after-school detention)
 - ii) As alternatives to each other (e.g., choice of mediation or 1-day suspension)
 - iii) In conjunction with each other (e.g., 2-day in-school suspension along with anger management class and mediation)
- d) Interventions can range from reminders, redirection, student/teacher conferences to classroom removal, behavior contracts, suspensions, recommendations for expulsion, and/or referral to law enforcement.

Policy JFK- DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of Students with Disabilities

Except as provided in this policy and federal and state law, students with disabilities shall be subject to the School District's Conduct and Discipline Code and its policies and procedures governing the discipline of students. School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a change of placement.

Definitions

- 1) Students with Disabilities. Students with disabilities shall include those students identified as such under the Individuals with Disabilities Education Improvement Act (IDEA '04) or Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), or through the School District's established process. A student may assert disability protections under IDEA '04 if it

can be established that prior to engaging in the misconduct leading to the proposed discipline:

- a) A parent of the student has expressed concern in writing to supervisory or administrative personnel of the School District, or a teacher of the student, that the student is in need of special education services; or
 - b) The parent of the student requested an evaluation of the student to determine eligibility for special education services; or
 - c) A teacher of the student or other School District personnel has specifically expressed concern about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel (in accordance with the School District's established child find or special education referral system).
 - i) Exception: A student cannot assert any of the protections defined in this policy:
 - (1) If a student has been evaluated and found not to have a disability, or if it has been determined that an evaluation was not necessary, and if the student's parent(s) has been given notice of the eligibility determination or determination not to evaluate.
 - (2) The parent has not allowed the student to be evaluated for special education.
 - (3) The student was determined eligible for special education, but the parent refused services.
- 2) Suspension. For purposes of this policy, a suspension shall mean a single removal of no more than ten (10) consecutive school days. Suspensions include any removal from a student's usual education program for a part of a school day.
- 3) In-School Suspension. For the purposes of this policy, an in-school suspension shall be documented as a disciplinary action, but shall not count toward the 10 cumulative day short term removal total as long as the student will have the opportunity to progress in the general education curriculum, continue to receive special education services and participate with nondisabled peers to the same extent as in the current placement.
- 4) Expulsion: For the purposes of this policy, an expulsion shall mean a disciplinary proceeding held in accordance with state law to determine the appropriate consequence for the student's conduct, which may include removal from a student's usual educational program for more than 10 consecutive days, provided the student's conduct was not deemed to be a manifestation of his/her disability.
- 5) Change of Placement: For purposes of this policy, a change of placement shall mean the removal of a student with a disability from the student's current educational placement if:
 - a) The removal is for more than 10 consecutive school days; or
 - b) The student has been subjected to a series of removals that constitute a pattern. In determining if a pattern exists, the following factors are taken into consideration:

- i) The series of removals total more than 10 school days in a school year;
 - ii) The student's behavior that resulted in the removals is substantially similar in each instance; and
 - iii) The length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.
- c) The District shall determine on a case-by-case basis whether a pattern of removals constitutes a change of placement.
- 6) Interim Alternative Educational Setting (IAES): A student may be removed to an IAES as determined by the IEP team for 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:
- a) Carries or possesses a weapon at school, on school grounds or at a school function under the jurisdiction of the local or state education agency;
 - b) Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school grounds or at a school function under the jurisdiction of the local or state education agency; or
 - c) Inflicts a serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the local or state education agency. Serious bodily injury is defined as an injury that results in substantial risk of death, extreme physical pain, protracted or obvious disfigurement, or protracted loss or impaired functioning of a bodily member, organ or mental faculty.

Suspensions

- 1) Suspensions of a student with a disability may be conducted in the same manner and for the same reasons as for a student without a disability for a period not to exceed 10 consecutive days.
- 2) A student may be suspended for more than one incident of misconduct in a school year if each removal does not exceed 10 school days and cumulatively it does not constitute a pattern. Building administrators in consultation with the student's special education case manager will determine if a change of placement occurs.
- 3) Suspensions of students with disabilities exceeding 10 consecutive school days or removals for separate incidents of misconduct that result in a change of placement will necessitate a manifestation determination review. Additionally, the parents will be provided notice of the disciplinary action to take place and procedural safeguards.
- 4) After a student with a disability has been removed from his or her current placement for 10 school days in the same school year, school personnel, in consultation with the student's special education case manager will determine the extent to which services are needed, so as to enable the student to continue to participate in the general education curriculum,

although in another setting, and to progress toward meeting the goals set out in the student's IEP.

Expulsions

- 1) If an expulsion is being considered for a student with a disability:
 - a) The parents shall be notified of the decision to take this action and of procedural safeguards accorded by law not later than the date on which this decision is made; and
 - b) Immediately, if possible, but not later than ten (10) school days after the student is suspended, the IEP team and other qualified District personnel shall review the direct relationship between the student's disability and his or her conduct in a manifestation determination review.

Manifestation Determination Review

- 1) At the Manifestation Determination Review, the principal/designee, the parent(s) and relevant members of the IEP team (as determined by the parent and District) shall review:
 - a) all relevant information in the student's file,
 - b) the student's IEP,
 - c) any teacher observations, and
 - d) any relevant information provided by the parent(s).
- 2) The team must determine whether:
 - a) The conduct in question was a direct result of the school's failure to provide the special education services, supplementary aids and services, behavior intervention strategies and/or placement required by the student's IEP; or
 - b) The conduct in question was caused by or has a direct and substantial relationship to the disability.

The conduct is not a manifestation of the student's disability if the IEP Team determines that the conditions in both 1 and 2 were not met. If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school officials may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, the student will continue to receive educational services, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP, as determined by the IEP Team.

The conduct is a manifestation of the student's disability if the IEP Team determines that a condition in either item 1 or 2 was met. If the IEP Team determines the condition described in item 1 of this section was met, the school must take immediate steps to

remedy those deficiencies. If the behavior that gave rise to the violation of the school code is determined to be a manifestation of the student's disability, the school must return the student to his/her current educational setting unless:

- i) The parent/guardian and district agree to a change of placement; or
- ii) The District obtains a change of placement as provided by law; or
- iii) The student has been placed in an Interim Alternative Educational Setting, as described below.

The student shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. If a functional behavioral assessment was completed and a plan developed prior to the misconduct, it will be reviewed and modified, as appropriate, to address the behavior at issue.

Interim Alternative Educational Setting

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, for violations described in Section I (F) of this policy. The IEP Team will determine the setting and services to be provided so as to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP.

Students Identified as Disabled under Section 504

The following shall apply to students who do not qualify as a "student with a disability" for purposes of the IDEA '04, but who do qualify as a "student with a disability" for purposes of Section 504. If the 504 Team determines that the conduct is not a manifestation of the student's disability, school officials may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities, including suspension and expulsion if applicable. Furthermore, educational programming will be provided to the extent that that educational programming would be provided to students without disabilities and is not subject to approval of the Section 504 Team.

Search and Seizure

To maintain order and discipline in the school and to protect the health, safety and welfare of all students and school personnel, there are times that searches may be deemed necessary. School authorities may search a student's person and/or personal property, cell phone, desk area, storage area, backpack, or parent/guardian automobile whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials.

Anything found in the course of a search can be used as evidence against the student. The evidence may be:

1. Seized and admitted as evidence in any suspension or recommendation for expulsion proceeding.
2. Returned to the parent or guardian of the student.

3. Destroyed, if it is of no significant value.
4. Given to a law enforcement officer.

Corporal Punishment / Physical Restraint

Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. No corporal punishment will be administered to students by anyone in the school. Physical restraint is reasonable and appropriate physical intervention or force by trained staff as necessary for the following purposes:

1. To restrain a student from an act of wrongdoing
2. To quell a disturbance threatening physical injury to others
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
4. For the purpose of self-defense
5. For the protection of persons or property
6. For the preservation of order

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy.

Student Rights and Responsibilities

The following Code of Conduct most clearly delineates the rules and regulations that assist community members in adhering to the school's values:

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he/she is expected to conduct him/herself in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of the school; which interferes in any way with the public or private rights of other students or citizens; which threatens or endangers the health or safety of any person; or which damages property, will not be tolerated and will result in disciplinary action.

Our primary objective is the proper recognition and preservation of every Odyssey student's constitutional rights, and allowance for such rights:

1. Freedom of Expression

Students may freely express their points of view, provided they do not seek to coerce others to join in their way of expression and provided also that they do not substantially disrupt school operations, intrude upon the rights of others, encourage activities and/or engage the use of drugs or alcohol, promote sex or endanger the health and safety of other students or of school personnel.

2. Personal Appearance

Restrictions on a student's hairstyle or manner of dress will be imposed when there is a "clear and present danger" to the student's health and safety or when the behavior causes an interference with work or creates classroom disorder.

3. The Right to Petition

Students are always allowed to present petitions to the administration. Collecting signatures on petitions is limited to before and after school hours and during free time such as lunch and recess. No student will be subjected to disciplinary measures for signing a petition to the administration - assuming that the petition is free of obscenities, libelous statements, personal attack or advocating of disruption which poses a threat to the regular school program, and is within the bounds of reasonable conduct.

4. Student Property

A student's desk, portable desk, backpack, storage area, or personal property may be opened for inspection when there is reasonable cause to believe that prohibited articles are stored therein.

5. Student Due Process Rights

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights. Due process procedures will conform to the following basic principles:

- A. They must be fair
- B. They must apply equally to all
- C. They must be enforced in a fair manner, which involves:
 - 1. Adequate and timely notice with an opportunity to prepare a defense
 - 2. An opportunity to be heard at a reasonable time and manner
 - 3. The right to a speedy and impartial hearing on the merits of the case
 - 4. The right to appeal the decision

In cases of student suspension or recommendation for expulsion, specific due process procedures will be followed in accordance with Odyssey School of Denver's stated policy, Denver Public School's policy, and current Colorado State policy.

6. Student Involvement in School Affairs

While on school grounds, in school facilities, at school-sponsored activities (field work and extended trips), or when being transported in vehicles approved by the school, students will comply with school policies and regulations pertaining to student conduct.

Students will have the right to participate, as suitable to their age and maturity, in decision-making processes, student government, and student organizations. They will have the constitutional rights to freedom of assembly and expression and the right to possess and distribute literature as set forth in school policies pertaining to student organization and publications.

7. Community Responsibilities

As part of our desire to create a stronger school culture, students will share responsibility for keeping our school clean and presentable. In the lunchroom students will clean tables, chairs, and floors at the end of their lunch period to get the lunchroom ready for the next group of students.

Safety and Security Procedures

Safety Drills:

Safety drills are required by law and are important practice in the event of a real emergency. Students learn the evacuation path established for each room they occupy. Conduct rules during these safety drills are enforced. All building occupants must move silently and in an orderly fashion to a specified area where they remain until instructed to return to the building. All schools practice at least one fire drill a month in addition to a lock out, lock down and shelter-in-place drill each semester. Please refer to the [DPS Emergency Response and Crisis Management website](#) for a complete explanation of these protocols. They are as follows:

Lock Out: Occurs when the threat is away from the school; perimeter is secured by bringing students and staff inside and closing doors. School administration secures the building and safely shelters all students, staff and visitors INSIDE the school building. Business is as usual inside the school. No person is allowed to enter or leave the building.

Lock Down: Occurs when threat is inside or very near school. Lights are turned out, classroom doors are locked, people move away from sight, stay silent and take roll. School business and activities cease and no person is allowed to enter or leave the building.

Evacuation: An evacuation occurs to prevent injury or harm due to a hazardous situation inside of the school, such as a fire. All students and staff will exit the school and go to designated locations.

Odyssey Evacuation Locations:

Denver School for Performing Arts 7111 Montview Blvd. Denver, CO 80220 720-424-1700	McAuliffe International School 2540 Holly St. Denver, CO 80207 72-424-1540
---	--

Shelter-in-Place: This protocol is implemented if there is a severe weather warning such as a tornado, high winds, etc. and an evacuation or early dismissal may put students in danger. The Department of Safety with the assistance of outside agencies will determine if there is a threat. Shelter methods include dropping, kneeling and remaining silent.

Reunification – This event will occur if students have been moved away from Odyssey to Denver School of the Arts or McAuliffe International School. During this process, students can only be released to an adult listed as an emergency contact at the school. In addition, the person picking up a student must bring proper government issued photo identification (driver's licenses, state ID, etc.)

IN THE EVENT OF A SCHOOL EMERGENCY:

- DO check the DPS webpage or social media links for updated information (<http://www.dpsk12.org>).
- DO NOT go to your child's school. This will create traffic congestion hampering the efforts of first responders.
- DO NOT call your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

Whenever a safety protocol should be implemented by the school or the district you will be notified by a “robo-call” or email.

Acknowledgement Form

2017-2018

I hereby acknowledge that I have received a copy of the Odyssey Family Handbook.

I understand that the provisions of the Handbook are the most current at this time and supersede all previous policies, manuals, or handbooks issued by Odyssey School of Denver. Further, I understand that the provisions of the Handbook are subject to modification at any time, at the sole discretion of Odyssey, with or without notice to me. I agree to comply with any such modification upon publication.

Signature: _____

Name: _____
(printed)

Date: _____

