A Message from the High School Administrators

It is our pleasure to welcome you to Odyssey Charter High School for the 2016-2017 school year. We are proud to offer a cutting edge, innovative, and exciting educational experience for all of our students. Unlike most online schools, we believe in the hybrid model which gives the student the best of online instruction combined with traditional face-to-face teaching. This is proven to be a winning formula as we continue to graduate large numbers of students and continue to send students to the finest colleges and post-secondary education institutions in the country.

Although we require students to come in a minimum of once a week for four hours, students have access to the curriculum seven days per week twenty-four hours a day and can attend our student learning center Monday through Friday from 7:30 a.m. until 4:00 p.m. This opportunity for additional academic support helps make our school unique.

We are very excited to continue three academic initiatives this school year that were successful during the last several years. First, all 9th and 10th graders will be enrolled in a Freshman/Sophomore Academy program in which they will learn critical study skills that will help make them successful during their high school experience and beyond. Second, we will continue to offer a number of enrichment courses on Wednesday and Friday afternoons. These courses will include opportunities for credit recovery, participation in student leadership, advanced placement course discussions, face-to-face physical education and a number of other opportunities. Third, we will continue our 4th hour program to provide juniors and seniors with critical skills related to the ACT exam and post-high school planning.

Here at Odyssey we believe that small class sizes, personalized academic and social support, combined with a safe healthy learning environment, are the key to student success.

Thank you for choosing Odyssey Charter High School where we help create lifelong learners and 21st Century citizens.

Mr. Rob Carter
Principal

Mrs. Jayceine Gilmour
Assistant Principal
The purpose of this handbook is to provide basic information to you and your parents as members of the Odyssey Charter School community. It is intended to explain what is expected of you and your parents to help insure academic success. Please review this handbook with your parents as you are responsible for the information it contains. Once again, thank you for choosing Odyssey Charter School.
School Mission and Core Values

Mission:
At Odyssey Charter Schools, we celebrate the uniqueness of each student and their family. Using individualization and sound instructional practices, we foster each student’s academic achievement and life success.

Core Values:
- Students First – Student success is our driving force.
- Unlimited Potential – All students can achieve lifelong growth.
- Nurturing Community – Empathy, trust, and respect create a diverse, caring, and non-judgmental community.
- Readiness for Life – All students are prepared for college, career, and future opportunities.

Statement of Beliefs
- All students can learn
- Learning is continuous and has no bounds
- Learning is a journey rather than a destination
- Parents are an integral part of the educational process
- Parents, children, and school staff share the responsibility of education
- High expectations result in high academic achievement
- Parents, students, and the school share responsibility for developing character, ethics, and manners
- School helps to prepare individuals to positively contribute to a changing society
- Individuals are accountable for their actions, therefore, each individual will accept responsibility for logical consequences regarding his/her behavior
- Students’ educational needs are the priority of the school and families
- Education is a cooperative partnership between the school, families, and community members

OCS does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, age, or disability in admission or access to, or treatment or participation in its programs and activities. Under section 504 of the Rehabilitation Act of 1973, appropriate public education, including reasonable accommodations and equal opportunity to participate in school programs and activities, will be provided to student with disabilities.
## Odyssey Charter High School
### 2016-2017 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22-26, 2016</td>
<td>Mandatory Orientations</td>
</tr>
<tr>
<td>August 29, 2016</td>
<td>First Day of School</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 27, 2016</td>
<td>End of Quarter 1</td>
</tr>
<tr>
<td>October 28, 2016</td>
<td>Nevada Day</td>
</tr>
<tr>
<td>November 10-11, 2016</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>November 21-25, 2016</td>
<td>Thanksgiving Week</td>
</tr>
<tr>
<td>December 17, 2016</td>
<td>First Day of Winter Break</td>
</tr>
<tr>
<td>January 2, 2017</td>
<td>Last Day of Winter Break</td>
</tr>
<tr>
<td>January 3, 2017</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>January 20, 2017</td>
<td>End of Quarter 2 and Semester 1</td>
</tr>
<tr>
<td>February 20, 2017</td>
<td>President’s Day</td>
</tr>
<tr>
<td>Feb 28-Mar 8, 2017</td>
<td>ACT Exam, All 11th graders</td>
</tr>
<tr>
<td>March 24, 2017</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>April 8, 2017</td>
<td>First Day of Spring Break</td>
</tr>
<tr>
<td>April 16, 2017</td>
<td>Last Day of Spring Break</td>
</tr>
<tr>
<td>April 17, 2017</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>May 1-5, 2017</td>
<td>End of Course Exams</td>
</tr>
<tr>
<td>May 29, 2017</td>
<td>Memorial Day Observed</td>
</tr>
<tr>
<td>June 7, 2017</td>
<td>Graduation</td>
</tr>
<tr>
<td>June 8, 2017</td>
<td>End of Quarter 4 and Semester 2</td>
</tr>
<tr>
<td>June 8, 2017</td>
<td>Last Day of School</td>
</tr>
</tbody>
</table>
School Schedule

**Traditional Class Schedule:** Students are required to attend onsite face-to-face instruction one day per week for four hours. Weekly attendance is based on this onsite component. Failure to attend this one day per week, four hour session will result in being marked absent for the week. Our weekly session schedule is as follows:

11th and 12th Grade Students:

8:00 am - 12:00 pm Monday through Friday
12:00 pm - 4:00 pm Monday through Friday*

9th and 10th Grade Students:

7:30 am - 11:30 am Monday through Friday
11:30 am - 3:30 pm Monday through Friday*

*There is no traditional school on Wednesday afternoons to accommodate our Wednesday Enrichment Program

**Enrichment Program:** Odyssey will be offering a number of enrichment courses on Wednesday and Friday afternoons. These courses will include opportunities for credit recovery, advanced placement course discussions, face-to-face physical education and a number of other opportunities. A full schedule of the program options is available from our front office or the high school counselors.

**Student Learning Center (SLC):** Odyssey offers a drop-in lab opportunity for students who desire additional academic support or who are looking for college/career information. Students who are coming to the SLC for additional face-to-face instruction are required to remain in class for a two hour block of time and adhere to all classroom rules. It is recommended that students not stay longer than four hours unless they have made specific arrangements with Odyssey staff.

Students must check in at the front office prior to attending the SLC and receive a pass. Please note: additional instruction will not count as your weekly attendance.

The SLC is open five days per week from 7:30am-4:00pm.
Odyssey Charter High School Faculty & Staff

ADMINISTRATORS
Mr. Tim Lorenz……………………………………………………………………………………….Superintendent of Schools
Mr. Rob Carter………………………………………………………………………………………Principal 9-12
Ms. Jayceine Gilmour……………………………………………………………………………….Assistant Principal 9-12
Ms. Shelli Guthrie……………………………………………………………………………………Executive Director for Operations
Ms. Nancy Herrod……………………………………………………………………………………Director of Federal Programs
Ms. Andrea Noonoo…………………………………………………………………………………..Curriculum and Professional Development Coordinator

COUNSELORS – Students are assigned by last name
Ms. Suzanne Miller………………………………………………………………………………….Guidance Counselor (A-De)
Mr. Kenneth Michnal………………………………………………………………………………Guidance Counselor (Df-Le)
Mr. Robert Smyth…………………………………………………………………………………..Guidance Counselor (Lf-Ra)
Ms. Kelly Johnson…………………………………………………………………………………..Guidance Counselor (Rb-Z)

FACULTY
Dr. Cathy Abrams…………………………………………………………………………………..Science
Mr. Mark Azevedo…………………………………………………………………………………..Social Studies
Mr. Monsef Benohoud……………………………………………………………………………..Spanish
Ms. Devon Bolliger………………………………………………………………………………….Special Education Teacher
Ms. Laura Bowers…………………………………………………………………………………..Social Studies
Mr. Tim Daley…………………………………………………………………………………….Special Education Teacher
Ms. Melanie Dunlop………………………………………………………………………………….Social Studies
Ms. Jenifer Fitzgerald…………………………………………………………………………….Math
Mr. Michael Fitzgerald…………………………………………………………………………….Social Studies
Mr. William Fitzgerald……………………………………………………………………………Science / Math
Ms. Mindy Geihs…………………………………………………………………………………..English
Mr. John Gilmour…………………………………………………………………………………..English
Ms. Gina Giordano…………………………………………………………………………………English
Ms. Alison Gray…………………………………………………………………………………..English
Ms. Meagan Haaksma……………………………………………………………………………Special Education Teacher
Ms. Carmen Johnson…………………………………………………………………………….English
Mr. Robert Kelly…………………………………………………………………………………..English
Mr. Matt Ladwig…………………………………………………………………………………..Technology
Ms. Carol Lommen………………………………………………………………………………..English
Mr. James Mack…………………………………………………………………………………..Social Studies/Technology
Dr. Kimberly McClain………………………………………………………………………….Student Intervention Specialist
Ms. Janet Mecomber………………………………………………………………………………Special Education Teacher
Mr. Milan O’Hala…………………………………………………………………………………..Science
Ms. Traci Palacios…………………………………………………………………………………..English
Mr. Joe Panico…………………………………………………………………………………..Science
Ms. Barbara Pratt…………………………………………………………………………………..Math
Mr. Michael Privett………………………………………………………………………………..Science
Mr. Brad Query…………………………………………………………………………………..Physical Education
Mr. Daniel Reese…………………………………………………………………………………..Math
Mr. Casey Roden…………………………………………………………………………………..Math
Mr. Rick Rouse…………………………………………………………………………………..Special Education Teacher
Mr. Chris Ryan…………………………………………………………………………………..Social Studies
Mr. Richard Schmiesing…………………………………………………………………………Math
Mr. Kevin Smoot…………………………………………………………………………………..Physical Education
Mr. Dexter Soule…………………………………………………………………………………..Math
Mr. Scott Spigelmyer……………………………………………………………………………..Social Studies
Ms. Jess Sporich…………………………………………………………………………………..English
Mr. Mark Storm…………………………………………………………………………………..Special Education Teacher
Ms. Vijean Thompson……………………………………………………………………………Math
Mr. John Turner…………………………………………………………………………………..Math
Odyssey Charter High School Faculty & Staff

**RELATED SERVICE PERSONNEL AND SUPPORT STAFF**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Shane Bloebaum</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Lynn Dickton</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Ms. Kelly Gutierrez</td>
<td>Social Worker</td>
</tr>
<tr>
<td>Mr. Chris Kelly</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Candice Kelsey</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Teresa King</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Joann Melton</td>
<td>HS Clerk</td>
</tr>
<tr>
<td>Ms. Laurie Olsen</td>
<td>HS Administrative Assistant</td>
</tr>
<tr>
<td>Ms. Molly Patterson</td>
<td>HS Clerk</td>
</tr>
<tr>
<td>Ms. Teresa Price</td>
<td>Registrar</td>
</tr>
<tr>
<td>Mr. Sam Ramnarine</td>
<td>Reception Clerk</td>
</tr>
<tr>
<td>Ms. Stacey Rogers</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Emily Rouse</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Erin Romero</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Ms. Lauren Turner</td>
<td>Classroom Aide</td>
</tr>
<tr>
<td>Ms. Mary Wieser</td>
<td>HS Special Education Facilitator</td>
</tr>
</tbody>
</table>
Graduation Requirements

Students at Odyssey Charter High School are required to enroll in a minimum of six credits per school year.

Graduation Requirements:

- **21st Century Course of Study**  
  *(Freshman Class of 2006-2007 and beyond*)
  - 1 Credit of U.S. Government
  - 1 Credit of U.S. History
  - 1 Credit of World History
  - 4 Credits of English
  - 4 Credits of Math
    *(Including Algebra II*)
  - 3 Credits of Science
    *(Including Biology)*
  - ½ Credit of Health/Wellness
  - 2 Credits of Physical Education
  - ½ Credit of Computer Applications
  - 5½ Credits of Electives

**22 ½ Credits for Graduation**

Please note that by **not completing** the 21st Century Course of Study a student **will not** be eligible for the Millennium Scholarship and will not meet the core requirements for UNLV and UNR admissions.

All Odyssey Charter High School students **will be scheduled** to meet the 21st Century Course of Study. If you would like to exempt your child from the 21st Century Course of Study a meeting with the school administration is required.

**Post-Secondary Education**
Requirements for graduation may not be the same as college or Technical school entrance requirements. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program. Note: Foreign Language study is recommended at the high school level and required by some colleges for admission.

**Report Cards and Unsatisfactory Progress Notices**
Report Cards are mailed to parents/guardians at the end of each quarter. Parents will also be notified at mid-quarter if their student is at risk of failing individual classes (D or lower).

*Please note: In order to support these academic requirements, students that are receiving failing grades may be require to report to the school for extra days in the Student Learning Center.*
Odyssey Charter High School Grading Policy

Odyssey Charter High School uses these grades for basic skill subjects, showing accomplishment relative to state standards:

A    Excellent Achievement  
B    Above Average Achievement  
C    Average Achievement  
D    Below Average Achievement  
F    Failure to Meet Acceptable Standard of Achievement

Repeating a Course Agreement

OCS (High School students and 9th grade students that received a C or below in 8th grade Algebra Honors only) provides students in the fall semester of each school year the opportunity to repeat courses with the acknowledgement that no additional credits will be granted for the repeated course and the higher grade earned will be recorded in the course history and on the transcript. The lower grade will be replaced with a repeated course notation.
Odyssey Testing Program

Students want to graduate and move on past high school. To receive a **standard diploma** a student must meet all of the requirements established by the school and the state of Nevada. One of these requirements is participation in six exams; Four End of Course exams, the ACT, and the Science Proficiency exam.

Odyssey Charter School 9th and 10th grade students also participate in the ACT Aspire exam to prepare them for the ACT during their junior year.

Signing up for testing is easy. It is done through a link on Moodle. Information concerning required exams will be provided to students and parents as the exam dates approach.

**Required Exams:**

**ACT aspire: (9th & 10th grade)** This exam is taken on the computer. It is a pre-ACT meant to prepare the 9th and 10th grade student for the ACT which is given to 11th grade students. Information provided by the results from the Aspire should be used to ready a student for the ACT. (site based testing)

**WIDA: (9th-12th grade)** This exam is taken on the computer. Students that have been identified as LEP (Limited English Proficient) will be required to complete a four part exam beginning in January to March. (federal/state testing)

**ACT exam: (11th grade)** Exam is taken on the computer. Students are required to participate in this exam in February 2017. Students that failed to attend must take the exam senior year during this same time. Plan on arriving at testing location by 7:30am (state testing)

**Science proficiency exam: (10th grade)** This exam is a paper exam. Students were required to participate in this exam. There are 60 questions. (state testing)

**End of course exams (9th-12th grade)** These exams are taken on the computer. Students who entered high school as the class of 2019 (no matter when he/she graduates) must pass all four to earn a standard diploma. These exams have taken the place of the proficiency exams. (state testing)

Questions? Please view the testing website at: www.odysseyk12.org/testing

**2016-2017 Testing Schedule (subject to change):**

- ACT Aspire: October 31st - November 4th, 2016
- WIDA: Student School Day: Jan 23 - March 24th, 2017
- ACT: Feb 28th - March 8th, 2017
- Science Proficiency: 10th grade students begins April 25th, 2017
- End of Course Exams: May 1st-5th, 2017
Counseling Department

The guidance function is delivered through the following services:

**Placement:** Students are required to take courses to meet graduation requirements and to qualify for jobs and post-secondary institutions. Placement involves assistance to each individual in selecting appropriate curriculum, schools, or training programs.

**Individual Analysis:** The individual analysis service aims to enhance understanding of the individual and to improve the quality of decisions made by parents, teachers, counselors, administrators, and the learners themselves.

**Counseling Service:** Counseling is designed to help each individual set goals and establish a post-secondary plan. This will be achieved through an awareness of each individual's strengths, weaknesses, knowledge, skills, feelings, and values. In addition, the counseling service provides consultations with parents, teachers, and administrators.

**Follow Up:** School follow-up is designed to provide information on how students’ goals may change. This may take the form of a 1-year or 5-year follow-up conducted by a questionnaire through the mail or by telephone. Graduates who come back to Odyssey Charter High School to share their experiences also provide helpful follow-up information.

**Schedule Changes**

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be encouraged during the time course selections are made. However a transcript from the student's previous school will be used as the guide for class selection. Incorrect or incomplete transcripts may result in your student being improperly placed. Schedule changes during the first ten school days of each semester are granted based on the established school procedures. Schedule changes may be made after the eighteen day of a semester if the student is inappropriately placed at a specific academic level. The change may only be made within the same discipline. Changes will be made for the following reasons:

1. A required course for graduation is failed during the current year
2. A course is taken during summer school, or
3. Exceptional circumstances exist

In the case of exceptional circumstances the student requesting the change and his/her parent/guardian will need to meet with the Counselor and/or Administrative staff to discuss the requested change.
Title I

Title I of the Elementary and Secondary Education Act (ESEA) provides financial assistance to Odyssey Charter Schools K-12 to help ensure that all students meet state academic standards. Title I is federally funded with a goal of ensuring high quality instruction for every child.

Odyssey Charter Schools K-12 became a Title I school beginning with the 2013-2014 school year. Through these funds we are able to partially fund a Literacy Specialist, fund K-12 literacy software for literacy instruction, offer Pass That Class for MS and HS, and have some of our paperwork to go home translated.

Additional information can be accessed on our website at odysseyk12.org

If you would like to discuss Title I further, please contact Nancy Herrod, Director of Federal Programs. nherrod@odysseyk12.org

Title I Hope

The Title I Homeless Outreach Program for Education works to remove barriers for homeless and unaccompanied students to enroll in school and achieve educational success. As part of the Title I HOPE program students can get access to school supplies, food, clothing and transportation assistance. The following living situations may qualify a student for services:

- Living in a car, park, or on the street
- Living in a shelter
- Living in a weekly hotel due to economic hardship
- Living with friends or family due to economic hardship
- Unaccompanied Youth (not in the physical custody of the parent)

If you feel that your family qualifies for Title I HOPE services based on your living situation and you are interested in learning more about possible services please stop by the School Social Worker’s office before leaving orientation today.

High school contact information:

Kelly Gutierrez, LSW, School Social Worker, kgutierrez@odysseyk12.org
CODE OF HONOR
Nevada Department of Education

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one’s honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

**What is cheating?**
Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

**What is plagiarism?**
Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person’s works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else’s work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person’s artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work
All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one’s life.

*Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child’s school administration and/or the school district.*
Acceptable Use Policy

Odyssey Charter School is a community of educators, students, and their families committed to individual achievement through innovative instruction and guidance, both direct and on-line.

Prior to receiving access to Odyssey Charter School’s network resources, students, parents, and educators must read the Acceptable Use Policy and submit a completed Network Access Form to the appropriate administrator or designee.

ACCEPTABLE USE POLICY (AUP)
The purpose of Odyssey Charter School’s (OCS) computer network resources is to be certain that the school’s staff, students and families have appropriate and productive communications with electronic communities around the world. This policy includes all e-mail and Internet services and all Internet service providers such as AOL, EarthLink, etc., when used in association with OCS. The electronic resources provided by OCS can only be used to promote the purpose, mission, and goals of the school. These resources are provided to facilitate access to information and resources, promote educational excellence, and enhance communication between OCS and the community. The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the user, but may also contain material that is objectionable. OCS filters web sites believed to be inappropriate for students. However, OCS cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and/or guardian(s) must consider this in allowing their children access to the Internet either at school or at home.

TERMS AND CONDITIONS
A. Access to District Network Resources
1. Staff, students, and members of the community may be given access to OCS’ computer network resources. This access, including account and password, must not be shared, assigned, or transferred to another individual.
2. Access to OCS’ computer network resources may be suspended or terminated if terms and conditions of this AUP are violated. Prior to a termination of access to OCS’ computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with the Executive Director within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the Executive Director denies the appeal.
3. Each student must have a signed Network Access Form before access is granted to OCS’ computer network resources. Upon entrance to OCS, a student must have a completed Network Access Form signed by the legal parent and/or guardian.

B. System Security
1. Computer users may not run applications or files that create a security risk to OCS’ computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.

2. Any user reasonably deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to OCS’ computer network resources.

3. Users should immediately notify a teacher or school administrator if they believe that someone has obtained unauthorized access to their private account.

C. Respecting Resource Limits

1. Staff, students, and community members will not use the school’s technology services to post chain letters or engage in spamming. Spamming is sending messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.

D. Illegal Activities

1. OCS cooperates fully with local, state, or federal officials in any investigation related to illegal activities.

2. It is prohibited to utilize OCS’ technology services to sell or purchase goods and services without prior approval of the appropriate administrator.

3. Attempting to gain unauthorized access to OCS’ network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person’s account or accessing another person’s files.

4. Vandalism will result in cancellation of privileges to OCS’ computer network resources and may result in suspension from school. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.

5. It is prohibited to use OCS’ computer network resources with the intent of denying others access to the system.

6. Advertising will be permitted on OCS’ computer network resources only with the prior approval of the appropriate administrator.

E. Intellectual Property (Copyright)

1. No copyrighted material is to be placed on OCS’ computer network resources without written permission from the copyright owner.

2. All users of OCS’ network resources must agree not to submit, publish, or display any type of material that violates this AUP.

F. Language

1. Polite and appropriate language is expected at all times.

2. Abusive messages are prohibited.

3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose, or logical consequence, of interfering with a user’s educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of intent to harass. If told by a person to stop sending messages, the sender must stop.
G. Liability
1. OCS does not warrant the functions or services performed by OCS’ computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services, and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
3. Any software available from OCS’ network resources is not guaranteed as to suitability, legality, or performance by OCS.
4. Staff, students, and community members agree to indemnify and hold harmless Odyssey Charter School for any liability arising out of any violation of this AUP.

H. Electronic Mail and Real-Time Conferencing
1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by OCS, local, state, or federal officials. Electronic mail is not private. As with written communication, users should recognize there is no expectation of privacy for electronic mail.
2. Users are expected to remove e-mail messages in a timely manner.
3. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.
4. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. If student work is identified, only the first name, grade, and school should be listed. Private information may not be posted about another person.
5. A cancelled account will not retain electronic mail.
6. The system administrators reserve the right to terminate access to OCS’ computer network resources if this AUP is violated while using real time chat features, including video conferencing.
Internet Safety

Follow these 10 tips to instill a safe Internet routine at home.

1. Excite your student with the positive side of cyberspace and the ease of information. They can learn anything and everything: the Internet is not just You Tube, social media, and homework.

2. Manage your browser settings, allowing you to choose what content is viewable to your child.

3. Discuss the dangers of predators on the Internet with your student, as well as the danger of putting persona information on the Internet.

4. Discuss a set of rules for use of the Internet, which may include asking permission before using the computer, a time limit of usage, off limits times of day, sharing passwords, etc.

5. Discuss the threat of viruses and clicking on things if they are unsure or unfamiliar.

6. Talk to your student about Internet usage when at other houses or away from home.

7. Remember that the danger is not just on your PC, laptop and tablet. The Internet is at their fingertips – on their phone or yours!

8. Check your student’s Internet history often. If you don’t know what something is, click on it.

9. Always be aware of your student’s involvement, access and behavior on social media outlets as well as email. Discuss things to talk about in the future and now. Discuss the permanency of things on the Internet and how you can’t take it back, legal issues, pictures, etc.

10. Encourage conversation with your student if they have a questions or concern about something they saw on the Internet.
Attendance
Attendance is critical in achieving academic success. Academic achievement is dependent on a student’s participation in their courses at home, on-line, and on campus. Attendance at school is mandatory. Students enrolled at Odyssey Charter School (OCS) are required to attend their assigned class on campus one day a week for 4 hours. Each time your student attends his/her 4 hour class he/she earns 5 days worth of attendance or is considered present for the week. Subsequently, each time your student is absent he/she earns 5 days worth of absences or is considered absent for the week. Therefore, students and parents must understand the importance of consistent attendance. Here are some guidelines, definitions, and frequently asked questions to help you understand OCS’ attendance policies/procedures and state attendance mandates.

**IMPORTANT:**
- It is mandatory that your student attend his/her four (4) hour class on his/her assigned day once a week.
- Each time your student is absent he/she is considered absent for the entire week.
- Students may be absent 2 times a semester, or 10 days. (OCS is a program of distance education. Therefore 1 day equals 5.)
- You must notify the office, in writing, each time your student is absent.
- Written notification for the absence must be received by the office within 3 days of the absence. (Example- If your student is assigned to attend on Monday and misses school, notification must be received by Thursday at 4:00 pm.)
- Written notification can be brought to the office in person, faxed (312-3260), emailed (absent@odysseyk12.org), or sent via US mail (2251 S. Jones Blvd, Las Vegas, 89146).
- If written notification is received within 3 days the absence will be excused.
- Students can only have 2 absences per semester. After 2 absences a doctor’s note is required for any further excused absences.
- Each time your student is absent you will receive an automated phone call from the attendance office.
- Absences that are not excused properly are considered unexcused. This means the student is truant from school.
- All unexcused absences will result in truancy. (See the steps for truancy below.)
- After 4 unexcused absences the student is declared a habitual truant.
- All habitual truants are reported to the Attendance Team and a citation may be issued by the Las Vegas Police Department or the parent may be reported for Educational Neglect.
- OCS has the right to withdraw any student that has excessive or inconsistent attendance.
- Students with chronic illness/conditions/pregnancy who miss more than 2 days in a semester may only be excused with medical documentation; may be subject to administrative approval.
Odyssey Charter High School
Excused Absence Notification Form

<table>
<thead>
<tr>
<th>Student’s First and Last Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Absence</td>
<td>Date of Absence</td>
</tr>
</tbody>
</table>

Reason For Absence (Please provide a brief explanation for the absence(s))


Parent/Guardian Name (Please Print)  Parent/Guardian Signature
TRUANCY POLICY

Truancy #1
✓ An automated phone call is made to the home. This is to alert the parent that their child was absent from school.
✓ A truancy letter is mailed to the home. Parents still have the right to send written notification to the office within 3 days. If written notification is sent to the office and received within 3 days the parent can disregard the letter and the absence will be excused.

Truancy #2
✓ An automated phone call is made to the home. This is to alert the parent that their child was absent from school.
✓ A truancy letter is mailed to the home. Parents still have the right to send written notification to the office within 3 days. If written notification is sent to the office and received within 3 days the parent can disregard the letter and the absence will be excused.

Truancy #3
✓ An automated phone call is made to the home. This is to alert the parent that their child was absent from school.
✓ A truancy letter is mailed to the home along with notification of RPC. A representative from OCS will call to schedule a mandatory meeting with the Attendance Team (AT).
✓ If the parent and student do not attend the RPC meeting the student may be withdrawn or temporarily locked out of Moodle.
✓ A specific plan will be developed for the student with the parent and members of the Attendance Team to prevent further absenteeism.

Truancy #4- Habitual Truant
✓ As defined in the Nevada Revised Statutes the student is deemed a habitual truant.
✓ An automated phone call is made to the home. This is to alert the parent that their child was absent from school.
✓ Habitual truants may be withdrawn or reported for educational neglect.
✓ A truancy letter is mailed to the home.

TARDY POLICY

Students are expected to arrive on time and remain on campus in their designated classroom during the entire 4 hour block session. Students who arrive late must report to the High School front desk. A late pass will be issued to the student for entry to class. It is understood there may be circumstances that may occasionally prevent a student from being on time. However, chronic tardiness will not be accepted.

- FIRST TARDY-Student will be given a verbal warning. A late pass will be issued and the student will sent to class.
- SECOND TARDY-Student will be given a verbal warning, a late pass will be issued and the student will be admitted to class.
- THIRD TARDY-Student will be required to wait in the lobby for a meeting with an administrator or an administrative designee for a meeting. After the meeting the student will be issued a pass and sent to class.
- FOURTH TARDY-The student will be required to have a mandatory meeting with an administrator and their parent. This meeting will be scheduled by the administrative office.
FREQUENTLY ASKED QUESTIONS

What if my child has a scheduled appointment during their class time and needs to miss school?
Parent/guardians are encouraged to schedule appointment on non-class time. If a student has a scheduled medical/dental or any other appointment that absolutely cannot be rescheduled, prior approval from administration will be required. An excused absence form can be downloaded from the OCS website or obtained in the high school office. If the student already has 2 absences approval will not be given, unless there are extensive health issues. Odyssey reserves the right to request a note from the medical doctor in regards to class days missed for doctor’s appointments.

What if my child drives, can he/she sign out of school early?
Students will not be dismissed from school early. If there is an extreme emergency the parent/guardian must contact the school office and permission to release the student must be granted by an administrator.

What happens if my child becomes sick at school?
If a student becomes sick at school they are to see the school nurse. If it is necessary for the student to leave school because of the illness a parent/guardian must come to the school office and check the student out. (Proper ID will be required). Students will not be released without approval from the school nurse.

What if my child has 2 absences and needs to miss another day of school?
Unless there are extensive health issues or the child truly is too ill to attend school the third absence will be considered truancy. If it is a medical emergency or there is health issues provide a note from a medical doctor to the office. At any time that the administrators at OCS feel that this allowance is being abused they reserve the right to count the absence as truancy or request a meeting and further documentation.

Can my child make up a missed class day on another day?
Students are allowed 3 make-up days per semester. Make-up days need to be arranged prior to the absence. Make-up days can only be arranged with the Attendance Monitor. Students must check in at the front desk when coming to school for their make-up day. The student must sit in his/her assigned class on their make-up day. If a make-up day is arranged it cannot be re-scheduled.
MAKE-UP DAY POLICY

Odyssey High School Make Up Day Policy:

- When there is an absence, Odyssey Charter School expects students to make-up their absence if at all possible. Students must make up their day BEFORE their next scheduled attendance day.

- A make-up day must be arranged by completing the form on our webpage, by phone, or in person in advance through the high school office.

- Each student may use no more than 4 (four) makeup days per semester.

- Students that drop in to campus for a make-up day without making arrangements in advance may be sent to the Student Learning Center to work. In such cases, the absence will not be cleared. It remains unexcused.

- Most important: Stop at the Attendance Window to sign in and get your make-up day slip before attending class on your make up day!

Schedule a make-up day through our website www.odysseyk12.org/hs-attendance or by calling 702-257-0578 x 5537
NEVADA REVISED STATUTES REGARDING ATTENDANCE

School Attendance (392.040)
1. Unless otherwise provided by law, each parent or guardian having control or charge of any child between the ages of 7 and 18 shall send the child to school during all the time the school is in session.
2. A child who is 17 years of age but not yet 18 who is enrolled in a school is subject to the truancy provisions of the NRS as listed below.
3.

Denial of Credit (392.122)
The Nevada Revised Statute (392.122) provide that corrective steps and or sanctions be applied when a student does not attend school. Secondary students who exceed ten (10) unapproved absences (one absence equals five), (two absences equals ten) in any course during the semester shall receive a failing grade and will not earn semester credit for that course. If extenuating circumstances exist, an appeal of this regulation can be made by the parent to the principal.

Student Absences and Truancy (392.130)
1. Excused/approved Absence – If an emergency exists or if the pupil is physically or mentally unable to attend school, the parent or legal guardian or the person having control or charge of the pupil shall notify the High School office staff of the absence within 3 days.
2. Unexcused/unapproved Absences – An absence that has not been approved shall be deemed an unapproved absence. In the case of an unapproved absence a notice of truancy will be delivered to the parent, legal guardian or other person having control or charge of the child.
3.

Definition of Habitual Truant (392.140) (1)
Any child who has been declared truant three or more times within one school year must be declared a habitual truant.

Reporting of Habitual Truants (392.144)
If a pupil is a habitual truant, the principal of the school shall report the pupil to the Educational Services for investigation and issuance of a citation.

Failure to Comply by Parent or Guardian (392.210)
Any parent or guardian or other person who has control or charge of any child and to whom notice has been given of the child’s truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the child’s subsequent truancy within that school year, is guilty of a misdemeanor.
Student Related Policies
Student Related Policies
(Please see Appendix 1 for specific infractions and their consequences)

Dress and Grooming: Good personal appearance is conducive to a positive learning atmosphere. It is each student’s responsibility to come to school clean and properly dressed. Apparel must meet with health and safety codes, be in good repair, and be considered appropriate for the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis.

The following provides a general guideline for appropriate student dress:

- Shirts must cover the student’s shoulders as well as meet the top of the student’s bottom garment (pants, shorts, skirts).
- Shirts must cover the student’s front and back. Shirts with shoulder straps must be as wide as three fingers.

The following provides a general guideline for inappropriate student dress:

- Clothing that carries derogatory connotations and is obscene or suggestive is prohibited, as is clothing which advertises alcohol or tobacco products.
- Clothing that is unnecessarily distracting to the learning environment.
  (Example: cut-up jeans, low cut shirts, no shoes, mesh shirts with no undergarments, "half shirts", tank tops, hats on in the building, "overly short" shorts or under garments worn as outer garments.)

Student Parking and Parking Permit: All students who are driving themselves to school and parking on campus must follow all appropriate state and local laws, school policies, as well as staff directions. Vehicles must be parked in designated student parking spots.

Student parking on campus is a privilege that can be revoked if a student does not comply with all applicable traffic laws, does not follow the directions of staff, or behaves in an unsafe manner.

Please note: All cars parked on campus are subject to a search at the discretion of school administration.

Visitors: All visitors must check in with the front office and receive a badge to be worn while on campus. Students are not allowed to bring visitors to the classrooms.

Use or Possessions of Tobacco: Any student smoking or in possession of tobacco products (including e-cigarettes) on school property during school hours or at any school activity shall be subject to the following:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Warning</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Contact parent</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Contact parent and set parent conference prior to student’s return</td>
</tr>
<tr>
<td>Fourth Offense</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>
Drugs, Alcohol, and Behavioral Incidences at School or School Activities:
Students are prohibited from engaging in the unlawful possession, selling, or dispersing of a controlled substance or alcoholic beverage on school property or at a school sponsored event. Students are also prohibited from being on school property or at a school sponsored event in an intoxicated state or under the influence of any mind-altering substance. Violators will be suspended from school, parents and proper authorities, including police or parole officer, will be notified. A parent/student/administrator conference will be held to determine further course of action. Students possessing, consuming, or selling imitation or look-alike substances will be subject to the same.

Conduct that Constitutes Grounds for Short-or Long-Term Suspension, Expulsion, or Reassignment:
School officials have the authority to discipline students by exclusion, suspension, or expulsion. In addition, in the case of a clear and present danger to the student or to other students, emergency procedures may be followed. For the purpose of this section, the terms shall have the following meanings:

- **Emergency Exclusion:** Immediate exclusion if the student presents a clear threat to self or others.
- **Short Term Suspension:** Up to and including five school days.
- **Long Term Suspension:** More than five school days, but less than 20 school days.
- **Limited Expulsion:** Removal of the student from classes for a period of more than 20 days.
- **Expulsion:** Removal of the student from school with the loss of credits.

The following conduct constitutes grounds for any of the above:
- Use of violence, force, coercion, threat, intimidation, or similar conduct that constitutes interference with school purposes.
- Willful damage to private or school property, stealing of substantial value, or repeated damage or theft of small value.
- Causing or attempting to cause physical injury to a school employee or student.
- Threatening or intimidating a student with the intent of obtaining money or other valuables from the student.
- Possession, handling, or transmitting any object or materials generally considered a weapon.
- Unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
- Engaging in any other activity that constitutes a danger to other students or interferes with school purposes.
- Repeated violations of any established school rule.

**Profanity:** Profanity is not an acceptable manner of expressing oneself at Odyssey Charter School.
**Insubordination:** Failure to respond appropriately to any reasonable request by a staff member will result in disciplinary action.

**Police Visitation/Use by School:** It is the philosophy and belief of the administration at Odyssey Charter School that the responsibility for dealing with student discipline violation rests with the school. Thus, every effort will be made to deal with issues in-house, according to the policies and procedures established by the school. However, the police will be called to initiate arrest and prosecution proceedings when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the school, or when security of persons or property appears to be in jeopardy.

**Fighting:** Physical or verbal fights are prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or to a school employee. The school insists that students seek the assistance of teachers, counselors, and administrators to resolve conflicts. Students who engage in fighting will be suspended out of school and a parent/student/administrator conference will be held prior to the student’s return to school. Multiple instances of fighting will result in expulsion.

**Student Activities/Policies:** The school follows certain policies concerning student activities. These policies are:

- Dances and other activities will be supervised by Odyssey Charter School staff members.
- Once students enter the activity, they are not able to leave until the event commences.
- If student leaves the school activity they are not allowed to return.
- Written permission for non-enrolled students must be obtained from the administration of Odyssey Charter School for all school sponsored activities. The Odyssey Charter School student must obtain the appropriate forms from the high school office, complete as appropriate and secure administrator’s permission by obtaining their signature prior to bringing any non-enrolled student to a school sponsored event.

**Hazing or Intimidation:** Odyssey Charter School does not approve of hazing or intimidation on or off school property and will cooperate with parents if they wish to bring legal action against those who did the hazing or intimidation. Anyone caught hazing or intimidating another student on school property will be subject to suspension or expulsion.

**Money and Valuables:** Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

**Lost and Found:** The lost and found department is located in the main office. If you have any lost articles or lose anything, check with the receptionist.
**Messages from Home/Employer:** Parents should feel free to call the school concerning any matter dealing with their young adult and the school. Only in emergency situations will students be called from classrooms to answer a telephone call and only messages from parents will be delivered to students.

**Student Telephones:** A student telephone is located inside the school office.

**Cell phones:** Cell phones must be turned off and kept out of sight while on campus. If a cell phone is activated or is visible during class, the cell phone may be confiscated by the teacher. The cell phone may be given to an administrator. The administrator may require a parent conference to return the phone.

**Posters and Announcements:** Any posters or announcements to be displayed on the Odyssey Charter School campus must be approved by an administrator.

**Fire Drills:** The signal for a fire drill is the sounding of a shrill fire horn. Your cooperation is needed in order to clear the building as efficiently and safely as possible.

**Withdrawals and Transfers:** Students who withdraw from school or whose families are moving outside the school district must contact the office manager to receive the proper forms and information necessary to complete an accurate withdrawal process. All withdrawals must be completed in the office prior to the student transferring to another school or state. Students must also inform the office of where they will be attending upon leaving Odyssey. According the Nevada Revised statutes students 7 to 17 must be enrolled in school. Odyssey will give each student up to ten days to re-enroll. If a student has not re-enrolled within ten days Odyssey may report the student as truant.

**Pupil Information/Change of Address:** If your street address or telephone number changes at any time during the school year, please notify the office immediately. It is very important to keep records up to date and also to be able to contact a parent/guardian in the case of an emergency. The student information change form can be downloaded from the OCS website or obtained in the high school office. Parents please note student information will not be release over the telephone.

**Inoculation of Students:** Up-to-date medical information is required. You must have records indicating that your child has had, or has started the following series of immunizations (NRS 392.435). Students cannot attend school if this requirement is not met.
- Four DPT shots
- Three polio shots doses
- Two MMR shots
- For 7th grade entry: TDaP (Bordetella pertussis). One (1) dose, required if at least five years have elapsed since the last injection of diphtheris/tetanus/whooping cough injection.
Students new to Nevada schools, whether entering school for the first time, or transferring from another state, also require the following series of immunizations (NRS 392.435.

- Two Hepatitis A shots
- Three Hepatitis B shots
- Two chickenpox (Varicella): second shot is required if the first shot was given after the age of 13. If the child has had chicken pox, Varicella is not required.

**Immunization exemptions:** Medical and religious exemptions are accepted. Medical exemptions require a letter from a licensed health care provider. For religious exemption, the parent/guardian must write a letter stating the religious objection.
Parental Responsibilities and Expectations
Parents play a critical role in student success at Odyssey Charter High School. Given that Odyssey students complete a majority of their school work from home, a strong partnership between the student, the parents, and the school insure positive progress. To this end, we provide this information to help parents understand what is expected of them when they enroll their student(s) at Odyssey Charter High School.

**Academic Expectations of Parents:**

- Parents will ensure that during the school week while off campus, students log onto and engage in the instructional course work in the online instructional environment a minimum of twenty (20) hours per week or until online assignments are completed. This time engaged in online instruction is *in addition* to instructional course work completed during the once a week, required on-campus, face-to-face instruction.
- It is the sole responsibility of the parent to ensure the student logs into and engages in his or her instructional courses during the school week when off campus.
- It is the responsibility of the parent to communicate daily with the student concerning their school work, review assignments, and provide appropriate assistance.
- Parent will ensure that students are brought into the school’s Student Learning Center (SLC) for instructional support when or if a student is having difficulty understanding a lesson or completing an assignment in the online instructional environment. This SLC support is supplemental to core online instruction and on-campus face-to-face instruction.
- If the student is not logging onto and engaging in the instructional course work in the online instructional environment while off campus, or if the student is not coming into the SLC for additional assistance as needed, Odyssey Charter Schools will attempt the following intervention: Council with the student, attempt parent contact, and require the parent to come into the school for an academic required parent conference. If these interventions do not change the described inactions, Odyssey Charter Schools has the right to withdraw the student for excessive or inconsistent attendance.

**Attendance Expectations of Parents:**

- The parent will insure that the student attends their weekly assigned on-campus instructional session. In rare cases where a student cannot attend their assigned session, parents are responsible for contacting the school and arranging a make-up session as described in the Attendance section of this handbook.
- There are two types of attendance monitored by Odyssey Charter Schools - on-campus class attendance during the assigned on-campus day and daily
attendance in the online instructional environment. Both of these components are equally important.

- If the student is not regularly attending their assigned weekly on-campus session or is not regularly logging in to the online instructional environment while off campus, Odyssey Charter Schools has the right to withdraw the student for excessive or inconsistent attendance both in the on-campus face-to-face class and the online instructional environment.

- Parents are responsible for arranging transportation to and from Odyssey for the assigned weekly instruction session and for additional face-to-face support in the SLC. Middle and High School students may ride the city RTC bus system. There are bus stops near the school and bus passes will be supplied to students who demonstrate financial need.

Parent Code of Conduct:

- Parents are expected to interact with all members of the Odyssey community (students, staff, other parents) with respect and courtesy at all times.

- Parents are expected to follow the Odyssey Standard of Conduct (see below) while on campus or interacting with the Odyssey community.

- Failure to meet these expectations will result in an administrative conference and may result in the ultimate withdrawal of the student from Odyssey Charter School.

Additional Information for Parents:

- Because students are on campus for half days, there are no lunches or food services provided at Odyssey. Students are welcome to bring light snacks to school provided they clean up after themselves and the snacks do not become a distraction to the learning environment.

- In the event a student must leave early from school, a parent or guardian must come to the attendance office to pick up their child. For the protection of each student, any adult who requests to take a child out of school will be asked to show identification and sign the child out. That adult’s name must be on the child’s school record or the child cannot be released.
Standard of Conduct

For a complete copy of the Odyssey HS Progressive Discipline Plan, see Appendix 1

Discipline should never be confused with punishment. The goal of discipline is a self-disciplined individual with a mature attitude and socially acceptable standard of conduct. Discipline policies within Odyssey Charter School shall be enforced by the general guidelines describing clearly the various administrative actions which will be taken for violations of the law and standard of school behavior. The maximum administrative actions are expulsion and exclusion. The list of minimum actions does not imply or require that a step-by-step progression of increasing severity be employed by the administration in dealing with a violation. However, there shall be a logical relationship between the severity of the offense and the administrative action.

The format of this section lists only the mandatory minimum discipline action for each violation that may occur during the school day:

- **ASSAULT:** Assault is a violent act causing bodily harm or intentional inflicting of or attempting to inflict bodily harm upon another.
  MINIMUM ACTION: Mandatory, immediate notification of police; notification of parent; suspension; in-school monitoring upon return.

- **POSSESSION OF A DANGEROUS WEAPON:** Dangerous weapon means any firearm, whether loaded or not, or any weapon capable of causing great bodily harm.
  MINIMUM ACTION: Expulsion, immediate notification of police; notification of parents

- **FIGHTING:** Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
  MINIMUM ACTION: Suspension of both parties; parent notification; conference upon return.

- **HARASSMENT:** Participating in, or conspiring with others to engage in, harassing acts that injure, degrade, or disgrace other individuals.
  MINIMUM ACTION: Students’ conference.

- **INTERFERENCE/OBSTRUCTION:** Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.
  MINIMUM ACTION: Suspension, notification of parents; conference upon return.

- **SEXUAL HARASSMENT:** Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
  MINIMUM ACTION: Suspension; parent notification; conference upon return.
• VERBAL ABUSE: Disrespectful language and/or threatening language.
MINIMUM ACTION: Suspension; notification of parents; conference upon return.

• FALSE FIRE ALARMS: The giving of a false alarm of fire or the tampering or interference with any fire alarm system.
MINIMUM ACTION: Mandatory notification of fire and police department; notification of parent; suspension; parent conference upon return.

• THEFT: The unauthorized taking of property of another.
MINIMUM ACTION: Suspension; notification of parents; possible notification of police; restitution; parent conference upon return.

• ROBBERY/EXTORTION: The obtaining of property from another when his/her consent was induced by a use of force.
MINIMUM ACTION: Notification of police; notification of parent; suspension; parent conference upon return.

• WILLFUL DAMAGE OF SCHOOL PROPERTY: The willful cutting, defacing or otherwise injuring in any way any property, real or personal, belonging to the school.
MINIMUM ACTION: Suspension; parent conference upon return; restitution of damages.

• WILLFUL DISOBEDIENCE: Refusal to follow school rules and regulations.
MINIMUM ACTION: Student conference and/or suspension.

• DEFIANCE OF AUTHORITY: Refusal to follow a legal direction/order given by a staff member.
MINIMUM ACTION: Suspension; parent conference upon return.

• DISRUPTIVE BEHAVIOR: Action that interferes with teachers’ being able to teach and students’ being able to learn.
MINIMUM ACTION: Student conference; notification of parent.

• RECORD AND IDENTIFICATION FALSIFICATION: The falsification of signatures or data and/or the refusal, when requested to do so by a staff member, to give proper identification or the giving of false identification.
MINIMUM ACTION: Suspension; parent conference upon return.

• TRUANCY: Truancy is defined in our attendance policy.
MINIMUM ACTION: Parent notification; student conference.

• CHRONIC TRUANCY: Chronic truancy is defined in our attendance policy.
MINIMUM ACTION: Loss of credit.

- **CHRONIC AND UNEXCUSED TARDINESS:** Chronic tardiness is defined in our attendance policy.
  MINIMUM ACTION: Possible loss of credit; parent conference.

- **IMPROPER STUDENT ATTIRE:** Manner of dress or personal grooming that causes interference in the education of self and fellow classmates.
  MINIMUM ACTION: Student conference.

- **GAMBLING:** The play of a game of chance for stakes.
  MINIMUM ACTION: Student conference, notification of parents.

- **DISORDERLY CONDUCT:** Engaging in offensive, obscene, or abusive language or boisterous and noisy conduct intending to arouse alarm, anger, or resentment of others.
  MINIMUM ACTION: Suspension, notification of parent, parent conference prior to return.

- **DANGEROUS DRUGS/CONTROLLED SUBSTANCE:** Possession, sale, distribution, use, or being under the influence of an illegal drug or controlled substance on school premises or at school-sponsored activities.
  MINIMUM ACTION: Suspension, notification of parent, parent conference prior to return.

- **ALCOHOL:** Possession, sale, distribution, use, or being under the influence of alcohol on school premises or at school-sponsored activities.
  MINIMUM ACTION: Suspension, notification of parent, parent conference prior to return.

- **TOBACCO:** Possession or use of any tobacco product (including e-cigarettes) on school premises or at school-sponsored activities.
  MINIMUM ACTION: Conference, notification of parent, parent conference prior to return.

- **BULLYING AND CYBER BULLYING:** Written, verbal or electronic expressions or physical acts or gestures directed at a person or group of persons with the intent to harm or defame.
  MINIMUM ACTION: Parent Notification, Student Conference

- **CHEATING/PLAGIARISM:** Representing another person’s works or ideas as your own without giving credit to the proper source and submitting it for any purpose, or providing another person with your work for submittal under their name.
  MINIMUM ACTION: Parent Notification, Student Conference, Loss of Grade
Rights and Responsibilities

We’ve Got a Right!
Rights and Responsibilities

Statement of Rights and Responsibilities
Odyssey High Schools recognizes the following:

- The primary intent of society in establishing the public schools is to provide an opportunity for learning;
- The students have full rights of citizenship as delineated in the United States Constitution and its amendments;
- Citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law; and
- Education is one of these citizenship rights. The liberty of the individual must be thus far limited: the student must not infringe upon the rights of others to an education.

Definitions of Rights and Responsibilities
Students at Odyssey Charter School have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

This handbook presents the rights and responsibilities of the students in the Odyssey Charter School. It has been written by the school administration and approved by the board of directors.

Right to Freedom from Discrimination Based on Race, Creed, National Origin, Sex, or Physical Handicap
It is the policy of the Odyssey Charter High School to comply with the constitutional right that no person shall be denied the benefits of an educational program on the basis of race, creed, national origin, sex, or physical handicap.

If you have a complaint in this regard, please notify Mr. Tim Lorenz, Superintendent of Schools, Odyssey Charter School.
ANTI-BULLYING

Bullying and Cyber-bullying: Bullying is defined as “a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress. Cyber-bullying is bullying through the use of electronic communication.

Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, eye rolls, rude comments and sending nasty messages on a cell phone, internet or website.

OCS is committed to providing all students and employees with a safe and respectful learning environment in which persons of different beliefs, characteristics, and backgrounds can realize their full academic and personal potential. This type behavior may result in suspension/expulsion. See our website for additional information. Please refer to the Anti-Bullying Pledge that is signed upon enrollment.

SAFE AND RESPECTFUL LEARNING ENVIRONMENT: BULLYING AND CYBERBULLYING

I. Definitions

A. Definition of Bullying

1. Under NRS 388.122, “bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

   a. Have the effect of:

      (1) Physically harming a person or damaging the property of a person; or

      (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or

   b. Interfere with the rights of a person by:

      (1) Creating an intimidating or hostile educational environment for the person; or

      (2) Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of putdowns or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person;

b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;

c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures;

d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;

e. Blackmail, extortion, or demands for protection money or involuntary loans or donations;

f. Blocking access to any property or facility of a school;

g. Stalking; and

h. Physically harmful contact with or injury to another person or is or her property.
B. Under NRS 388.123, “cyberbullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

C. Under NRS 388.124, “electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or any similar means of communication.

D. A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:

1. For a first violation is considered a child in need of supervision, as that term is used in Title 5 the NRS.

2. For a second or subsequent violation, commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

III. Reporting of Bullying and Cyberbullying

A. Students

It is the policy of Odyssey Charter Schools to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the Nevada Department of Education Website under the Bully Free Zone that allows individuals to anonymously report unlawful activities. However, students should be aware that the Website may not be monitored after school hours, or during weekends and holidays.
Nevada Revised Statutes (NRS) Appendix

NRS 392.040  Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement of certain children.

1. Except as otherwise provided by law, each parent, custodial parent, guardian or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides unless the child has graduated from high school.

NRS 392.122  Minimum attendance requirements; school district authorized to exempt medical absences from requirements; notice and opportunity for parent to review absences before credit or promotion is denied; information to parents concerning duty to comply.

1. The board of trustees of each school district shall prescribe a minimum number of days that a pupil who is subject to compulsory attendance and enrolled in a school in the district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. The board of trustees of a school district may adopt a policy prescribing a minimum number of days that a pupil who is enrolled in kindergarten or first grade in the school district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade.

2. For the purposes of this section, the days on which a pupil is not in attendance because the pupil is absent for up to 10 days within 1 school year with the approval of the teacher or principal of the school pursuant to NRS 392.130, must be credited towards the required days of attendance if the pupil has completed course-work requirements. If the board of trustees of a school district has adopted a policy pursuant to subsection 5, the 10-day limitation on absences does not apply to absences that are excused pursuant to that policy.

3. Except as otherwise provided in subsection 5, before a pupil is denied credit or promotion to the next higher grade for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the pupil is enrolled or his designee shall provide written notice of the intended denial to the parent or legal guardian of the pupil. The notice must include a statement indicating that the pupil and his parent or legal guardian may request a review of the absences of the pupil upon which the intended denial of credit or promotion is based. After the review, the principal or his designee shall credit towards the required days of attendance each day of absence for which:

(a) There is evidence or a written affirmation by the parent or legal guardian of the pupil that the pupil was physically or mentally unable to attend school on the day of the absence; and

(b) The pupil has completed course-work requirements.
4. A pupil and his parent or legal guardian may appeal a decision of a principal or
his designee pursuant to subsection 3 to the board of trustees of the school district
in which the pupil is enrolled.

5. The board of trustees of a school district may adopt a policy to exempt pupils
who are physically or mentally unable to attend school from the limitations on
absences set forth in subsection 1. If a board of trustees adopts a policy pursuant to
this subsection:
   (a) A pupil who receives an exemption pursuant to this subsection is not exempt
       from the minimum number of days of attendance prescribed pursuant to subsection
       1.
   (b) The days on which a pupil is physically or mentally unable to attend school
       must be credited towards the required days of attendance if the pupil has completed
       course-work requirements.
   (c) The procedure for review of absences set forth in subsection 3 does not apply
to days on which the pupil is absent because the pupil is physically or mentally
       unable to attend school.

6. A school shall inform the parents or legal guardian of each pupil who is
enrolled in the school that the parents or legal guardian and the pupil are required
to comply with the provisions governing the attendance and truancy of pupils set
forth in NRS 392.040 to 392.160, inclusive, and any other rules concerning
attendance and truancy adopted by the board of trustees of the school district.

**NRS 392.130 Conditions under which pupil deemed truant; approval
required for absence; notice of unapproved absence to parent; applicability.**

1. Within the meaning of this chapter, a pupil shall be deemed a truant who is
absent from school without the written approval of his teacher or the principal of
the school, unless the pupil is physically or mentally unable to attend school. The
teacher or principal shall give his written approval for a pupil to be absent if an
emergency exists or upon the request of a parent or legal guardian of the pupil.
Before a pupil may attend or otherwise participate in school activities outside the
classroom during regular classroom hours, he must receive the approval of the
teacher or principal.

2. An unapproved absence for at least one period, or the equivalent of one period
for the school, of a school day may be deemed a truancy for the purposes of this
section.

3. If a pupil is physically or mentally unable to attend school, the parent or legal
guardian or other person having control or charge of the pupil shall notify the
teacher or principal of the school orally or in writing, in accordance with the policy
established by the board of trustees of the school district, within 3 days after the
pupil returns to school.

4. An absence which has not been approved pursuant to subsection 1 or 3 shall
be deemed an unapproved absence. In the event of an unapproved absence, the
teacher, attendance officer or other school official shall deliver or cause to be
delivered a written notice of truancy to the parent, legal guardian or other person
having control or charge of the child. The written notice must be delivered to the
parent, legal guardian or other person who has control of the child. The written
notice must inform the parents or legal guardian of such absences in a form
specified by the Department.
5. The provisions of this section apply to all pupils who are required to attend school pursuant to NRS 392.040.

6. As used in this section, “physically or mentally unable to attend” does not include a physical or mental condition for which a pupil is excused pursuant to NRS 392.050.


NRS 392.140 Conditions under which pupil declared habitual truant; applicability.

1. Any child who has been declared a truant three or more times within one school year must be declared a habitual truant.

2. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without the written:
   (a) Approval of his teacher or the principal of the school pursuant to subsection 1 of NRS 392.130; or
   (b) Notice of his parent or legal guardian or other person who has control or charge over the pupil pursuant to subsection 3 of NRS 392.130, may again be declared a habitual truant.

3. The provisions of this section apply to all pupils who are required to attend school pursuant to NRS 392.040.

NRS 392.144 Duties of school if pupil is truant; reporting of habitual truant to law enforcement or referral to advisory board.

1. If a pupil has one or more unapproved absences from school, the school in which the pupil is enrolled shall take reasonable actions designed, as applicable, to encourage, enable or convince the pupil to attend school.

2. If a pupil is a habitual truant pursuant to NRS 392.140, the principal of the school shall:
   (a) Report the pupil to a school police officer or to the local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with NRS 392.149; or
   (b) If the parent or legal guardian of a pupil has signed a written consent pursuant to subsection 4, submit a written referral of the pupil to the advisory board to review school attendance in the county in accordance with NRS 392.146.

3. The board of trustees of each school district shall adopt criteria to determine whether the principal of a school shall report a pupil to a school police officer or law enforcement agency pursuant to paragraph (a) of subsection 2 or refer a pupil to an advisory board to review school attendance pursuant to paragraph (b) of subsection 4.

4. If the principal of a school makes an initial determination to submit a written referral of a pupil to the advisory board to review school attendance, the principal shall notify the parent or legal guardian of the pupil and request the parent or legal guardian to sign a written consent that authorizes the school and, if applicable, the school district to release the records of the pupil to the advisory board to the extent that such release is necessary for the advisory board to carry out its duties pursuant to NRS 392.146 and 392.147. The written consent must comply with the applicable requirements of 20 U.S.C. § 1232g(b) and 34 C.F.R. Part 99. If the parent or legal guardian refuses to sign the consent, the principal shall report the pupil to a school
police officer or to a local law enforcement agency pursuant to paragraph (a) of subsection 2.

(Added to NRS by 1999, 3452)

NRS 392.210 Penalty for failure of parent, guardian or custodian of child to prevent subsequent truancy; limitation for providers of foster care.

1. Except as otherwise provided in subsection 2, a parent, guardian or other person who has control or charge of any child and to whom notice has been given of the child’s truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the child’s subsequent truancy within that school year, is guilty of a misdemeanor.

2. A person who is licensed pursuant to NRS 424.030 to conduct a family foster home or group foster home is liable pursuant to subsection 1 for a child in his foster care only if the person has received notice of the truancy of the child as provided in NRS 392.130 and 392.140, and negligently fails to prevent the subsequent truancy of the child within that school year.

NRS 392.215 False statement concerning age or attendance; false birth certificate or record of attendance; refusal to furnish documents; penalty. Any parent, guardian or other person who, with intent to deceive under NRS 392.040 to 392.110, inclusive, or 392.130 to 392.165, inclusive:

1. Makes a false statement concerning the age or attendance at school;
2. Presents a false birth certificate or record of attendance at school; or
3. Refuses to furnish a suitable identifying document, record of attendance at school or proof of change of name, upon request by a local law enforcement agency conducting an investigation in response to notification pursuant to subsection 4 of NRS 392.165, of a child under 18 years of age who is under his control or charge, is guilty of a misdemeanor.

NRS 392.220 Penalty for abetting truancy; unlawful employment of child absent from school; visitation of place of employment by school officer or attendance clerk to verify compliance.

1. Any person, including, without limitation, a parent or legal guardian of a child, who knowingly induces or attempts to induce any child to be absent from school unlawfully, including, without limitation, requiring the child to provide care for a sibling while school is in session, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school, is guilty of a misdemeanor.

2. The attendance officer for the school district, an attendance clerk or any other school officer is empowered to visit any place or establishment where minor children are employed to ascertain whether the provisions of this title of NRS are complied with fully, and may demand from all employers of such children a list of children employed, with their names and ages.
Odyssey Charter School of Nevada
Disciplinary Procedures
2016-2017

Odyssey Charter Schools of Nevada has established the following discipline plan for the progressive discipline of pupils and on-site review of disciplinary decisions. The plan was developed with the input and participation of teachers, other educational personnel (counselors, strategists and specialists), support personnel, and the parents and guardians of pupils who are enrolled in the school. The plan has been developed in accordance with written rules of behavior prescribed in NRS 392.463 and NRS 392.4644.

It includes, without limitation, provisions designed to address the specific disciplinary needs and concerns of the school. The plan provides for the temporary removal of a pupil from a classroom in accordance with NRS 392.4645. The plan was reviewed and developed by the Discipline Committee. The plan was reviewed and revised by administration, teachers, other educational personnel, support staff personnel, and parents. The review and revisions were made continually and collaboratively as requested following discipline committee, administrative, and parent meetings. A copy of this plan is included in the student/parent handbook which is posted electronically on the school website for public inspection.

Odyssey Charter School of Nevada holds the following beliefs and policies concerning student disciplinary procedures.

❖ Consequences should be issued in a progressive manner after an investigation has been conducted.
❖ Search methods and investigatory techniques must comply with the appropriate OCS policies and regulations.
❖ Disciplinary action must be commensurate with the severity of the offense(s).
❖ A student’s academic and disciplinary chronology must be considered, except in the event of mandatory expulsion offenses as provided for in OCS policies and regulations.
❖ Referrals initiated by the supervising teacher require that the teacher follow the school’s progressive discipline plan.
❖ The principal is provided with discretion to administer in-school consequences and/or intervention, except for those mandatory expulsion offenses required by OCS policies and regulations.
❖ Such interventions may include, but are not limited to, the following: behavior contract, group and individualized counseling during or after suspension, RPC, intervention with social workers, parent conferences, and attendance notification.
❖ RPC-T means that either a student-administrator conference (in the case of a student who is 18 or older) or a parent-student-administrator conference will take place prior to the student’s return to campus. The student should be present whenever possible.
❖ RPC-A means that a student may continue to attend school until the meeting is held.
❖ AIP means Alternate Instructional Placement which can be either off-site in the online environment only or can be onsite with the direct supervision of a teacher, the school counselor, the school social worker or the school administrator. The AIP will not include the use of technology if the disciplinary issue has violated the Odyssey Charter School’s Acceptable Use Policy. Students who violate the OCS Acceptable Use Policy will access the curriculum offline until such time it is approved by the OCS Administration to return to the online educational setting.
❖ Every attempt must be made to contact a parent/guardian for each significant offense. Parents must be provided with written notification for all disciplinary actions.
❖ Administration must read and initial the trespassing warning on the Notice of Required Parent Conference and Notice of Suspension documents.
❖ Suspensions may be assigned at the discretion of the principal, up to a maximum of ten school days.
❖ Referrals of expulsion require formal due process.
❖ If the administrator believes a crime may have been committed, law enforcement must be notified. Records of police involvement must be requested and maintained. Any criminal action taken by law enforcement is separate, and not always parallel, to administrative action taken by the school.
❖ **For special education and 504 students,** IEP behavior plans and other modifications must be followed in accordance with state and federal law. Additionally, a manifestation determination and functional behavioral assessment must be conducted if the student’s behavior is, or will potentially, inhibit the student’s access to FAPE.
❖ Students disciplinary records must be reviewed regularly.
HABITUAL DISCIPLINARY PROBLEM CRITERIA

A student will be considered a Habitual Disciplinary Problem if written evidence documents that within one school year the student has:

1. Threatened or extorted, or attempted to threaten or extort, another student or school employee two or more times; or
2. Has a record of five suspensions for any reason, and
3. Has not entered into and participated in a behavior plan

A student who is declared a Habitual Disciplinary Problem (NRS 392.4655) will be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

Habitual Disciplinary Declaration

If two teachers of a pupil enrolled at Odyssey Charter School of Nevada request that the principal deem a student a Habitual Disciplinary Problem, the principal will meet with each teacher to review the student’s discipline record. If, after the review, the principal determines the student does not meet the criteria of a Habitual Disciplinary Problem, the teacher(s) submitting the request may appeal that determination to the Superintendent of Odyssey Charter Schools.

PROCEDURES FOR CRITERIA # 1

Odyssey Charter School of Nevada will process threats, extortion incidents, or any attempt thereof using existing bullying and expulsion procedures, however, in order to be considered Habitual Disciplinary Problem under current statute, the act of threatening or extorting, or attempting to threaten or extort, must have been documented at least twice during one school year. Habitual Disciplinary Problem language will be included in addition to identifying the infraction when preparing expulsion paperwork. Odyssey Charter School will provide a written notice seven days prior to declaring a student a Habitual Disciplinary Problem to the parent or legal guardian that contains:

1) A description of the act(s).
2) Dates on which the act(s) were committed.
3) An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal and the Superintendent of Odyssey Charter Schools.

A student who is determined to have documented infractions in the progression of those identified under statute relevant to Habitual
Disciplinary Problem may enter into a voluntary behavior plan designed to prevent the student from being deemed a Habitual Disciplinary Problem and may include, without limitation:

1) A plan for graduating if the student is credit deficient and not likely to graduate according to schedule;
2) Information on alternative schools;
3) A voluntary agreement by the student and parent/guardian to attend counseling;
4) A voluntary agreement by the student and the parent/guardian for the student to attend summer school or Wednesday school.

If the student commits the same act for which the notice was provided after he/she enters into a plan of behavior, the student shall be deemed to have not successfully completed the plan of behavior and may be deemed a Habitual Disciplinary Problem.

HABITUAL DISCIPLINARY PROBLEM PROCEDURES FOR CRITERIA # 2

Following a student's fourth suspension, Odyssey Charter School of Nevada will provide written notice to the parent or legal guardian that contains:

1) Description of the act committed by the pupil.
2) Date the act was committed.
3) An explanation that if the student is suspended five times within one school year, the student will be deemed a Habitual Disciplinary Problem.
4) An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

If the referral is contested, due process will occur. The last level of appeal for these students is the Superintendent of Odyssey Charter Schools.

BEHAVIOR PLAN PRIOR TO DECLARATION

Before a student is deemed a Habitual Disciplinary Problem, if within one school year, a student is suspended one time for threatening or extortion, or attempting to threaten or extort, another student or school employee; or if the student has been suspended four times, a plan of behavior will be developed with the parent and student. A student may enter into one behavior plan per school year. The plan, without limitation, may include a voluntary agreement for:

1) A plan for graduating if the student is credit deficient and not likely to graduate according to schedule;
2) Information on alternative schools;
3) A voluntary agreement by the student and parent/guardian to attend counseling;
4) A voluntary agreement by the student and the parent/guardian for the student to attend summer school or Wednesday school.
If the student violates the conditions of the plan or commits the same act for which notice was provided (i.e. commits a second extortion or attempted extortion; or receives a fifth suspension) after he/she enters into a plan of behavior, the student shall be deemed a Habitual Disciplinary Problem.

The parent/legal guardian of a student who has entered into a plan of behavior may appeal the contents of the behavior plan to the Superintendent of Odyssey Charter Schools.

**DUE PROCESS NOTIFICATION**— Odyssey Charter School of Nevada will provide due process notification to each parent at least seven days before the school deems the student a Habitual Disciplinary Problem.

**STEPS TEACHERS MUST TAKE PRIOR TO AB 521 REFERRAL**

AB 521 is an option teachers have for a student who has engaged in behavior that seriously interferes with the ability of the teacher to teach and the other students to learn. Before a student's behavior reaches this level of severity, the teacher must attempt to correct the student's behavior through progressive discipline. According to AB 521, progressive discipline must be followed in the classroom before requesting that a student be temporarily removed. Teachers will complete the following interventions before submitting an AB 521 referral:

1. Conference with student.
2. Parent contact by phone.
3. If the student's family has no phone, a copy of the parent contact form must be mailed home.
4. Assign teacher detention.
5. Counselor referral.
6. Referral to school administrator for disruptive behavior.

These steps must be documented, and documentation must be submitted with an AB 521 referral.
Assembly Bill 521 (Temporary removal of student)

The Odyssey Charter School of Nevada Discipline Plan provides for the temporary removal of a student from a classroom if, in the judgment of the teacher, the student has engaged in behavior that seriously interferes with the ability of the teacher to teach the other students in the classroom and with the ability of the other students to learn.

Progressive Discipline will be followed within the classroom as explained, and may include such things as: verbal warning, parent contact, detention, counselor/school social worker referral, and administrative referral. If a student is removed by the teacher, the administrator will explain to the student the reason for the removal and the student will have an opportunity to respond. The administrator will contact the parent within 24 hours. A temporary, alternative placement (off-site in the online environment only OR be onsite with the direct supervision of a teacher, the school counselor, the school social worker or the school administrator) will be given to the student unless the student is suspended or expelled for disciplinary action.

A conference with the student, parent, administrator, and teacher will be held within three days of the incident. Since it was the teacher that ordered the removal of the student, not the administrator, during the conference, the teacher must provide a rationale of the reasons for the removal and the parent must be given an opportunity to respond. Upon completion of the conference, the administrator will recommend whether the student returns to the classroom or remains in alternative placement for additional time. If the administrator recommends that a student be returned to the classroom from which he/she was removed and the teacher who removed the student does not agree with the recommendation, the administrator shall continue with the temporary alternative placement and will immediately convene a meeting of the AB 521 Committee. The parent will be informed of the meeting.

The committee will convene to review temporary alternative placement. If the committee membership includes the teacher who removed the student, that teacher shall not participate in the deliberation on that case. The AB 521 Committee will review the circumstances of the student's removal and behavior. Based upon its review, the committee shall assess the best placement available for the student and shall, without limitation 1) Direct that the student be returned to the classroom from which he was removed; 2) Assign the student to another classroom; 3) Assign the student to continue in an alternative placement (AIP) 4) Recommend suspension or expulsion in accordance with NRS 392.46; or 5) Take any other appropriate disciplinary action that the committee deems necessary.

**AB521 Committee Members 2015-2016**

Sharon Rushforth - Administrative Chair
Joyce Cummings
Nancy Johnston
Kimberly McClain
Dexter Soule

Members of this committee were selected based on their diverse, educational backgrounds and willingness to volunteer their time.
SPECIAL EDUCATION STUDENTS --Assembly Bill 14

If a student has a disability and is participating in special education, the student may be suspended or expelled from school in the same manner as a student without a disability if the behavior is not a manifestation of his/her disability. Part B of the Individual With Disabilities Education Act (IDEA) and established disciplinary procedures will be met when declaring a special education student a Habitual Disciplinary Problem.

The Individuals with Disabilities Education Act, the Americans with Disabilities Act of 1990, Title V of the Rehabilitation Act of 1973, any other federal law applicable to children with disabilities, and the procedures adopted by Odyssey Charter Schools will be reviewed for students with disabilities and/or participating in special education pursuant to NRS 388.440 to 388.520 to be removed under AB 521.
## Odyssey Charter School of Nevada 2016-2017 Progressive Discipline Plan

The following list of consequences for the identified infraction serve as a guideline to the severity of the discipline issued for student misconduct. Every infraction will be investigated and appropriate consequences applied based on the severity of the action, the impact of the action on the educational community and the individuals within it, the behavioral history of the student, and any other relevant circumstances.

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
<th>FOURTH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Possession/Use</td>
<td>RPC-T/Possible SUS</td>
<td>RPC-T/ SUS</td>
<td>RPC-T/SUS/ Possible AIP/ Possible Expulsion</td>
<td>RPC-T/ SUS Pending Expulsion</td>
</tr>
<tr>
<td>(May Involve Police)</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
</tr>
<tr>
<td></td>
<td>School Counselor</td>
<td>School Counselor</td>
<td>School Counselor and/or School Social Worker</td>
<td>School Nurse</td>
</tr>
<tr>
<td></td>
<td>School Nurse</td>
<td>School Nurse</td>
<td>School Nurse</td>
<td>Enrollment in Drug/Alcohol Program</td>
</tr>
<tr>
<td></td>
<td>(Controlled Substance Under the Age-21)</td>
<td>Enrollment in Drug/Alcohol Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>RPC-T/ SUS Pending Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Involve Police)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault to Adult</td>
<td>RPC-T/ SUS Pending Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automobile Misuse</td>
<td>RPC - T</td>
<td>RPC-T/ SUS</td>
<td>RPC-T/SUS</td>
<td>RPC-T/ SUS Pending</td>
</tr>
<tr>
<td><strong>Battery - Student (Involve Police)</strong></td>
<td><strong>RPC-T/ SUS Pending Expulsion</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Battery - Employee (Involve Police)</strong></td>
<td><strong>RPC-T/ SUS Pending Expulsion</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bullying/Cyber Bullying</strong></td>
<td><strong>Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying</strong></td>
<td><strong>Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying</strong></td>
<td><strong>Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying</strong></td>
<td><strong>Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying</strong></td>
</tr>
<tr>
<td></td>
<td><strong>RPC-T/ Possible SUS</strong></td>
<td><strong>RPC-T/ SUS/ Possible AIP</strong></td>
<td><strong>RPC-T/ SUS/ AIP</strong></td>
<td><strong>RPC-T/ SUS/ AIP/ Possible Expulsion</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
</tr>
<tr>
<td><strong>Campus Disruption (May involve police)</strong></td>
<td><strong>RPC-T/ Possible SUS/ Possible Expulsion</strong></td>
<td><strong>RPC-T/ SUS/ Possible Expulsion</strong></td>
<td><strong>RPC-T/ SUS Pending Expulsion</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
<td></td>
<td><strong>Parent/Student Administrative Conference</strong></td>
</tr>
<tr>
<td><strong>Classroom Disruption (Minor)</strong></td>
<td><strong>Classroom Progressive Disc. Parent Contact - RPC-A</strong></td>
<td><strong>RPC-T</strong></td>
<td><strong>RPC-T</strong></td>
<td><strong>RPC-T</strong></td>
</tr>
<tr>
<td><strong>see last page</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Classroom Disruption (Major) | RPC-T | RPC-T/ Possible SUS
Parent/Student Administrative Conference | RPC-T/ SUS/ Possible AIP
Parent/Student Administrative Conference | RPC-T/ SUS/ Possible AIP
Parent/Student Administrative Conference |
| Computer Misconduct | Minor – RPC-A
Major-RPC-T/ Possible SUS/ Possible AIP
Parent/Student Administrative Conference | RPC-T/ SUS/ AIP/ Possible Expulsion
Parent/Student Administrative Conference | RPC-T/ SUS/ AIP / Possible Expulsion
Parent/Student Administrative Conference | Major-RPC-T/ SUS Pending Expulsion |
| Controlled Substance Use or Possession (May involve police) | RPC-T/ SUS
Parent/Student Administrative Conference
(Controlled Substance) | RPC-T/ SUS/ Possible Expulsion
Parent/Student Administrative Conference | RPC-T/SUS/Possible Expulsion
Parent/Student Administrative Conference | RPC-T/ SUS Pending Expulsion |
| Controlled Substance Sale and/or Distribution (Involve police) | RPC-T/ SUS Pending Expulsion | | | |
| Controlled Substance Paraphernalia | RPC-T/ Possible SUS
Parent/Student | RPC-T/ SUS/ Possible Expulsion | RPC-T/ SUS/ Possible Expulsion | RPC-T/ SUS Pending Expulsion |
<table>
<thead>
<tr>
<th>Disposition</th>
<th>Conference 1</th>
<th>Conference 2</th>
<th>Conference 3</th>
<th>Conference 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>(May involve police)</td>
<td>Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
</tr>
<tr>
<td>(Controlled Substance)</td>
<td>School Counselor</td>
<td>School Nurse</td>
<td>School Counselor and/or School Social Worker</td>
<td>School Nurse</td>
</tr>
<tr>
<td></td>
<td>School Nurse</td>
<td>Enrollment in Drug/Alcohol Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disorderly Conduct student profanity/ gestures towards students</td>
<td>RPC-T</td>
<td>RPC-T/ Possible Suspension</td>
<td>RPC-T/ SUS</td>
<td>RPC-T/ SUS/ Possible AIP</td>
</tr>
<tr>
<td></td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
</tr>
<tr>
<td>Distribution of Porn</td>
<td>RPC-T/ SUS/ Possible AIP/ Possible Expulsion</td>
<td>RPC-T /SUS Pending Expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parent/Student Administrative Conference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Counselor/Social Worker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behavior Contract/Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dress Code</td>
<td>RPC-A</td>
<td>RPC-T</td>
<td>RPC-T</td>
<td>RPC-T/ Possible SUS</td>
</tr>
<tr>
<td></td>
<td>Student/ Counselor Conference</td>
<td>Counselor/ Parent/ Student Conference - Phone call</td>
<td>Counselor/ Parent/ Student/ Administrative Conference</td>
<td>Parent/ Student/ Administrative Conference</td>
</tr>
<tr>
<td>Explosive Devices (Involve police)</td>
<td>RPC-T/ SUS Pending Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td>RPC-T/ Possible SUS</td>
<td>RPC-T/ SUS/ Possible AIP/ Possible Expulsion</td>
<td>RPC-T/ SUS/ AIP or SUS Pending Expulsion</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Fighting Physical and/or Physical and Verbal Altercation</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference Counselor and/or School Social Worker</td>
<td>Parent/Student Administrative Conference Counselor and/or School Social Worker</td>
<td></td>
</tr>
<tr>
<td>Fighting Verbal Altercation</td>
<td>RPC-A or RPC-T Conference with the School Counselor Possible Administrative Conference</td>
<td>RPC-T/ Possible SUS Parent/Student Administrative Conference Behavior Contract/Plan</td>
<td>RPC-T/ Possible SUS Parent/Student Administrative Conference Behavior Contract/Plan</td>
<td></td>
</tr>
<tr>
<td>Forgery (May Involve police)</td>
<td>RPC-A (Minor) RPC-T (Major) Parent/Student Administrative Conference</td>
<td>RPC-T/ Possible SUS/ Possible AIP Parent/Student Administrative Conference</td>
<td>RPC-T /SUS/ Possible AIP/ Possible Expulsion Parent/Student Administrative Conference</td>
<td></td>
</tr>
<tr>
<td>Gambling</td>
<td>RPC-T/ Possible SUS ($$ involved) Parent/Student Administrative Conference</td>
<td>RPC-T/ SUS Parent/Student Administrative Conference School Counselor</td>
<td>RPC-T/ SUS/ Possible AIP Parent/Student Administrative Conference Gambling Program/ Counseling</td>
<td></td>
</tr>
<tr>
<td>Gang (fighting)</td>
<td>RPC-T/ SUS/ Possible AIP Parent/Student Administrative Conference</td>
<td>SUS Pending EXP</td>
<td>RPC-T/ AIP or SUS Pending Expulsion Parent/Student Administrative Conference</td>
<td></td>
</tr>
<tr>
<td>Behavior Plan</td>
<td>Gang Activity (Involve police)</td>
<td>Habitual Disregard of School Rules</td>
<td>Harassment - Threats towards students</td>
<td>Immoral Conduct</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>RPC-T/ SUS/ Possible AIP</td>
<td>RPC-T</td>
<td>RPC-T/ Possible SUS</td>
<td>RPC-T/ SUS/ Possible Expulsion</td>
</tr>
<tr>
<td></td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student/Counselor Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
</tr>
<tr>
<td></td>
<td>Behavior Plan</td>
<td>Behavior Plan</td>
<td>Behavior Plan</td>
<td>Behavior Plan</td>
</tr>
<tr>
<td></td>
<td>SUS Pending EXP</td>
<td>RPC-T/ Possible SUS</td>
<td>RPC-T/ SUS/ Possible Expulsion</td>
<td>RPC-T/ SUS Pending Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent/Student/Counselor Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Behavior Plan</td>
<td>Behavior Plan</td>
<td>Behavior Plan</td>
</tr>
<tr>
<td>Insubordination/Willful Disobedience</td>
<td>Student/ Teacher/ Administrative Conference Possible Parent Contact - RPC-A or RPC-T</td>
<td>RPC-T/ Possible SUS Parent/Student Administrative Conference Behavior Contract/Plan</td>
<td>RPC-T/ SUS/ Possible AIP Parent/Student Administrative Conference</td>
<td>RPC-T/ SUS/ Possible AIP/ Possible Expulsion Parent/Student Administrative Conference</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Leaving Campus/Class without permission</td>
<td>Student/ Administrative Conference RPC-T - Notify parents by phone Class - Student/Teacher Conference Campus - Truancy Letter</td>
<td>RPC-T Parent/Student Administrative Conference Campus - Truancy Letter</td>
<td>RPC-T/ Possible SUS Parent/Student Administrative Conference Campus - Truancy Letter</td>
<td>RPC-T/ SUS / Possible AIP Campus - Truancy Letter</td>
</tr>
<tr>
<td>Nuisance Items (Minor)</td>
<td>Student Conference with Teacher and/or Counselor Request nuisance item, including cell phones, be turned off and out of sight Noncompliance-Student/ Administrative Conference</td>
<td>Student/ Administrative Conference Administrator confiscates nuisance item, including cell phone/portable communication device RPC-T - Notify parents by phone</td>
<td>RPC-T Student/ Parent/ Administrative Conference Administrator confiscates nuisance item, including cell phone/portable communication device Parent/guardian to pick up nuisance item</td>
<td>RPC-T Student/ Parent/ Administrative Conference Administrator confiscates nuisance item, including cell phone/portable communication device Parent/guardian to pick up nuisance item Behavior Contract/Plan</td>
</tr>
<tr>
<td>Portable Comm. Devices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nuisance Items (Major)</td>
<td>RPC-T Student/ Parent/ Administrative Conference</td>
<td>RPC-T Student/ Parent/ Administrative Conference</td>
<td>RPC-T/ SUS/ Possible AIP Parent/Student Administrative Conference</td>
<td>RPC-T/ SUS/ AIP Parent/Student Administrative Conference</td>
</tr>
<tr>
<td><strong>Possession of Stolen Property</strong> (under $500) (possible police involvement)</td>
<td>RPC-T/ Possible SUS/ Possible Expulsion</td>
<td>RPC-T/ SUS/ Possible AIP/ Possible Expulsion</td>
<td>RPC-T/ SUS Pending Expulsion</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Possession of a Weapon (non NRS) (may involve police)</td>
<td>RPC-T/ SUS/ Possible Expulsion</td>
<td>RPC-T/ SUS Pending Expulsion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of a Weapon (NRS) (Involve police)</td>
<td>RPC-T/ SUS Pending Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profanity towards Employee</td>
<td>RPC-T/ Possible SUS/ Possible AIP</td>
<td>RPC-T/ Possible SUS/ Possible AIP</td>
<td>RPC-T/ SUS/ Possible AIP</td>
<td></td>
</tr>
<tr>
<td>Robbery/Extortion (Involve Police)</td>
<td>RPC-T/ SUS/ Pending Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholastic Dishonesty</td>
<td>RPC-A/ Conference with Teacher/ Counselor</td>
<td>RPC-A/ Parent/ Student/ Teacher/ Counselor/ Administrative Conference</td>
<td>RPC-T/ Parent/ Student/ Teacher/ Counselor/ Administrative Conference</td>
<td></td>
</tr>
</tbody>
</table>

Confiscate Item until end of school year
Behavior Contract/Plan
Confiscate Item until end of school year

RPC-T/ Possible SUS/ Possible Expulsion
Parent/Student Administrative Conference
RPC-T/ SUS Pending Expulsion
Parent/Student Administrative Conference

RPC-T/ Possible SUS/ Possible AIP/ Possible Expulsion
Parent/Student Administrative Conference
RPC-T/ SUS/ Possible AIP
Parent/Student Administrative Conference

RPC-A/ Conference with Teacher/ Counselor
RPC-A/ Parent/ Student/ Teacher/ Counselor/ Administrative Conference
RPC-T
Parent/ Student/ Teacher/ Counselor/ Administrative Conference

Behavior Contract/Plan
Behavior Contract/Plan

15
<table>
<thead>
<tr>
<th>Category</th>
<th>RPC-T/SUS Pending Expulsion</th>
<th>RPC-T/SUS Possible AIP/ Possible Expulsion</th>
<th>RPC-T/SUS Possible AIP/ Possible Expulsion</th>
<th>RPC-T/SUS Pending Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>RPC-T/SUS Pending Expulsion</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
</tr>
<tr>
<td>(Involve police)</td>
<td>Parent/Student Administrative Conference</td>
<td>Conference Student/ Teacher/ Counselor/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
</tr>
<tr>
<td>Spraying Propellants</td>
<td>RPC-T/SUS Pending Expulsion</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
</tr>
<tr>
<td>(Tear gas, pepper spray, fire extinguisher)</td>
<td>Parent/Student Administrative Conference</td>
<td>Conference Student/ Teacher/ Counselor/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
</tr>
<tr>
<td>(May Involve Police)</td>
<td>Conference Student/ Staff</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist</td>
</tr>
<tr>
<td>Tardies</td>
<td>RPC-T/SUS</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
</tr>
<tr>
<td>(May Involve Police)</td>
<td>Parent/Student Administrative Conference</td>
<td>Conference Student/ Teacher/ Counselor/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
</tr>
<tr>
<td>Threats - Student</td>
<td>Conference Student/ Staff</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist</td>
</tr>
<tr>
<td>(May Involve Police)</td>
<td>RPC-T/SUS</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Possible AIP/ Possible Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
</tr>
<tr>
<td>Threats - Employee</td>
<td>Parent/Student Administrative Conference</td>
<td>Conference Student/ Teacher/ Counselor/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
</tr>
<tr>
<td>(May Involve Police)</td>
<td>Conference Student/ Staff</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Intervention Specialist</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist</td>
<td>RPC-A Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist</td>
</tr>
<tr>
<td>Theft</td>
<td>RPC-T/SUS Possible Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
<td>RPC-T/SUS Pending Expulsion</td>
</tr>
</tbody>
</table>
### (May Involve police)

<table>
<thead>
<tr>
<th>Expulsion</th>
<th>Parent/Student Administrative Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tobacco (Possession and/or Use)</strong></td>
<td></td>
</tr>
<tr>
<td>Conference with the counselor</td>
<td>RPC-T</td>
</tr>
<tr>
<td>Possible RPC-A</td>
<td>Student/ Counselor/ Parent/ Administrative Conference</td>
</tr>
<tr>
<td>Confiscate</td>
<td>RPC-T</td>
</tr>
<tr>
<td><strong>Truancy</strong></td>
<td>Phone call home from the OCS Office/Teacher of Record or Intervention Specialist</td>
</tr>
<tr>
<td>Follow Intervention</td>
<td>Follow Intervention</td>
</tr>
<tr>
<td>Notify DMV</td>
<td>Plan-Parent Involvement</td>
</tr>
<tr>
<td>Plan-Parent Involvement</td>
<td>Teacher</td>
</tr>
<tr>
<td>Teacher</td>
<td>Counselor</td>
</tr>
<tr>
<td>Counselor</td>
<td>Social Worker</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Intervention Specialist</td>
</tr>
<tr>
<td>Intervention Specialist</td>
<td></td>
</tr>
<tr>
<td><strong>Vandalism/Destruction or Defacing Property (May Involve Police)</strong></td>
<td>RPC-T/ SUS</td>
</tr>
<tr>
<td>Parent/Student Administrative Conference</td>
<td>Parent/Student Administrative Conference</td>
</tr>
</tbody>
</table>

### Minor Classroom Disruptions - Sample minor infractions may include but are not limited to:

- annoying fellow students
- being rude
- disrespectful behavior
- eating or drinking in class
● horse play
● making derogatory comments
● not following teacher directions
● not paying attention
● off task
● out of seat
● public display of affection
● running/playing around
● talking back
● talking loudly
● talking out of turn

**Major Classroom Disruptions - Sample major infractions may include but are not limited to:**
● defiance of school personnel
● disorderly conduct
● interference/obstruction with school personnel exercising assigned duties
● verbal abuse