



# Odyssey Preparatory Academy Code of Student Conduct

## **Our Mission for Every Child:**

The mission of Odyssey Preparatory Academy is to work in partnership with the family and community with the aim of helping each child reach full potential in all areas of life.

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

Guiding Principles for Behavior:

- Provide a unique learning environment, where the atmosphere is one of curiosity, exploration, discovery, and understanding,
- Encourage children to teach, collaborate, and help each other,
- Encourage individual and group problem solving skills,
- Encourage initiative and independence in learning and the development of self-discipline and responsible social behavior,
- Develop within children a global vision and respect for cultural diversity,
- Create a supportive school culture for children, parents, and staff.

Student's Bill of Rights:

- To act by oneself and for oneself
- To act without unnecessary help or interruption
- To work and concentrate
- To act within limits that are determined by the environment and the group
- To construct one's own potential by one's own efforts

## **A Message from the Administration:**

Welcome to our cooperative school whose purpose is to create the right climate for learning. Florida Statute 1006.07(2) requires districts and thereby schools to adopt rules for the control and discipline of students. In addition to our programs to help students develop self-discipline, Odyssey will use the Brevard County School District's Code of Student Conduct. District guidelines may be followed for student behavior that cannot be handled within the classroom.

The goal of the Odyssey's administration is to provide a safe and orderly environment for both staff and students where teachers can teach and students can learn to their full potential. In order to accomplish these goals, it is necessary that the school environment be free of disruptions that interfere with teaching and learning activities.

Please keep in mind:

- All rules outlined in this document apply to all students unless otherwise noted.
- All rules apply to any school-related functions or events.
- The administration of Odyssey reserves the right to have the final interpretation of any policy outlined in this document.

Parents and students are asked to carefully read this document and be responsible for knowing the policies and procedures outlined therein. Teachers, counselors, and administrators are always available if further information is needed.

The administration looks forward to a great school year and appreciates your support.

## **School Climate and Discipline:**

The School community believes that a safe and orderly school is of primary importance to creating an enjoyable learning environment for both students and teachers. Furthermore, when students behave in a respectful, responsible and safe manner, they enjoy a more productive learning experience and develop into responsible adults and citizens.

Daniel Goleman, author of “Emotional Intelligence” (New York: Bantam, 1995) reports that research supports the idea that emotional intelligence is vastly important to success in life. Students who are high in this kind of intelligence display skills in empathy, cooperation, and the ability to understand one’s feelings, to control one’s impulses and anger, to calm one-self down, and to maintain hope in the face of setbacks. Emotional intelligence appears to be on the decline in our American children. Deficits in emotional intelligence are linked with such social perils as dropping out of school, fighting, delinquency, drug use, teen pregnancy, and eating disorders.

Our teachers will be trained in a program called Positive Discipline in the Classroom (Jane Nelsen, Ed.D., 2000) Federal law requires students to attend school “to prepare children for responsible citizenship”. Reading, writing and math do not fulfill this mandate. This program encourages the development of emotional intelligence through class meetings. Children are involved in the creation of safe and caring learning communities. Conflicts and mistakes are viewed as opportunities and students openly discuss conflict resolution strategies. The classroom community focuses on solutions, not blame. An environment of cooperation is developed and nurtured. Students are encouraged to help create the “rules” for the classroom.

### **Eight Steps for Effective Class Meetings**

The eight steps to successful class meetings are (1) Form a circle, (2) Practice compliments and appreciations, (3) Create an agenda, (4) Develop communication skills, (5) Learn about separate realities, (6) Recognize the four reasons people do what they do, (7) Practice role-playing and brainstorming, (8) Focus on non-punitive solutions.

### **Focusing on Solutions Instead of Punishment - A Paradigm Shift**

Is it more important to make children pay for what they have done than to learn from what they have done? Sometimes it takes a paradigm shift for teachers to understand that punishment does not motivate improved behavior. When teachers offer more and more ways to focus on solutions and involve children in the problem-solving process, children feel a sense of ownership and motivation to follow guidelines they helped to create.

In short, as a result of the use of Positive Discipline in the Classroom strategies, teacher training, counseling, and an overall calming environment, discipline problems at the school are kept to a minimum. The School has developed a reputation for providing a safe and nurturing child-centered environment for children. We are pleased with the progress we have made helping our children develop problem solving skills. We look forward to developing this program at a deeper level.

## **Student Expectations/Responsibilities:**

Student rights entail student responsibilities. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

We hold the highest expectations for the conduct of the students at Odyssey. In order to create a caring and safe environment that prepares learners for success in school and society, violence in the school shall not be tolerated and students who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities shall receive the most severe consequences provided for by this policy.

1. Students are expected to be in school and learning every day.
2. Students are expected to be present at those classes or other planned activities for their educational betterment.
3. Students are expected to know and observe school rules.
4. Students are expected to bring only items to school that add to the educational environment of the classroom.
5. Students are expected to demonstrate appropriate and responsible behavior at all times.
6. Students are expected to respect school property.
7. Students are expected to refrain from any conduct that interferes with another student's opportunity to learn.
8. Students are expected to contribute to a safe and orderly learning environment by respecting themselves and others, their property and school rules and regulations.
9. Students are expected to help maintain a safe, alcohol-free, drug-free, and weapon-free environment.
10. Students are expected to conscientiously complete classroom assignments and meet all requirements of their programs for learning.
11. Students are expected to demonstrate quality and pride in their academic work and co-curricular activities.
12. Students are expected to cooperate with other students to further common educational goals, and to assist school personnel in creating a climate of mutual trust and respect conducive to learning.
13. Students are expected to assume responsibility for their own behavior.

**Student Conduct:**

As the school develops a climate of respect, we expect our students to show proper respect to our teachers and their student peers. Your teachers will be equally as respectful to you because working together and respecting each other requires the cooperation of all people involved. Teachers are in charge of the classroom. When you are requested to do something, you are expected to comply.

Any Odyssey Preparatory Academy student who does not comply with school rules will be subject to a consequence. To give every student the best chance to succeed, we expect our students to adhere to certain guidelines and rules.

**Grievance Procedures:**

Students have the right to receive an adequate hearing on any grievance by school personnel authorized to make decisions. In all cases involving discipline at OPA, the procedures listed below will be followed:

1. The teacher or reporting school personnel will report the misbehavior and/or violation of school policy in writing on the discipline referral form.
2. The incident will be discussed with the student.
3. The student will have the opportunity to respond to the incident.
4. If the student denies guilt of the offense, the incident will be investigated by the administration.
5. A copy of the completed referral form including the recommendation of the appropriate consequence for misbehavior will be sent home to the parents.
6. Prior to suspension by the Principal, every effort will be made to contact the parent of the student.
7. In all cases, students and/or parents shall have the right to appeal the consequence to the Principal.
8. In discipline cases involving criminal acts that might lead to a suspension and/or recommendation for expulsion by the Principal, steps 1-7 will be followed. In addition, the following procedures will be instituted:
  - Student rights will be respected.
  - Students will be made aware of the seriousness of the act and the most severe consequence for such an act.
  - Students will have the opportunity to respond to the charges both in writing and/or verbally.
  - Every attempt will be made to contact the parents immediately and get them involved.
  - School security personnel and, if necessary, law enforcement will be notified.

## **Odyssey Preparatory Academy Discipline:**

The school will follow Brevard County School District's *Code of Student Conduct* for elementary schools (<http://studentservices.brevard.k12.fl.us/Elementary%20Handbook.pdf>). The school's philosophy regarding student behavior ensures our commitment to the school's mission on a daily basis. Behavioral guidelines and policies not found on the following pages may be found in the district's *Code of Student Conduct*. The school makes every attempt to work with students and families and to follow logical consequences for student behavior. The school's philosophy is that there are times when students lose the right to be with other members of the student community. If the student makes these choices, then the school will make suspension or recommendation for expulsion.

- If a charter school student is withdrawn or is expelled from the charter school and has committed an expellable act that would merit full exclusion, the student will be denied enrollment to any District public school or program.
- If a charter school student is expelled and has committed an expellable act that would merit exclusion from a comprehensive (regular) school, the student may be accepted in an alternative District program.
- If a charter school student withdraws but has not committed an expellable act based on District standards, the student shall be admitted to a District program and the charter school shall rebate the FTE to the District.

### **Detention:**

Each classroom teacher will clearly define student expectations in the classroom. Should classroom interventions not be successful, then a referral to the Principal's office may be necessary and the following consequences will be followed:

Detentions are twice a week and students are expected to serve their assigned detention. If the student fails to show up to a detention they will receive an additional detention. If the student fails to show a 2<sup>nd</sup> time they will be given 1 day of out-of-school suspension.

### **In School Suspension (ISS)**

In-School Suspension will be served at either campus. Students are expected to attend and complete work given to them by their teachers.

### **Suspension Pending Parent Conference**

Student is not allowed to return to school until parent conference is held with administration.

### **Out of School Suspension**

Students may be suspended for a period of up to 10 school days, depending on the offense.

## **Dress Code Guidelines:**

At Odyssey Preparatory Academy all students have the right to a safe, healthy school environment. We believe that our students' uniforms provide a sense of community and equality. At OPA the following school uniform policy is to be enforced by all Odyssey stakeholders. Students are required to follow this policy, and failure to do so will result in administrative action for all uniform violations.

A list of complete OPA Dress Code requirements are located in the Uniform Policy located on the homepage of the school's website.

## **Consequences for Dress Code Violations:**

**1<sup>st</sup> offense** - Warning and call home for change of clothes.

**2<sup>nd</sup> offense** - Lunch detention and call home for change of clothes.

**3<sup>rd</sup> offense** - Morning detention, call home for change of clothes, and Parent Conference.

**4<sup>th</sup> offense** – Out-of-school suspension.

## **Electronic Devices:**

Odyssey Preparatory Academy does not permit electronic devices of any kind (excluding cellular phones) on campus. Odyssey Preparatory Academy IS NOT responsible for lost or stolen electronic devices such as cell phones, cameras, laser lights, CD players, IPODs, play stations, MP3 players, etc.

### **Cell Phones:**

Students and parents of Odyssey Preparatory Academy must sign a cell phone contract and follow the guidelines set by Odyssey Administration.

- Per school board policy, your cell phone must be turned off from the first bell in the morning until after the dismissal bell in the afternoon.
- Odyssey Preparatory Academy is not responsible for lost or stolen cell phones, nor do we have the resources to investigate if they are lost or stolen.
- The cell phone must be secured and kept out of sight.
- If a student's cell phone is confiscated more than once, only the parent/guardian will be allowed to pick up the phone. Confiscated phones will not be returned to a student.

## **Leaving Campus Without Permission/Out of Area:**

Students who leave campus or are out of area without permission may receive an out-of-school suspension. Leaving campus in the morning before attending classes and returning before the first bell rings is considered leaving campus without permission. The administration reserves the right to call law enforcement.

## **Tardy Behavior:**

The outside doors of the school are closed at the tardy bell. You are considered tardy to school if you arrive after the bell and must report to the front office and be accompanied by your parent. The attendance clerk will issue a tardy slip indicating the reasons for the tardiness and the time of arrival at school. The tardy slip must be presented to your classroom teacher.

Students arriving late to school will be allowed 3 tardies per semester and may be assigned a detention for tardies exceeding 3. Only students presenting a doctor's note or court documentation will be granted an excused tardy.

## **Zero Tolerance Offenses:**

Students who commit one of the following may be suspended or recommended for expulsion without warning: **fighting, bullying, extortion, theft, vandalism, drugs (any substance representing a drug), weapons, sexual harassment or other major offenses.**

Fighting will not be tolerated. Confronting a student and yelling, arguing, threatening, or drawing a crowd is not a solution; you may be suspended without warning. Seek help from an administrator, counselor, or teacher.

**\*\*The administration reserves the right to determine which consequence of the Discipline ladder will be applied to the student, depending upon the offense.**

## **5517.01 Policy Against Bullying and Harassment:**

In response to a new state law, *the Jeffrey Johnston Stand Up for all Students Act*, the School Board adopted a policy that prohibits bullying and harassment. The policy ensures that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. Florida is now one of 32 states with a law regarding bullying in schools.

The Policy defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to: teasing, social exclusion, threat, intimidation, taunting, name calling, spreading rumors,

stalking, including cyber stalking, physical violence, theft, extortion, sexual, religious, or racial harassment, public humiliation, and destruction of property.

The policy defines harassment as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school.

Odyssey Preparatory Academy is committed to providing a safe learning environment and will not tolerate bullying or harassment of any kind. Incidents of bullying or harassment can be reported to the principal or assistant principal. Anonymous reports can also be made by calling the Speak-Out Hotline at 1-800-423-8477. To learn more about bullying and find out what adults can do to help prevent it, visit the Stop Bullying Now website at [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov).



## **Sexual Harassment - Board Policy 5517:**

Sexual harassment is defined as: Any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature that is severe or persuasive enough to create a hostile or intimidating work or learning environment. One of the difficult things for students to understand about sexual harassment is that the intent does not affect whether or not an act or statement is considered sexual harassment. Whether an act or statement is unwelcome by the listener or receiver determines whether it can be labeled “sexual harassment” or not.

Behaviors that may have once been considered a part of growing up are not acceptable at school. The following behaviors may constitute sexual harassment and are not appropriate at school:

1. Using obscene language
2. Sexual innuendoes or comments
3. Starting rumors about a person’s sexual behavior
4. Humor or jokes about sex or females/males in general
5. Pestering a person for a date
6. Touching, patting, pinching, etc.
7. Rating a person’s sexuality or attractiveness
8. Leering or staring at a person in a sexual way
9. Writing/name calling about a person’s sexuality
10. Sexual name calling or sexual ridicule
11. Letters, notes, telephone calls, computer messages of a sexual nature.
13. Displaying pictures, calendars, cartoons, or other materials with sexual content.
14. “Mooning” or “streaking”
15. “Pantsing” – pulling another student’s pants down

### **What to do if you are being bullied/harassed:**

- Tell the bully to stop.
- Walk away.
- Seek help from a trusted school adult – teacher, administrator, dean or counselor.
- If it is repeated, then make a report.

## **School Bus Behavioral Expectations:**

1. Students treat bus drivers with respect and may not distract a bus driver at any time.
2. Students may not block the bus center aisle and shall not carry any item onto the bus that cannot be held in the lap.
3. **Students MUST only get on and get off the school bus at their assigned bus stop.**
4. **Students will NOT ride another bus home with a friend without a note from parents.**
5. Students may not stand up on a moving bus. Students must stay in their seats with seatbelts fastened.
6. Students may not use cell phones or electronic paging devices at any time while being transported on the school bus.
7. Throwing objects out of the window of a school bus is a felony. Student(s) throwing objects out of the window of a school bus will be suspended from the bus for a minimum of five (5) school days or possibly recommended for expulsion from bus ridership. Should injury or damage occur, criminal charges may be filed.
8. The bus driver is in full charge of the bus and the students riding the bus. For the safety of all, students MUST obey the bus driver. Failure to do so may result in suspension from the bus.
9. The driver has the right to assign seats to maintain order on the bus. It is the student's responsibility to sit in their assigned seat at all times, as directed by the bus driver.
10. Parents are responsible for making prior arrangements with their students if they will not be riding the bus in the afternoon.
11. Violation of school transportation policies, rules or standards of conduct, including disruptive behavior on a school bus or at a school bus stop (within 200 ft), by a student is grounds for suspension from riding the school bus. Such violations may also be grounds for out-of-school suspension, or other disciplinary action, which may result in criminal charges being filed.

## **School Bus Referrals:**

Whenever a student misbehaves on the bus, disciplinary action will be taken which may include:

- a warning;
- counseling;
- call home to parents;
- suspension from riding the bus;
- in-school suspension;
- out-of-school suspension;
- or expulsion from the bus.

## Contract for Parents/Guardians:

By choosing to enroll a child at Odyssey Preparatory Academy, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation. Odyssey Preparatory Academy expects parents and students to comply with the requirements of the school.

Please read the following expectations carefully.

1. I understand that my child is expected to attend every day, to arrive promptly, and to remain throughout the scheduled hours. I agree to schedule medical appointments outside school hours.
2. I understand that it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult in order to leave the school grounds.
3. I understand that my child is to adhere to the dress code and the Odyssey Code of Student Conduct. Failure to follow school rules could result in administrative consequences.
4. I understand the Zero Tolerance Policy that states that certain offenses cannot be tolerated and will result in recommendation for expulsion from Odyssey Preparatory Academy, specifically related to knives and other dangerous items.
5. I understand that, as a parent, I must be supportive of my child and his/her school. I understand that I (or an adult representative) will attend parent conferences, school meetings and other activities sponsored by the school.
6. I understand that it is my responsibility to review, sign, and return all written communications when requested.
7. I understand there are student performance standards that address the skills and competencies that a student must learn in order to pass from one grade to the next and what is needed to graduate from high school.
8. I understand that any student who has received disciplinary actions may not be allowed to participate in any extra-curricular activity that he/she is involved in.

Student Printed Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_