



**2018/19**  
**Parent and Student Handbook**

**Working to shape wise, virtuous, and compassionate  
architects of repair in the world**

This Parent and Student Handbook explains aspects of Odyssey Leadership Academy and is designed to serve families in becoming familiar with our procedures, policies, and practices. It is each OLA family's responsibility to read, understand, and be familiar with the content herein.

# TABLE OF CONTENTS

## GENERAL INFORMATION

- Vision
- Mission
- Educational Philosophy
- Faculty—Mentors
- Portrait of an OLA Graduate
- Learning Expectations
- Governance
- Role of the Board of Directors
- Role of the Board of Advocates
- Non-Profit Organization

## ACADEMIC INFORMATION

- Nondiscrimination Policy
- Pedagogical Model
  - Assessments
- Academic Integrity
- Texts and Supplies
  - Admissions Requirements and Procedures
  - Grade Placement
  - Late Enrollment
  - Tuition and Fees
  - Financial Aid
  - Withdrawal and Model Change
  - Curriculum
  - Fall Break/Winter Break
  - Assessments
  - Graduation Requirements
  - Exploration Courses/Expeditions/Internships/Excursions
  - Odyssey Leadership Academy Fellowship

## Discipline Policies

- Absences
- Leaving School During Class Hours
- Discipline Philosophy
- Discipline Process
- School Uniforms
- Community Covenant

## Parent Responsibilities

- Academic Responsibility
- Financial Responsibility
- Digital Device Policy
- Daily Schedule/Drop-Off & Pick-Up Procedures
- Tardiness Policy
- Lunches and Snacks
- Contacting the School
- Conferences
- Volunteering
- Ongoing Communication

## Student Safety

- Guidelines for Divorced Parents
- Immunizations
- Illness or Accident
- Medication
- School Closings
- Student Protection Program
- Student Code of Conduct
- Bullying
- Drug and Alcohol Policy

## GENERAL INFORMATION

### Vision

The vision of **Odyssey Leadership Academy** is to serve families and our community by helping to reimagine the narrative of schooling as a means of human and communal flourishing.

### Mission

The mission of **Odyssey Leadership Academy** is to redeem the narrative of education by creating schools that focus on identity formation, virtue development, and the pursuit of compassion and wisdom through constructive mentoring relationships, transformative curriculum, and real-world experiences that help students grapple with what it means to be persons of innovation, transformation, and change in the world.

### Educational Philosophy

**Odyssey Leadership Academy** is a school where deep exploration goes hand-in-hand with high expectations; a school where students are encouraged to never stop asking questions; a school where students engage in high-concept, high-touch projects using real-world, real-time applications. We believe that the key to student success lies in offering an engaging curriculum that fosters a symbiotic integration of head, heart, and hands. At **Odyssey Leadership Academy**, students are immersed in the process of learning, exploring, discussing, designing, reflecting and refining. The vision for education at **Odyssey Leadership Academy** is that students will leave having not only mastered the disciplines, but, more importantly, learned to possess the ability to use good judgment, to live reverently, to make decisions with kindness and justice, and to live and lead from the inside out.

At **Odyssey Leadership Academy**, we believe that every life has a story and that every story matters. We shape our pedagogical vision around the practice of writing a better story with one's life. The stories our students live have the power to shape better communities, better institutions, and a better world. We believe in the idea that the right habits, practiced over and over, breed the right virtues and in turn shape a story that has value to one's self and the greater good. Our pedagogy is therefore shaped around the belief that a wise school helps its students form good habits, both intellectually and personally. We are a culture organized around centers of care: care for self, care for others, and care for ideas. We believe that the mark of a good school is to be found in its practices of wisdom, compassion and service to others.

## **Faculty—Mentors**

**Odyssey Leadership Academy** works hard to create an engaging, supportive, active community of vibrant professionals dedicated to becoming masters in their chosen craft. We seek to attract Mentors who understand that the best learning comes from the collective grappling with essential questions. Our Mentors understand that the type and quality of teaching we expect is difficult because it involves asking more questions, creating opportunities for deeper thinking, and working with each and every student to know what excellence in their work entails. It is the responsibility of **Odyssey Leadership Academy** to create the type of place that attracts the brightest and best in the teaching profession and then to work tirelessly to help them hone their craft. Our Mentors are expected to be highly read in their field, and they must show a continued pursuit of mastery in their subject area. **Odyssey Leadership Academy** also works hard to support each Mentor in his or her calling through a strong commitment to professional development. We believe in giving Mentors a voice in the shape and quality of the place in which they work, and value them as colleagues, peers, professionals, and innovators. As such, **Odyssey Leadership Academy** seeks to be a pioneer in the field of creative, innovative ideas in the field of teacher education.

## **Portrait of an OLA Graduate**

**Odyssey Leadership Academy** is a school that intentionally begins with the end in mind, believing that the students who walk out of our doors should be capable of deep thinking, collaborative problem solving, and virtuous living. They should be individuals full of curiosity, imagination, and initiative, capable of leading by influence and working toward the greater good. Our students will be ones who see opportunity in difficult problems to be solved, consistently use their minds to figure out solutions to unpredictable situations, operate in their dealings with others from a place of concern and genuine thoughtfulness, and who have mastered strong intellectual habits. Students at OLA are not prepared for the “real” world; instead, they are being shaped to help make a better world for us all. While aspirational in nature, the following portrait encompasses what we desire our graduates will be and manifest because of their time at OLA:

### *1) Our graduates live their lives with wisdom, virtue, and compassion*

They understand the difference between being smart and being wise, between being “right” and being virtuous, and between being self-indulgent and being compassionate. They seek to live wisely as persons full of virtue who act out of compassion.

*2) Our graduates are capable and willing of being architects of repair in the world*

They understand that the deep meaning of *vocation* is rooted in calling, lived out when their education, experience, intellect, talent, skills, and resources intersect with the world's great need (Buechner). They believe they are called to act and lead on behalf of the broken and marginalized. They stand up for truth and justice on behalf of those who cannot do so themselves. They seek, in whatever capacity they find themselves, to bring light to dark places.

*3) Our graduates live lives of integrity that bear much fruit*

They understand that a life of integrity is a life whose parts are integrated, with no hypocrisy. They cultivate deep roots in fertile soil that, over a lifetime of healthy living, bears much fruit (love, joy, peace, patience, kindness, gentleness, goodness, faithfulness, and self-control).

*4) Our graduates know how to learn and how to make sense of what they have learned.*

They truly desire to be lifelong learners, seeking new horizons of thought, experience, and exploration in a wide host of subjects. They continue asking questions and making connections, pushing back and verifying, grappling with truth, beauty, and goodness all the days of their lives. They are capable and willing of thinking deeply and well about the essential questions pertaining to the human condition and the human experience. They desire wisdom and seek to act wisely and virtuously, and employ thinking that is creative, imaginative, truthful, and bold.

*5) Our graduates think, act, and live counter-culturally, and, in so doing, act as makers of a better culture.*

They understand that “success” is defined not just by living, but by living well, and that living well comes from a life disciplined to wisdom, virtue, and compassion. They are willing to say “yes” to the things that proffer health, and “no” to the things that do not, even when the culture sways the other way. They are not afraid of engaging culture in order to be redeemers of culture. They are schooled in habits of virtue, avoid the dangers of vice, understand the proper ordering of the soul, and strive to bear witness to a way of life that proffers blessing to themselves, their family, community, city, country, and world.

## **Learning Expectations**

At **Odyssey Leadership Academy**, the learning space is viewed as sacred space; that is, it is a space into which we enter with reverence for each other, for the seriousness of the subjects discussed, for the places the conversations may take us (both painful and beautiful), and for the experiences of awe that come with discovering heretofore uncharted country. Therefore, OLA seeks to create intentional space for grappling with the deep issues pertaining to the human

condition and the human experience by asking students and faculty to respect the following rhythms:

*1) Avoid distractions and embrace reverence*

Because the learning space is a sacred space, we strive extraordinarily hard to create an environment where students can do their best thinking. To this end, we ask that students leave their smartphone, tablet, or laptop computer devices at home unless instructed otherwise by a professor. Teens, on average, spend approximately 7 ½ hours a day consuming “entertainment media.” This includes TV, Internet surfing, social media, and video games. Odyssey wants to create a learning environment where students can actually sit and *be*—with themselves, with their thoughts, with their peers, with their Mentors, and with the material—in order to promote personal growth, intellectual depth, and civic responsibility. Many teens in this generation lack the proper communication skills necessary to cultivating deep and valuable relationships in their lives. We believe that the magic of an Odyssey classroom occurs when students are deeply engaged with each other, the material, and their own curiosity; therefore, we desire to limit any outside distraction that might hinder this from happening. **To this end, Odyssey employs a no cell-phone, tablet, laptop, or smart device during the school day.** *If you must send your student with such a device, their Mentor will take it up at the beginning of the day and will return it once the Odyssey day is over. If you need to get in touch with your student, please feel free to call or text your Mentor, or the general Odyssey contact information.* Odyssey faculty reserves the right to introduce such devices, at their discretion, where it may benefit, and not hinder, the learning environment. **The School is not responsible for lost, stolen, or damaged electronic devices brought to school.**

*2) Learn to engage in civil discourse*

At Odyssey, we encourage pushback on ideas, so long as it is done in a respectful manner. One of the lost arts in public engagement is the art of civil discourse—learning how to disagree with another’s point of view without attacking them personally. At Odyssey, we want to help students learn how both to stand on their own position, as well as how to engage in discourse with others who hold completely opposing viewpoints. As a sacred space, the learning environment at Odyssey provides students with the opportunity to gain their own academic voice, and to hear the voice of the other in respectful, meaningful ways.

*3) Pursue meaningful work with excellence and integrity*

At Odyssey, students are asked to put forth their best work time and time again, believing that both the seriousness of the material and the passion of the student should intersect to create something of true merit and value. We do not give grades at OLA; instead, we ask students to discover, explore, and create artifacts of genuine beauty, dignity, integrity, and excellence that showcase their hard work, appreciation for learning, passion, and purpose. We anticipate that every artifact of learning takes time to develop into a thing of excellence; therefore, the role of the faculty is not to give it a grade, but to help the student pursue the work until all parties believe something of genuine truth, beauty, and goodness has been

achieved. This means that students can expect help through multiple revisions of a given work until a thing of true mastery has been achieved. The school does reserve the right to withhold credit from a given course if a student's work, throughout the duration of that course, does not reflect seriousness of purpose, excellence, and integrity.

#### *4) Come prepared to engage, deliberate, grapple, and grow.*

At Odyssey, we want to help usher students through difficult material, challenging conversations, and engaging experiences so that they may find true growth on the other side. At Odyssey, we do not shy away from the difficult or the demanding; instead, we seek to help students overcome obstacles, face fears, rise to challenges, and brave new adventures in order to gain their voice as leaders. We ask students to try new things, risk new ventures, and step out into new arenas in order to grow, knowing that they are in a safe place filled with people who care deeply about them. We ask parents and students to come to each new challenge (personal, relational, academic, or experiential) with an open mind and a heart willing to engage in growth.

### **Governance**

Our Administration consists of the Executive Director, Head of School, Academic Provost, Dean of Admissions, and the Chairs of the respective departments. The Executive Director, in consultation with the Head of School, is ultimately responsible for all faculty and staff, curriculum, and oversight of board-established policies and procedures.

All matters dealing with policy and curriculum should be addressed to the Head of School or specific Dean. Matters concerning classroom procedures and practices should be addressed to the classroom teacher, the Chair of that department, and then the Head of School or Academic Provost.

### **Role of the Board of Directors**

The role of the Board of Directors is to safeguard the vision and mission of the school. It does so in several ways, but the primary means is in hiring, overseeing, and advising the Executive Director, to whom all other staff report. The Board of Directors keeps the Executive Director accountable for the goals set for the school, which are set jointly. The Executive Director, and then Head of School, are responsible to hold staff, faculty, and parents accountable in their educational roles and commitments.

### **Role of the Board of Advocates**

The role of the Board of Advocates is to serve both as a support system to the vision and mission of the school, lending each member's specific expertise to the school, and as an advocate in the community for the school. The functions of the Board of Advocates



includes, but is not limited to: acting as an ambassador for the school in the community, sharing the vision and mission of the school with their relational networks, speaking into the vision and mission of the school, advocating on behalf of the school to potential patrons, donors, and partners. The Board of Advocates does not have voting powers.

## **Non-Profit Professional Organization**

**Odyssey Leadership Academy** is an independent, educational and charitable organization under the law of the state of Oklahoma. It is recognized by the IRS as a non-profit and has been issued a 501(c)(3) tax exempt status.

# **ACADEMIC INFORMATION**

## **Nondiscrimination Policy**

**Odyssey Leadership Academy** admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. **Odyssey Leadership Academy** does not discriminate on the basis of race, color, national or ethnic origin, gender, or handicap in the administration of our educational policies, admission policies, scholarship and loan programs, or other school-administered programs. (The school does, however, have a currently limited ability to accommodate disabilities; specific situations should be discussed with the appropriate administrator with respect to your child).

## **Pedagogical Model**

**Odyssey Leadership Academy** employs a learner-centered, team-taught, interdisciplinary, project-based curriculum that shapes a vision for education that blends the head, the heart, and the hands. **Odyssey Leadership Academy** intentionally seeks to keep the fire and passion of learners going throughout their educational career. Students work to discover, create, and dream from a variety of curricular disciplines, combining multiple subjects through our Exploration courses to produce an artifact assessed both on the merits of its educational value (what the students learned) and its excellence in terms of beauty, truth, and application to making the world a better place.

## **Assessments**

By working collaboratively in groups facilitated by OLA faculty instructors, students create something that demonstrates their new discovery and understandings to a real audience through presentations of learning that showcase a genuine confidence in their work. Revision and reflection are key components to successful learning, and students have the opportunity to question, improve, and rethink their work in their quest for wisdom and mastery. Assessment is both written and performance based. At OLA, we believe that writing is thinking; therefore, we ask students to wrestle with the subject matter through their own writing as a means of helping them develop their own voice as scholars and

experts. Students will also develop projects, solve problems, discuss reflections of their findings, and present them to their peers and the larger community during the **Celebrations of Learning** at the end of each unit.

## Academic Integrity

Essential to the success of **Odyssey Leadership Academy** is a commitment to the principles of academic integrity. Because we pursue wisdom and virtue as cardinal tenets of who we strive to be, we take academic dishonesty as a serious violation of that covenant, both to each other and to the material at hand. Activities that have the effect or intention of interfering with the education or fair evaluation of any student's performance are prohibited. Examples of such activities include, but are not limited to, the following:

*Cheating*—using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work.

*Plagiarism*—using the ideas or language of another person without specific or proper acknowledgment.

*Multiple submissions*—submitting for one course, without prior permission, any work submitted to fulfill the requirements of another course.

*Facilitating academic dishonesty*—knowingly helping or attempting to help another person violate any provision of these principles.

*Unfair advantage*—attempting to gain unauthorized advantage over fellow students in an academic exercise.

If a parent/student is unsure whether an action constitutes a violation of these principles, then it is that parent's/student's responsibility to consult with the instructor to clarify any ambiguities.

## Admissions Requirements and Procedures

Odyssey Leadership Academy admits students from families who desire a rigorous, engaging, hands-on, project-based, student-centered approach to education, support the school's educational approach, and agree to abide by the school's policies outlined in this Handbook. Students and families are required to apply to the school through the New Student Application, attend a campus tour, interview with the school's administration and/or faculty, and sign the Enrollment Agreement indicating they agree to abide by the policies laid out in this Handbook.

OLA's policy is to enroll students who are entering their sixth (6<sup>th</sup>) grade academic year. Exceptions to this policy where a family wishes to enroll a student entering his or her fifth (5<sup>th</sup>) grade year will be extremely rare, and subject entirely to the discretion of the Executive Director/Head of School and will be based upon the following criteria:

- Demonstrated reading, writing, and problem solving capabilities well above grade level
- Demonstrated critical thinking and synthesis skills
- Demonstrated maturity for the student's age in regards to social-emotional markers

## **Admissions Procedures**

All returning students should follow the re-enrollment process outlined on the school website. Returning students are given the opportunity to hold a spot for the upcoming school year before general enrollment opens to the public. A new student of a returning family may enroll during the re-enrollment period, but must follow the new student application and enrollment process outlined on the school website. All new families to the school will be asked to fill out a New Student Application, attend a campus tour, and attend a family interview. The school will work with each family to complete this process.

## **Texts and Supplies**

Curriculum for Odyssey students will be made available as much as possible, whenever possible. Common readings will be provided by Odyssey faculty, and the resources of the library will also be made available to students with a library card. However, students will be required to purchase or procure other texts and supplies pertaining to their own scholarship, projects, research, and papers.

## **Grade Placement**

At **Odyssey Leadership Academy**, we see students as human beings, rather than as numbers. To that end, placement at the school will be assessed based largely upon parental consultation, with an additional emphasis places on previous schoolwork, references by previous teachers or caregivers, and student maturity. The school reserves the right to recommend students for a placement at which it deems them most likely to succeed and to refuse admission or re-enrollment for reasons it deems sufficient.

## **Tuition and Fees**

Because tuition must fund as fully as possible classroom instruction and basic school administration, families are expected to either pay their tuition and fees in full and/or complete their profiles on FACTS prior to the start of a given academic year. Failure to make payments in a timely manner may result in the school sending any and all outstanding debts to collections for payment, may require the school to withhold said student's transcripts until monies are collected, and may, in extenuating circumstances, include the expulsion of the student from the school.

## **Late Enrollment**

Given the demanding and sequential nature of **Odyssey Leadership Academy's** curriculum, as well as the depth of Mentoring that takes place throughout the year, students applying for admission during a semester in progress are handled on an individual basis. Qualified candidates may enter after the start of the school year only with the approval of the Head of School. Late applicants must pay the appropriate fees and complete the admission process in a timely manner.

## Financial Aid

Available financial aid funding changes from year to year. Financial aid is designated by demonstrated need and merit.

## Withdrawal and Model Change

**Odyssey Leadership Academy** contracts for its facilities, faculty, and staff on an annualized basis. Any decision to withdraw either from the entire program or single Exploration Courses and/or Expeditions must be discussed first with the professor of that Course or instructor of that Expedition offering. In addition, the Executive Director and/or Head of School must be notified in writing of the reason and any necessary discussion had before the student is excused and withdrawn. ***If a student withdraws after the first day of school (what is typically considered the Summer Excursion) when the agreements go into effect, the parents are responsible for 50% of the tuition balance.*** All withdrawals from the school must be made in writing to the Executive Director.

## Curriculum

A complete listing of specific curriculum can be found on the school's website and will be sent to parents and students prior to the start of a given school year.

## Fall Break/Winter/Spring Break

During each respective semester, Fall and Spring, as well as over the winter holiday, a school-imposed break is established as a time to allow families and faculty to have some down time from the school routine. This time is given specifically for rest, retreat, and reconnecting with family and friends.

## Assessments

It is the firm commitment at **Odyssey Leadership Academy** to see students as human beings, not as numbers. Given the research on student development, internal/external motivation, and identity formation, motivators for student dropout, etc., **Odyssey Leadership Academy** does not give grades to students, believing instead that, when grades are removed, student learning, engagement, curiosity, and love of learning increase, as does the student-mentor relationship. Instead of giving grades, **Odyssey Leadership Academy** relies heavily on a portfolio that includes, but is not limited to, scholarly papers and independent and group projects that are presented before the faculty and community at the end of each course during our Celebrations of Learning—opportunities for students to showcase their work, research, creativity, ingenuity, and scholarship. Feedback is given to each student throughout the course of his/her academic work, allowing him/her to review, revise, and edit work until both faculty and student believes the work is reflective of the student's best effort at excellence, beauty, and integrity.

Rather than grades, **Odyssey Leadership Academy** utilizes narrative assessments that provide families with feedback both throughout a given course and throughout the student's academic year on the quality of work, the student's attitude, his/her capacity to engage in self-directed as well as group work, as well as any issues that need to be addressed, in order that both the family and the school may best determine each student's progress.

**Odyssey Leadership Academy *does reserve the right to refuse credit(s) to any student in a given Exploration course whose work does not reflect his/her highest, best, and most excellent effort.*** If a student does not receive credit(s) for a particular course, must retake the same course and/or an equivalent course to earn the credit(s) missed. Students whose work, over a period of time, both in given courses and in their overall portfolio of learning, reflects a lack of care, concern, discipline, integrity, and excellence may not receive enough credits to be considered a graduate and/or may, after documented consultation between faculty and family, be asked to leave the school.

## **Students with Learning Challenges**

**Odyssey Leadership Academy** is not able to admit students with severe learning disabilities. Students who can function independently in a classroom with limited modification can be considered for enrollment. It is the parent's responsibility to fully disclose all previous IEP, behavioral, and other classroom modification history from previous schools, as well as medical documentation of any diagnosed learning or behavior problems. During the enrollment process, parents and administration will discuss if enrollment is a fit for a particular student. The Head of School and/or the Executive Director has the right to refuse admission if it is determined that the student's needs are more than the **Odyssey Leadership Academy** teachers and staff can accommodate.

## **Graduation Requirements**

To graduate and receive a diploma from **Odyssey Leadership Academy**, a student must attend as a full-time student for a period of at least two full academic years in grades 11 and 12 and meet or exceed our Graduation Requirements. A full-time student is defined as taking at least four, eight-week units per academic year. A student entering **Odyssey Leadership Academy** in the senior year may apply for a waiver of the two-year requirement with evaluation based on the equivalence of previous education. Courses taken by a student transferring from another high school will be evaluated during the admissions process. **Odyssey Leadership Academy** reserves the right to make wise exceptions and substitutions at its own discretion. Each academic year must include one each of Exploration Courses from the disciplines of: English, History, Math, and Science.

# Explorations at OLA

## Pedagogical Model

The definition of *exploration* is "the action of traveling in or through an unfamiliar area in order to learn about it." At **Odyssey Leadership Academy**, we believe that each classroom period should be structured as a journey undertaken with one's peers for the given purpose of discovering, creating, and *exploring* new things. To that end, our courses are taught in eight-week themed units that allow students to dig deeper into a particular conversation and project.

**Exploration Courses** meet for eight-week units, allowing students the chance to go deep, pursue their own questions, and learn in community. Exploration courses are integrated both in terms of discipline and student age. Students enrolled in one Exploration course will be in that course, and that course alone, for the duration of the eight-week period. Students, along with input from their families and Mentors, may choose their own trajectory; however, each student *must* take equal sections of designated Math, Science, English, and History courses in a given academic year.

Each academic year at **Odyssey Leadership Academy** is broken into four, eight week, course offerings (similar to Colorado College's "Block Plan" <http://www.coloradocollege.edu/basics/blockplan/>) that meet from 9:30am--11:50pm every day, allowing students to dive deeply into one particular idea without being fragmented into 7 subjects throughout the day (it is highly encouraged and expected that the three hours are spent in a variety of ways: interactive conversation, lecture, small group work, outdoor exploration, reading time, workshops, acting, Harkness discussion, etc.). This provides students the chance to go deep, ask questions, pause for reflection, and cover more material in one unit than most traditional students would cover in a whole semester (if not year)! It allows students the opportunity to dig into one multidisciplinary field of inquiry every six weeks, giving them the time and space necessary to dream, imagine, create, and explore. Once a student chooses a particular course, the student is engaged in that course and that course alone for the duration of the course. It means he/she will miss out on the other options during that unit, but can take them if they come back up in the rotation.

# Expeditions at OLA

## Expedition Model

The definition of *expedition* is, "a journey or voyage undertaken by a group of people with a particular purpose." At **Odyssey Leadership Academy**, we believe that students should have the chance to hone their educational journey to augment their passions, interests, needs, and desires. In these afternoon elective courses, students have the chance to engage in a wide host of educational experiences! Typical Expedition offerings allow students the opportunity to create their own graphic

designs, bake cupcakes, learn Russian and Spanish, deliver powerful spoken word pieces, compose music, write creative fiction, build tables, work in urban gardens, earn karate belts, perform dance programs, debate original ideas, serve in the local community, and more! **Odyssey Expedition** sessions meet in the afternoons from 1:15--3:15pm.

## Excursions at OLA

**Odyssey Excursions** extend the learning beyond the school walls by offering each student unique experiences for travel, learning, service and leadership built into the school year.

**Odyssey Excursions** allow students to explore ideas in new contexts, gain a deeper awareness of themselves as global persons, understand the complexities of issues from a variety of viewpoints, discover qualities and capacities for engaging in pressing issues at the local, national and international level and learn the skills necessary to engage in the pressing issues of our day.

Every school year kicks off with an initial **Excursion** prior to the start of the school year in order to develop team-building, trust, and leadership skills. This year, Odyssey students will travel to Colorado to hike, rock climb, river-raft and spend time getting to know each other in the great outdoors! Each semester (fall and spring) the entire school will embark on two more excursions in either the local, national or international context.

*\*Please Note: The Excursion trips are required for all students to attend unless excused by the Head of School. Because we budget for faculty expenses for each Excursion based upon the full number of students attending OLA in a given year, the absence of any student from any given Excursion drives the costs up for everyone. Therefore, families will be responsible for making up the difference in faculty cost should their student not participate in an Excursion for any reason, except the most extreme cases (death in the family, extreme illness or accident, e.g.) excused by the Head of School.*



## Odyssey Leadership Academy Fellowship

**Odyssey Leadership Academy** is excited to announce that it will offer a uniquely intensive leadership experience for recently-graduated high school seniors designed to help them become key innovators, culture-makers, and agent of change in our community.

The **Odyssey Leadership Academy Fellowship** will introduce these “gap year” students to leaders in our city who are already walking out what it looks like to be wise, virtuous, and compassionate architects of repair in the world. It will provide these students with an opportunity to engage with leaders from a variety of spheres: business, non-profit, education, media, religion, government, politics, sports, etc. so that they can get a glimpse of what their own personal trajectory might hold. As an **OLA Fellow**, students will get to spend time with other, like-minded **Fellows** in small group work, independent studies projects, collective learning, **Fellowship** retreats, and Excursions as a means to learn what it looks like to be an architect of repair in our city.

The **Odyssey Leadership Academy Fellowship** is an intentional time for these graduated students to carve out the space to think through who they desire to be and to what they desire to give your life. It is a very deliberate year (or more) for students to give serious reflection to what the next stage of their life could hold.

## Internships

At **Odyssey Leadership Academy**, we believe students should have the opportunity to begin pursuing their own life’s work by spending time with real-world experts who can help guide and shape a student’s possible vocation. To that end, Odyssey provides students with the opportunity to serve as an intern in a variety of capacities around our city, learning from people and organizations we trust to be strong role models, mentors, and leaders in their given field of expertise.

Internships are by application only, after a student has gone through the **Service Leadership Expedition** and demonstrated the maturity, integrity, and trustworthiness required to represent him/herself, his/her family, and Odyssey. Students who desire to serve in an internship must complete an application, provided by the school, and be approved by the school for placement.

**Odyssey Leadership Academy** has established, and will continue to establish, relationships with like-minded organizations that share our vision and values to provide high-level internship opportunities for students to gain real-world experience from a larger community of mentors who will help give shape, guidance, voice, and direction to their



passions and life-pursuits. Examples of the types of organizations with whom OLA partners includes, but is not limited to:

- >A local non-profit working with marginalized people groups in our city
- >A local non-profit working to break the cycles of poverty and homelessness in OKC
- >A local creative design studio that helps people tell their stories through web design, video broadcast, social media, public relations, production, blog services, and more.

**\*\*Students may also arrange their own Expedition and/or internship options so long as they get it approved by OLA.**

## **Discipline Policies**

### **Absences**

We believe that the power of an **Odyssey Leadership Academy** education lies both in the relational and transformational moments that occur both in the classroom and in the Mentoring opportunities that take place on a daily basis. Therefore, we believe that consistent school attendance is necessary to a child's progress academically, socially, and personally. Unnecessary absences are strongly discouraged. Irregular attendance prevents students from gaining the depth of the mentoring experience and the richness of the academic experience. Because of the importance of regular attendance, the following guidelines have been set:

1. Students can rarely be absent without a negative effect on their progress. Given that each course meets for 2.5 hours a day, 5 days a week, for 8 weeks, each missed day of class is equivalent to missing almost three days of a regular class in a traditional school.

**Therefore, if a student misses three (3) days of class for an unexcused reason, he/she is in danger of only receiving partial credit for the course. If a student misses five (5) days of a given course for an unexcused reason, he/she is in danger of not receiving credit for the course.**

2. Excused absences are granted for the following reasons: personal illness, death in the family, family emergency, or absences approved one week in advance.

\*Doctors notes are required to excuse an absence due to illness or other medical related incidents.

3. Unexcused absences will be treated as a breach of covenant with the teacher, the course, and the school, and will accelerate the decision regarding whether or not a student receives credit in the course, and/or is allowed to remain at the school

4. If a student is absent, parents must contact the office through the General Odyssey contact information to inform the administration of the student's absence.

5. If the student is capable of doing the work on the day of his/her absence, the daily work assignments and books will be prepared for parents to pick up. Since a student's work at Odyssey contributes to the learning of the group as a whole, the parent must bear in mind that work missed in class must be made up with an assignment that contributes both to the student's academic work, and to the group work he/she will miss.

6. Please take account of these guidelines in considering absences related to family travel:

- a. If a family trip is planned, please notify the school office and the teacher at least one week in advance in writing. Parents are responsible for ensuring that all work be completed within the timeframe set by the teacher.
- b. A request by the parent of the teacher to help a student catch up on missed work can only be accommodated to a limited degree and creates a burden on teachers.
- c. Parents asking that children miss an unusual amount of school for family travel will be requested to counsel with the Head of School about corrective measures.

Disregard for the importance of attendance may result in disciplinary action up to and including expulsion in extreme cases.

## Leaving School During Class Hours

Students are expected to remain on campus from the beginning of the school day until class activities (including Expeditions) conclude for the day. If it is necessary for a student to leave during the school day for something outside of a school-related activity, parents are to send a note to the student's teacher stating the time and reason the student should be dismissed from class. Parents must come to the school and wait for the child to arrive there and then sign the student out. Upon returning to school, he/she is to be returned to the school by the parent and signed back in. Students that drive must have a note from their parent stating the time and reason the student needs to be dismissed from class. Students that drive need to sign out with their teacher or the administration before leaving the school premises.

## School Uniforms

As part of the discipline process—that is, as part of the formative and transformative process of helping to shape wise, virtuous, and compassionate architects of repair—**Odyssey Leadership Academy** has established a uniform that helps provide healthy sense of self, security, and a positive perception in the community. Every student must adhere to the school uniform established every day, unless notified otherwise. In addition, as a way of facilitating the discussion of positive identity development, students should dress in a way that demonstrates their respect for the school and its learning environment. This entails that students:

1. Dress neatly—All uniforms should be worn with respect to the person, the school, and the community in which we operate; i.e., there should be no holes/tears in clothes.
2. Be well groomed—Hair and body should be clean and presentable.
3. Be modest—Excessive, distracting, or otherwise inappropriate appearance. All **OLA** students are required to wear the school uniform. The specific approved uniform components for both traditional and blended model students will remain updated on the school website and found below. A student dressed inappropriately will be corrected by school staff and a notice will be sent home. The school will determine if a student's attire is not appropriate and to take whatever action is required to remedy the problem. Parents are also encouraged to promote modesty both in their students and in their own attire during school activities.

## Ladies' Uniform Dress Code

Odyssey uniforms must be worn during school hours unless otherwise communicated by Odyssey. Before entering the Kingman building, at the start of the school day, students are required to be in the complete uniform dress code and abiding to the expectations communicated below

### TOPS:

- ❖ White or Gray long sleeve Oxford style dress shirt with the OLA embroidered logo.
  - ❖ Burgundy plaid cross tie
  - ❖ Burgundy plaid tie
  - ❖ Color of your choice tie (except during specific events).
- ★ *Please note, all students are required to have at least one OLA colored plaid tie for specific events.*
- ★ *Please note, all students are required to have at least one OLA white long sleeve Oxford style dress shirt with the OLA embroidered logo.*

### BOTTOMS:

- ❖ Solid black or gray Dress Pants (Trousers, Chinos, Slacks etc) - No patterns. **No Jean or denim material.** No holes. \*Dress leggings are not considered dress pants, but dress leggings may be worn under skirts.
- ❖ Solid black or gray dress skirt with a length to the middle of thigh or longer. No patterns, lace, or tulle material. Shorts may be worn under skirt if preferred.
- ❖ OLA burgundy plaid skirt with a length to the middle of thigh or longer. Shorts may be worn under skirt if preferred.
- ❖ Black, gray, or skin tone leggings may be worn **under** skirts. No patterns or colors that distract from the skirt color.

### SHOES:

- ❖ Professional looking (clean tennis shoes, Converse, flats, boots, or other dress shoes are appropriate).
- ❖ Professional sandals are appropriate (Example: Birkenstocks).
- ❖ No athletic sandals (Examples: Chacos, Keens, Crocs, Tevas, Flip-Flops, etc).

### COLD WEATHER: Please Stay Warm!

- ❖ Jackets with hoods must have a front zipper or buttons.
  - ❖ Sweaters, turtlenecks, cowl neck, shawls, and scarves are allowed.
  - ❖ Beanies (artistic beanies, wool caps, knit caps, etc) may be worn **outside**, but are not allowed to be worn **inside** of buildings.
- ★ *Please note, if a student is not wearing their uniform shirt and/or tie under their cold weather clothing, disciplinary actions will take place.*

### ACCESSORIES:

- ❖ Professional, non-distracting hats are allowed to be worn inside or outside of buildings.
- ❖ Beanies (artistic beanies, wool caps, knit caps, etc) may be worn **outside**, but are not allowed to be worn **inside** of buildings.
- ❖ No baseball caps are ever allowed inside buildings or when in uniform.
- ❖ Sunglasses may be worn when outside.

### GENERAL ODYSSEY UNIFORM GUIDELINES:

- ❖ Please dress professionally and in non-distracting attire.
- ❖ No holes, large rips, tears, or major stains should appear on any of your clothing (If an accident during the school day takes place that causes a stain or rip, please inform a mentor and Odyssey will help to resolve the accident).
- ❖ No clothing that supports or conveys negative or controversial messages (other school logos, guns, explicit language, drugs, politics, sports teams, etc). A brand logo is acceptable, i.e. Patagonia, North Face, Marmot, Eddie Bauer, etc.  
Odyssey uniforms must be worn during school hours unless otherwise communicated by Odyssey. Before entering the Kingman building, at the start of the school day, students are required to be in the complete uniform dress code and abiding to the expectations communicated below

## **Gentlemen's Uniform Dress Code**

Odyssey uniforms must be worn during school hours unless otherwise communicated by Odyssey. Before entering the Kingman building, at the start of the school day, students are required to be in the complete uniform dress code and abiding to the expectations communicated below.

### TOPS:

- ❖ White or gray long sleeve Oxford style dress shirt with the OLA embroidered logo.
  - ❖ Burgundy plaid tie
  - ❖ Color of your choice tie (except during specific events).
  - ❖ Gentlemen are required to tuck their shirts into their pants.
- ★ *Please note, all students are required to have at least one OLA colored plaid tie for specific events.*
- ★ *Please note, all students are required to have at least one OLA white long sleeve Oxford style dress shirt with the OLA embroidered logo.*

### BOTTOMS:

- ❖ Solid black or gray Dress Pants (Trousers, Chinos, Slacks, etc) - No patterns. **No Jean or denim material.** No holes.

### **SHOES:**

- ❖ Professional looking (clean tennis shoes, Converse, flats, boots, or other dress shoes are appropriate).
- ❖ No sandals of any type or style for the gentlemen (Examples: Chacos, Keens, Crocs, Tevas, Flip-Flops, etc).

### **COLD WEATHER: Please Stay Warm!**

- ❖ Jackets with hoods must have a front zipper or buttons.
  - ❖ Sweaters, turtlenecks, fleeces, and scarves are allowed.
  - ❖ Beanies (wool caps, knit caps, etc) may be worn **outside**, but are **not** allowed to be worn **inside** of buildings.
- ★ *Please note, If a student is not wearing their uniform shirt and/or tie under their cold weather clothing, disciplinary actions will take place.*

### **ACCESSORIES:**

- ❖ Professional, non-distracting hats are allowed to be worn inside or outside of buildings.
- ❖ Beanies (artistic beanies, wool caps, knit caps, etc) may be worn **outside**, but are not allowed to be worn **inside** of buildings.
- ❖ No baseball caps are ever allowed inside buildings or when in uniform.
- ❖ Sunglasses may be worn when outside.

### **GENERAL ODYSSEY UNIFORM GUIDELINES:**

- ❖ Please dress professionally and in non-distracting attire.
- ❖ No holes, large rips, tears, or major stains should appear on any of your clothing (If an accident during the school day takes place that causes a stain or rip, please inform a mentor and Odyssey will help to resolve the accident).
- ❖ No clothing that supports or conveys negative or controversial messages (other school logos, guns, explicit language, drugs, politics, sports teams, etc). A brand logo is acceptable, i.e. Patagonia, North Face, Marmot, Eddie Bauer, etc.

## Non-Uniform Dress Code

On Excursions and for all activities at OLA where you are allowed to change out of your uniform (unless otherwise requested).

### Ladies

- ❖ No shirts that show any part of a bra
- ❖ Nothing that shows midriff □ and nothing that shows excessive chest.
- ❖ No spaghetti straps or halter tops
- ❖ No shirts of see through material or wide weaves that show your torso or bra.
- ❖ Yoga pants may be worn under appropriate length skirt or shorts (at least mid-thigh or longer) or as an extra layer under pants. Yoga pants may not be worn with JUST a long t-shirt.
- ❖ No short shorts. Shorts must be at least to the middle of your thigh or longer.
- ❖ Skirts or dresses must be at least to the middle of your thigh or longer.
- ❖ No pants with holes
- ❖ No clothing that supports or conveys negative or controversial messages (other school logos, guns, explicit language, drugs, politics, sports teams, etc). A brand logo is acceptable, i.e. Patagonia, North Face, Marmot, Eddie Bauer, etc.
- ❖ Swimming suits – One piece suites worn with appropriate length shorts (middle of the thigh or longer).
- ❖ Non-professional hats may be worn when outside, when not in uniform.
- ❖ Sunglasses may be worn when outside.

### Gentlemen

- ❖ No pants that are low enough to show □ underwear
- ❖ No pants with holes
- ❖ No shirts with large arm holes that show your chest or ribs.
- ❖ Nothing that shows midriff □
- ❖ No shirts of see-through material or wide weaves that show your torso.
- ❖ Yoga pants may be worn under appropriate length shorts (at least Mid-thigh or longer) or as an extra layer under pants. Yoga pants may not be worn with JUST a long t-shirt.
- ❖ No short shorts. Shorts must be at least to the middle of your thigh or longer.
- ❖ No clothing that support or conveys negative or controversial messages (other school logos, guns, explicit language, drugs, politics, sports teams, etc). A brand logo is acceptable, i.e. Patagonia, North Face, Marmot, Eddie Bauer, etc.
- ❖ Swimming suits – appropriate length swimming trunks (middle of thigh or longer) and t-shirt. No Speedos, tight fitting, or short trunks.
- ❖ Non-professional hats may be worn when outside, when not in uniform.
- ❖ Sunglasses may be worn when outside.

## Community Covenant

Because of our unique vision, mission, and community students, parents, faculty, and staff at **Odyssey Leadership Academy** are expected to function in a way that reflects our core tenets of wisdom, virtue, and compassion. To this end, every student and family must sign the Community Covenant as part of their Universal Permission Form. This form may be found on the school's website.

When concerns arise, the tenets held in common in the Community Covenant are to be followed by everyone involved. Difficult situations are compounded when they are shared among people who are not part of the solution. Self-examination of motives and attitudes should precede attempts to correct a problem. A spirit of gentleness is expected when approaching people with concerns.

In the event of a classroom concern, parents should use the following guidelines:

1. Meet privately with the classroom teacher to discuss the problem. If resolution is not achieved,
2. Meet with the student's Mentor to discuss the concern. If resolution is not achieved,
3. Write a letter to the Head of School, including a clear statement of the grievance, the current status, and the settlement desired. The Head of School will discuss the problem and then contact the parties involved regarding resolution.

If a parent has a concern with another student or parent, that parent should approach the other parents involved to discuss the concern. If resolution is not reached regarding school-related issues, the concerned parents may contact the classroom teacher or Principal to set up a meeting.

For concerns/questions regarding curriculum, the Head of School should be consulted after the course teacher is given an opportunity to address the concern/question.

## Parent Responsibility

### Academic Responsibility

Parents at **Odyssey Leadership Academy** are to understand that sending their children to school does not release them from the responsibility of educating their children. While the school desires to assist parents in their lifelong duty of instruction, the role of a parent requires the time-consuming daily, diligent, and caring interaction that results in a lasting influence.

What is the best way for parents to support their child's education? First, parents need to ask the right questions. Find out what conversations your child was involved in during the day. Know their world at school, their classmates, and their teachers. Be willing to listen; pay attention to the places where they are struggling; celebrate the places where they are excelling.

Second, help guide your child through the intentional grappling that will take place as students wrestle with deep subject matter, engage in serious scholarship, and explore places of depth, struggle, and meaning. Offer support and answer questions. **Odyssey Leadership Academy** recognizes that the discussion, conversations, readings, questions, and research asked of our students introduces them to things that are of great significance both to the human condition and to the human experience. Often, these things are difficult both in terms of content and in terms of subject matter. It is the mindful intention of **OLA** that we not shy away from the painful places in order that our students can truly become architects of repair in our communities. We ask that you trust the process and support the growth that comes through struggling with content related to often difficult discussions. We believe this is the best way to prepare students to be the leaders, influencers, culture-makers, storytellers, and agents of change our world so desperately needs.

## **Financial Responsibility**

After a signed Enrollment Agreement is submitted and all deadlines are in effect, it is the parents' responsibility to fulfill all financial arrangements with the school per the agreement. Any change to payment schedule or banking information should be communicated to the school financial office immediately. Any change such as loss of job, move out of the area, or other withdrawal requests that would affect the financial agreement must be put in writing to the Executive Director and/or Head of School. Any alternative arrangements that are made will be finalized in writing between the family and school administration and should under no circumstances be assumed by the involved family prior to written approval. Failure to make payments in a timely manner may result in the school sending any and all outstanding debts to collections for payment, may require the school to withhold said student's transcripts until monies are collected, and may, in extenuating circumstances, include the expulsion of the student from the school.

## **Digital Device Policy**

As outlined in the previous section on **Learning Expectations**, the school desires to limit any outside distraction that might hinder deep learning and mentoring from happening. **To this end, Odyssey employs a no cell-phone, tablet, laptop, or smart device during the school day.** *If you must send your student with such a device, their Mentor will take it up at the beginning of the day and will return it once the Odyssey day is over. If you need to get in touch with your student, please feel free to call or text the General Odyssey phone number or your student's mentor.* Odyssey faculty reserves the right to introduce such devices, at their discretion, where it may benefit, and not hinder, the learning environment. We ask that parents respect this policy and help explain its value to students as part of their growth and development as wise, virtuous, and compassionate persons. The School is not responsible for lost, damaged, or stolen phones that are brought to school.



## Daily schedule, Drop-Off and Pick-Up Procedures

The day at **Odyssey Leadership Academy** begins with students spending time with their Mentoring groups. Therefore, though the academic day does not begin until 9:30, we ask that students arrive *no later than 8:20am* to be able to engage in their Mentoring groups.

The following schedule will be adhered to throughout the year:

### 7:45 am - 8:20 am

- Odyssey doors open for students to arrive. At 8:21am students will be marked tardy (unless they have provided us an excused reason).
- All students need to be in the Kingman building by 8:20 am

### 8:20 am - 8:30 am

- Transition period into mentor time

### 8:30 am - 9:15 am

- Mentor time

### 9:30 am - 11:50 am

- Academic Exploration courses

### 11:50 am - 12:00 pm

- Lunch preparations - Microwave food, use the restroom and be ready to walk to lunch.

### 12:00 pm

- Walk to Devon and Leadership Square with mentors. \*If weather does not permit us to walk we will carry out the “rainy day” lunch plan (Eating in Kingman and local restaurants near the building).

### 1:15 pm - 3:15 pm

- Afternoon Expedition courses

### 3:15 pm

- **End of the Odyssey Day**

Parents are expected to drop off and pick up their student from the Kingman Building in Bricktown every day, and *not* at the student’s **Expedition** location. **OLA** faculty and volunteers will be responsible for transporting students who cannot drive back and forth from the Kingman Building to the **Expedition** location. *If an **Exploration Course** should take place at a site other than the Kingman Building, parents may drop their student off there if they have first notified the school.*

No student will be allowed to leave with anyone other than an approved person. Parents will complete a form as part of the Re-enrollment/Enrollment process to indicate who is authorized to pick up their child. If a parent wishes for their child to be picked up by someone from their list, the school must be notified in advanced.

## Tardiness

**Odyssey Leadership Academy** views tardiness as a hindrance to the education of not only your child but the entire class, as tardiness is a disruption. Students arriving after the

stated start time (8:20 am) are considered tardy, and a note from the parent will be required to explain the reason for the tardiness. Discipline policies for tardiness are provided in order to discourage tardiness and provide incentive for punctuality. Three unexcused tardy notices per quarter for either Mentor or Class time will result in one absence. Three unexcused absences results in disciplinary action as deemed appropriate by the School. Excused reasons for tardiness include unsafe travel conditions, vehicle malfunction, medical emergencies, and a limited number of scheduled medical/dental appointments. Attempts should be made to schedule such appointments outside of school hours.

## **Lunches and Snacks**

Given the unique desire of **Odyssey Leadership Academy** to utilize downtown OKC as a campus, and given that we will be headquartered out of the Kingman Building, students have a host of options for eating lunch. Students may bring money to eat at the designated lunch location in the downtown or Bricktown area; however, students are always welcome to bring their own lunches.

## **Contacting the School**

During the academic year, the school will typically be considered open from 8:00am to 3:15pm on the days school is in session. We ask that you please respect the lives of the Odyssey staff by first emailing and waiting for a response and then, if necessary, calling their personal phone numbers from **7:30am - 4:00pm, Monday - Friday (excluding Holidays)**. If a mentor does not pick-up their phone we ask that you leave a voice message and they will get back to you at their convenience. Feel free to email the staff at any time but please do not expect an immediate response.

In case of a **REAL EMERGENCY** please contact your student's personal mentor and/or the Administrative Team (after calling 911).

If parents need to get in touch with their student(s), they should first contact their student(s) Mentor by phone/email, then contact the General Odyssey email or phone number. A student's Mentor should be considered a student's first point of contact.

*\*\*\*Please Note: In order to protect the sacred space of learning in the classroom, we ask the mentors to not answer their phone (calls or texts) when they are in the classroom. Please direct your phone calls or emails to the General Odyssey contact information.*

## **Conferences**

Parent-teacher conferences may be scheduled throughout each **Exploration Course**. Additional conferences may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences.

## **Volunteering**

Volunteer efforts are an essential part of school life. Parents are encouraged to participate in a variety of on-going areas that would be beneficial to **Odyssey Leadership Academy** and its programs, including helping serve teachers and serving as chaperones and drivers for **Expedition** options. Information about volunteer opportunities and participation can be discussed with the school.

## **Ongoing Communication**

A student's successful experience at **Odyssey Leadership Academy** depends upon open communication between the family and the school. This requires persistent effort on both sides, combined with mutual trust and respect. When a problem or question relating to your child arises, always attempt to discuss it first with the teacher, then with the teacher and Mentor, and finally with the teacher, Mentor, and Head of School. Parents are fully expected to follow this chain of action.

## **Student Safety**

### **Guidelines for Divorced Parents**

We understand that the family situations of students vary. For the safety of students, the policy for **Odyssey Leadership Academy** for children of divorced parents will be as follows: Divorced parents of students enrolled at **OLA** shall provide the school with a copy of the Divorce Decree and any and all related orders or plans related to the student/students and custody or visitation rights. Such information shall be maintained in a confidential manner by the school in the student's file for reference by the school administration only as is necessary. Communication will be sent to both custodial parents, if applicable, unless otherwise arranged with the school.

### **Immunizations**

All students must have a copy of their immunization records on file in the school office showing that all required immunizations are up-to-date. Students without complete immunization records will not be permitted to attend class. Families who have delayed or chosen to not immunize must file an Oklahoma Immunization Exemption Form with the Health Department and a copy will be kept in the students' file.

### **Illness or Accident**

A child who becomes ill or is injured at school will be sent to the office where the decision will be made whether to call home. Calls will be placed by staff. Sick students will remain in the office or an assigned room until a parent or authorized person can pick them up from school. For a serious illness or accident requiring a trip to the hospital, parents or guardians will be notified immediately. A school staff member or volunteer parent will accompany the child to the hospital. A child who has had fever, vomiting, or diarrhea

within the 24-hour period prior to the school day should not be sent to school. Should a student contract a contagious illness, timely notification to the school is necessary so that the parents of other students who may have been exposed may be contacted.

## Medication

A note from the parent or a doctor must accompany all prescription medication. In addition, all medication must be in its original container, clearly labeled with the student's name and instructions for correct dosage, and must be kept secured in the school. The school must be informed *in writing* of any medication used by any student intended for the purpose of, or typically resulting in any behavioral changes (e.g. anti-depressants, Ritalin, etc.); this includes the name of the medication, the dosage and the name and number of the prescribing physician. In addition, if use of such prescribed medication is ceased, or altered in any way, the school must be notified *in writing immediately*. Before school staff will administer any medication, prescription or over-the-counter (e.g. Tylenol, Advil, cough drops, etc.) parents must give written permission (via the Universal Permission Form). School staff **will not** administer any medication without parental permission and instructions.

## School Closings

In the event of a school closing due to inclement weather, cancellations will be listed on the local news stations' website closure listings and through the school's email and social media outlets. *Please do not call or email staff at home for information regarding potential closings.*

## Student Protection Program

In an effort to protect **Odyssey Leadership Academy** students and staff, the following principles have been established:

1. We check references for all paid staff that have contact with students.
2. We check references of all regular volunteers who will work with students.
3. We conduct criminal background checks of all paid staff and regular volunteers who work with students.
4. We train all regular volunteers and paid staff that work with students to understand the nature of child abuse and methods of abuse prevention.
5. We train all regular volunteers and paid staff that work with students in how to carry out our policies to prevent child abuse.
6. Our paid staff and regular volunteers are informed of state law requirements regarding child abuse and our responsibility for reporting incidents.
7. We have a reporting procedure for a suspected incident of child abuse that follows the requirements of our state law.
8. We have insurance coverage available in case a child abuse complaint occurs.
9. We have a defined response plan to be implemented in case an allegation of child abuse is made against someone in our organization.

10. We take our policies to prevent child abuse seriously, and we are committed to their enforcement for the safety and security of all of our children.

### **Anti-bullying policy: Anonymous Hotline: 757.HERO (4376)**

**Odyssey Leadership Academy** is committed to creating a safe, caring, and respectful learning environment. Bullying of students is prohibited and considered a major disciplinary offense. For purposes of this policy, “school community” includes school building, school grounds, school-sponsored social and sporting events, trips, and buses. Reported incidents of bullying will be investigated by the school administration. An anonymous hotline for confidential reporting of bullying behavior is available to all members of the School community (*see above*).

### **DEFINITION OF BULLYING**

Bullying at **Odyssey Leadership Academy** is defined as both an act and/or a pattern of aggressive, intentional, hostile behavior directed toward another person. Bullying may be physical, emotional, or verbal. Bullying actions, may include, but are not limited to:

- threatening gestures
- assault
- spreading rumors
- putdowns
- name-calling
- disparagement based on race, gender, religion, or sexual orientation
- intimidation
- social isolation
- cyberbullying
- extortion
- false accusations
- hazing
- teasing
- oral and written threats
- (including online)

### **SCHOOL MEASURES FOR DISCOURAGING BULLYING**

The school will:

- engage in ongoing student education designed to promote student empathy and awareness, that will include in all divisions character-building programs and other instruction.
- require all staff, who observe, suspect, or are apprised of an act of bullying, to notify an administrator promptly.
- educate students and parents who become aware of an act of bullying to report an incident to administration; retaliation for reporting will be subject to disciplinary consequences.

### **COMPLAINT/INVESTIGATION PROCEDURE**

Students shall be informed of the right to protection from bullying behaviors and the right to file a complaint if they believe they have been victims of or have witnessed an act of bullying behavior. The Administration assumes responsibility for investigating complaints

and will determine the validity of a complaint in accordance with this policy. Appropriate action will follow the investigation.

## **INTERVENTION/CONSEQUENCES**

Reports of bullying are taken seriously and will be addressed according to the best judgment of school administration. A student guilty of bullying will be assigned consequences appropriate to the nature and severity of the incident. Consequences include, but are not limited to:

- **required counseling**
- **parent/advisor conference**
- **probation**
- **suspension**
- **expulsion**

## **Student Code of Conduct**

An **Odyssey Leadership Academy** student is willing to live in accordance with the following principles while representing the school on or off campus:

- **Abide by the standards of graciousness and consideration for others.**
- **Strive to fulfill the principles of honor, integrity, and morality.**
- **Be honest in all behavior.** This includes not cheating, plagiarizing, or knowingly giving false information.
- **Respect personal rights.** This includes:
  - **not** physically or verbally abusing any person
  - **not** engaging in any conduct which threatens or endangers the health or safety of others
  - **not** obstructing or disrupting the study of others, the performance of duties of the faculty, the administrative officers, or the other employees of the School
- **Respect property rights.** This includes refraining from theft, concealment, damage or misuse of the property of others.
- **Obey, honor, and sustain the law.**
- **Avoid drugs and alcohol.** This includes refraining from the possession, use, or distribution of any narcotic or dangerous drugs and/or alcohol as defined by applicable law, except as prescribed by a licensed medical practitioner.
- **Comply with all school regulations.** This includes compliance with rules relating to campus organizations and the activities of students during off-campus activities such as sporting events, outings, Excursions, Expeditions, and field trips, including the following:
  - **Alcoholic beverages, illegal drugs, and tobacco (including ecigarettes) are expressly forbidden at school and at any school event.**
  - **Hold high standards of taste and decency** while avoiding disorderly, lewd, indecent, or obscene conduct or speech.
  - **Help others** to fulfill their responsibilities under this code.

## **POLICIES AND PROCEDURES**

### **Dress Code Violations**

If a student is found in violation of the OLA dress code, the following actions may be taken:

1. Student will be asked to correct the violation either by removing offending item (logoed sweatshirt, e.g.), calling parents/guardians to bring missing item up (procuring a tie, e.g.), or by going home to correct the violation (changing clothes, e.g.)
2. If the violation cannot be corrected at school, parents/guardians will be notified that they must come and pick up student from school, and student will not be able to return to school until violation is corrected
3. If a student and/or parent/guardian is unwilling to correct the violation, disciplinary action may be taken, including, but not limited to: suspension from school activities for a given duration of time
4. Absences or tardiness due to students having to correct dress code violations will be enforced. Repeated offenses may require more serious disciplinary action by the School, including, but not limited to: long term suspension and/or removal from school.

### **Tardies and Absences**

Odyssey Leadership Academy views tardiness as a hindrance to the education of not only your child but the entire class and/or mentor group, as unexcused tardiness is a disruption and sign of disrespect. Students arriving after the stated Mentor and/or Class start time are considered tardy, and a note from the parent will be required to explain the reason for the tardiness. Discipline policies for tardiness are provided in order to discourage tardiness and provide incentive for punctuality. Three unexcused tardy notices for either Mentor or Class time will result in one absence. Three unexcused absences results in disciplinary action as deemed appropriate by the School. Excused reasons for tardiness include unsafe travel conditions, vehicle malfunction, medical emergencies, and a limited number of scheduled medical/dental appointments. Attempts should be made to schedule such appointments outside of school hours.

### **Unacceptable Uses of the Internet and Computers**

The following are among the uses considered unacceptable and a violation of this policy.

#### **1. Uses that violate the law or encourage others to violate the law.**

Students may not:

- a. plagiarize works found on the internet;
- b. transmit offensive or harassing messages;
- c. offer for sale or use any substance the possession or use of which is prohibited by the School's Student Discipline Policy;
- d. view, transmit or download pornographic materials or materials that encourage others to violate the law;

e. intrude into the networks or computers of others; or,  
f. download or transmit confidential, trade secret information, or copyrighted materials.  
Students should assume that all materials are copyrighted unless explicit permission is given to use them.

**2. Uses that cause harm to others or damage to their property, including (but not limited to):**

- a. engaging in defamation (harming another's reputation by lies) and/or bullying
- b. using another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet;
- c. uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;
- d. participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems

**3. Uses that jeopardize the security of student access and of the computer network or other networks on the internet.**

- a. disclosing or sharing their password with others;
- b. impersonating another student or member of the OLA Staff

**4. Uses that are commercial transactions.**

- a. selling or buying anything over the internet (unless explicitly for curricular or school related reasons)
- b. disclosing private information about themselves or others, including credit card numbers and social security numbers.

**5. Uses for the purposes of campaigning and/or lobbying.**

**Privacy**

Network and internet access is provided as a tool for educational purposes. The School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no student shall have any expectation of privacy regarding such materials.

**Compliance**

A student who violates the School's internet policy will be subject to disciplinary action.

**STUDENT ILLNESS AND CONTAGIOUS DISEASES**

Parents or guardians should keep their child home if:

--Fever above 100.4 degrees – Students should be *fever free for 24 hours* without fever reducing medications before returning to school. Please do not give fever reducing medications and send your child to school.



--Sore Throat or Tonsillitis – Severe sore throat could be a symptom of a more serious illness. Contact your healthcare provider. Students diagnosed with Strep Throat may return to school 24 hours after antibiotic treatment begins.

--Eye Inflammation or Discharge – Students with yellow/green eye drainage, matted eyelids after sleep, eye pain and/or redness should not come to school. Notify your healthcare provider. Students diagnosed with Pinkeye may return to school 24 hours after antibiotic treatment begins.

--Vomiting and/or Diarrhea Illness – Students should stay home for 24 hours after the last episode, without using vomiting or diarrhea relief medication.

--Bad Cough/Cold Symptoms – Students with bad coughs/colds need to stay home, and possibly see their healthcare provider. When the cough/cold improves the student may return to school.

--Rashes – Students with a rash should stay home until healthcare provider says it is safe to return to school. Students with ringworm, scabies or impetigo may return to school 24 hours after treatment begins. Students with Poison Ivy may attend school unless complications arise.

All rashes should be covered if possible.

--Head Lice – Students found to have live head lice must be treated with a special preparation for killing head lice. Students may return to school after treatment if: proof of treatment is supplied (product box and cash register receipt), student is found to be free of live lice, and progress has been made on removing all of the nits.

--Acute Pain – Students who require narcotic medication for pain relief should not attend school. Students should return to school when pain can be managed with over-the-counter medications.

## **UNAUTHORIZED PERSONS AT SCHOOL**

In accordance with state statutes, the Head of School and/or Executive Director has the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor.

## **Prohibited Conduct**

Inappropriate behavior is prohibited at school and school sponsored events, as well as being prohibited while traveling to and from school, while off-campus during lunch or before and after school, on Excursions, during afternoon Expeditions, or at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school.

Prohibited behaviors include, but are not limited to:

- A. Arson and abuse of fire alarms or safety equipment
- B. Bomb threats
- C. Bullying or harassment in any form, including electronic communications
- D. Cheating or plagiarism

E. Noncompliance (i.e., failure to comply with a request by school staff)

F. Criminal Acts - violations of any criminal statute of the United States, the State of Oklahoma or the City of Oklahoma City, Oklahoma

G. Possession of a Dangerous Weapon and aiding or accompanying an individual with a dangerous weapon as defined in state statute within 2000 feet of school property or a school event. As used in this Policy, the definition of Dangerous Weapon includes, but is not limited to:

1. any device capable of discharging or throwing projectiles including, but not limited to BB guns, paintball guns, dart guns, blow guns or any other device capable of discharging or throwing projectiles;

2. any dagger or knife which may be used to cause harm or threat, including but not limited to Bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device;

3. any blackjack, loaded cane, billy club, hand chain, metal knuckles;

4. ammunition, explosives or flammable materials (which does not meet the definition of Firearm);

5. any other article that is used as a weapon to threaten or injure another person, including pocket knives

6. any chemical or biological device intended by its nature to cause property damage or harm or endanger the life, health or safety of others;

H. Delinquent Acts

I. Disruptive Behavior - Any behavior that disrupts the educational process

J. Dress code violations

K. Possession, use, sale, or distribution of drugs, alcohol, and/or controlled substances as defined in state statutes, within 2000 feet of school property or a school event, during school, prior to, or following school sponsored events

L. Extortion – Obtaining property from another with his/her consent induced by a wrongful use of force or fear, or under color of official right

M. Fighting

N. Possession of a Firearm

O. Forgery

P. Gambling

Q. Harassment – Including, but not limited to harassment based on race, color, national origin, sex, age, disability, sexual orientation, or religion

R. Hazing - Any activity that recklessly or intentionally endangers the mental or physical health or safety of a student

S. Open Defiance - Willful disobedience of a request of any school official

T. Possession of Pornographic or Obscene Material

U. Use of profanity or vulgar/profane gestures

V. Unsafe Conduct which jeopardizes the safety of others

W. School Vehicle Misconduct – While riding in any OLA school vehicle or other

School-provided mode of transportation, engaging in any of the following acts is prohibited :

(i) throwing any object; (ii) placing any part of one's body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a vehicle, except as allowed by School officials (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.

X. Violation of School Rules or Regulations

Y. Excessive Tardies and Absences

Z. Inappropriate use of technology and wireless communication devices or violation of the School's Acceptable Use and Internet Policy

AA. Theft and/or the possession of any property belonging to another student, any school employee, any person on school premises, or the school.

BB. Threatening behavior, whether written, verbal or physical, directed at any person (whether student, teacher, staff member or guest)

CC. Use or possession of any tobacco product or tobacco paraphernalia or any device designed to deliver nicotine (i.e. electronic cigarettes or vapor products)

DD. Vandalism

### **Search and Seizure**

A. In accordance with state law, school administrators shall have the authority to search and to detain a student when questions arise concerning possession of dangerous weapons, controlled dangerous substances, alcoholic beverages, and/or stolen/missing property.

Administrators also will have the authority to retain wireless communication devices when they are believed to be part of a discipline related incident.

B. All searches shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one (1) other authorized person, said person to be of the same sex if practicable. The search shall be reasonably related to the infraction and not excessively intrusive in light of the age and sex of the student. In no event shall a strip search of a student be allowed.

C. Parents and/or guardians of student shall be notified by school administration that a search is due to take place.

D. Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Vehicles on school property (including public parking lots used by students for school use) are subject to search upon "reasonable suspicion."

E. Odyssey Leadership Academy maintains cooperative agreements with local, county, and state law enforcement agencies. Periodically and/or upon request these agencies may provide

the services of a canine officer to assist in the search of property or persons on school premises or while under the authority of the school or while attending any function sponsored or authorized by the school.

### **Special Rules Relating to the Possession of a Firearm as defined in the Gun Free Schools Act**

A firearm is: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device, including any bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter of an ounce, mine or similar device or any other type of weapon by whatever name known which may be readily converted to, or expel a projectile.

*If a student is found in possession of a firearm, the student will be suspended out-of-school for a minimum of a calendar year according to the mandates of the Gun Free Schools Act.*

Any firearms found on school property shall be reported and turned over to local law enforcement as per state law requirements. State and Federal law will be followed when firearms are involved

### **Special Rules Relating to the Possession of a Dangerous Weapon**

Possession of a Dangerous Weapon and aiding or accompanying an individual with a dangerous weapon as defined in state statute within 2000 feet of school property or a school event. As used in this Policy, the definition of Dangerous Weapon includes, but is not limited to:

1. any device capable of discharging or throwing projectiles including, but not limited to BB guns, paintball guns, dart guns, blow guns or any other device capable of discharging or throwing projectiles;
2. any dagger or knife which may be used to cause harm or threat, including but not limited to Bowie knife, dirk knife, switchblade knife, bayonet, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device;
3. any blackjack, loaded cane, billy club, hand chain, metal knuckles;
4. ammunition, explosives or flammable materials (which does not meet the definition of Firearm);
5. any other article that is used as a weapon to threaten or injure another person, including, but not limited to kitchen knives, pocket knives, Swiss-army knives, knives used for hunting and fishing purposes
6. any chemical or biological device intended by its nature to cause property damage or harm or endanger the life, health or safety of others;

If a student is found in possession of a dangerous weapon (not including firearms; see **Special Rules Relating to the Possession of a Firearm as defined in the Gun Free Schools Act**), the student may be suspended out-of-school for a minimum of ten (10) school

days. Any dangerous weapons found on school property shall be reported and turned over to local law enforcement as per state law requirements. State and Federal law will be followed when dangerous weapons are involved.

### **Special Rules Relating to Tobacco Products (including electronic cigarettes and/or vapor products)**

Smoking, distribution, and use of tobacco or any device designed to deliver nicotine (i.e. electronic cigarettes or vapor products) is prohibited on School property. This prohibition includes school premises, school-owned vehicles, vehicles used to transport students to School-related events, places where School activity is taking place (including Excursions and Expeditions), and any/all areas the School uses within its daily functioning. It is specifically directed that this ban will apply to students, employees, visitors and anyone providing service to the schools. Additionally, students are prohibited from possessing or distributing tobacco products, electronic cigarettes, or vapor products or simulated tobacco products (paraphernalia) on school premises, school-owned vehicles, vehicles used to transport students to School-related events, places where School activity is taking place (including Excursions and Expeditions), and any/all areas the School uses within its daily functioning.

If a student is found violating the tobacco policy, the student may be suspended out-of-school for a minimum of five (5) school days.

### **Drug and Alcohol Policy**

**The possession and/or use of illegal drugs, and the possession and/or consumption of alcohol by underage persons, is a violation of the laws of the United States of America and the State of Oklahoma. Odyssey Leadership Academy abides by such laws and expects its students to do the same and to otherwise conduct themselves in a manner that is consistent with fundamental principles of good citizenship.**

### **POLICY STATEMENT**

**Odyssey Leadership Academy** students shall not possess, use, sell, give or otherwise transfer, or be under the influence of any drug or substance that is, or has the potential to be, mind-altering unless prescribed by a licensed physician. **The School reserves the right to inspect vehicles, backpacks, lockers, cell phones, computers, etc. when reasonable suspicion extends to those items and to administer breath and/or saliva alcohol tests. In addition, the School reserves the right to utilize random canine detection services and breath, saliva, and/or urine testing for drugs and alcohol while on School property or at school-sponsored functions.** A student's refusal or failure to participate in a canine inspection or breath, saliva, and/or urine test when requested by an employee or agent of the School shall be treated as a violation of this

Policy and shall be considered an intentional or willful circumvention of school procedures and a major infraction under the School's *Student Code of Conduct*.

Any student manifesting evidence of having consumed, or of being in the possession of, illegal drugs or drug paraphernalia, intoxicating inhalants, alcoholic beverages, and/or other mind- or mood-altering substances at any time while under the authority of the School is subject to disciplinary consequences, including dismissal.

#### **Defined Terms:**

- **“manifesting evidence of”** includes, but is not limited to:
- any appearance, speech, or behavior, which is observed by an agent or employee of the School, and which is indicative of the use or possession of illegal drugs, intoxicating inhalants, alcoholic beverages, or other mind- or mood-altering substances; a positive breath, saliva, and/or urine test.
- **“in the possession of”** includes participation in, or being in the presence of, the use or storage of illegal drugs, intoxicating inhalants, alcoholic beverages, or other mind- or mood-altering substances.
- **“illegal drugs”** includes all drugs that are legally proscribed, including but not limited to: controlled dangerous substances as defined and prohibited by local, state, or federal law, except to the extent any such drugs are used solely as prescribed by a licensed physician.
- **“while under the authority of the School”** means any time the student is on school property or is attending, participating in, or being transported by the School or its agent, to or from a school-sponsored function. Violators are subject to consequences administered by the School, including dismissal, as well as those penalties specified by the laws of the State of Oklahoma and/or the United States of America.

#### **Special Rules Relating to Violation of Drug and Alcohol Policy**

Whenever it appears that a student may be under the influence of alcohol or drugs, the Head of School and/or Executive Director shall immediately notify the parent or legal guardian of the student. In addition, the Head of School and/or Executive Director may contact the Oklahoma City Police Department or the District Attorney if a student is found to be in possession of, distributing or selling/attempting to sell dangerous controlled substances and/or alcohol.

#### **A. Possession, Sale, Solicitation, and/or Distribution (or Intent to Distribute) of Alcohol or Drugs**

The possession of alcohol, marijuana, prescription drugs, intoxicating inhalants, or controlled dangerous substances (“scheduled drugs”) on School property, at School events, and/or during School hours may result in the student being suspended out-of-school for the remainder of the current semester and may, upon the discretion of the Executive Director and/or Head of School, be removed altogether from the School.

Any violation of this policy which involves the distribution or the intent to distribute, the solicitation of others to use, and/or the sale of alcohol, marijuana, prescription drugs, intoxicating inhalants, or controlled dangerous substances (“scheduled drugs”) is considered such an egregious act that alternative in-school placement options such as detention, reassignment or alternative suspension programs are not realistic or feasible. Therefore, students who are found guilty of violating this policy shall be summarily dismissed from the school.

### **B. Appearing to be Under the Influence of Alcohol and/or Drug Paraphernalia**

1. For a first drug/alcohol policy offense constituting a violation of being under the influence of drugs and/or alcohol, the student may be suspended from school for a period of forty-five (45) days. The student may have the ability to reduce the length of the out-of-school suspension by fully participating in an agreed upon Covenant of Reconciliation laid out by the School. The Executive Director and/or Head of School shall have the right to dismiss said student, even for a first offense, depending upon the circumstances and evidence produced in a particular situation
2. For a second drug/alcohol offense constituting a violation of the School’s drug/alcohol policy, the student will be suspended from school for the remainder of the current semester and the ensuing semester. The term of suspension shall not be reduced, and the Executive Director and/or Head of School shall have the right to dismiss said student.

### **REFERRALS FOR ASSISTANCE**

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, the School will make every reasonable effort to support students who want to address an abuse problem. Students, staff members, patrons and other responsible persons are expected to refer for assistance those about whom they are concerned. It is crucial for the School to intervene before a behavior becomes so problematic that solutions are extremely difficult. Strict confidentiality will be observed in providing assistance, and the School will enable students who are actively seeking help for themselves or others to continue their education at **Odyssey Leadership Academy**.

- **Voluntary Referrals** apply only when no violations have been detected by school officials. Such referrals result in no disciplinary consequences provided that the referral/treatment recommendations are followed and completed.
- **Self-Referral:** The person concerned with his or her personal use of an addictive substance approaches, on his or her own initiative, a school representative and asks for help.
- **Concerned Third-Party Referral:** A third party, usually a student, patron, or teacher, may approach a school representative with a concern about another person’s use of alcohol, illegal drugs, or other prescribed substance. Names of concerned persons will be kept in confidence.
- **Third-Party Intervention:** When confronted with observations and/or evidence of a student using or involved with a proscribed substance, the School may require a

professional third-party intervention. The cost shall be borne by the student's patron.

## Discipline

At **Odyssey Leadership Academy**, we believe deeply in the value of community and the pursuit of wisdom, virtue, and compassion in all things. To this end, we believe there is a difference between "discipline" and "punishment"; namely, that "punishment" is punitive and "discipline" is formative, working to make persons who reflect their best, most integrated selves. Therefore, it will always be the policy of **Odyssey Leadership Academy** to work to ensure that all discipline be restorative and redemptive. We must avoid easy behaviorism. We must have as our focus the personal growth and maturity of students. We must exercise discipline in love. Though perhaps painful to the student, the parents, and us at the time, we must model discipline as producing joy and peace, restoring relationships with neighbor and self as a redeeming, virtuous work. Our focus is not so much on rules as on relationships whose end is wisdom, virtue, and compassion. Therefore, the pattern of discipline at **Odyssey Leadership Academy** shall include (to the best of the School's ability given the particular circumstances of each individual case and the rule of law, both state and federal):

*Recognition*-- The student needs to be brought to understand his or her offense, its nature, and its extent in not loving self and/or community.

*Repentance*—The student needs to repent of his or her offense, owning up to his/her actions and the ways in which that action brought harm to self and community.

*Restoration*—To the best of their ability, the student needs to seek reconciliation and restored relationship with the one (or ones) wronged, confessing and asking forgiveness and receiving forgiveness extended.

**\*\*The School does acknowledge that there may be breaches of school policy and/or state and federal law that are so egregious or threatening to other students and/or the community as a whole that restoration within the bounds of the School, though desired, cannot, in reality, be attained. Even in those circumstances, the policy of the School is to proffer what help it can (through advisement of treatment options, referrals for care, relational connections, e.g.) to see that restoration and healing may ultimately come to the student, even if they are dismissed from the School.**

## Disciplinary Process

The teacher in the classroom and/or the student's Mentor will deal with the majority of discipline issues. If more action is needed, a parent will be contacted. The parent will be given the opportunity to talk to the child on the phone, and the child will then be given the opportunity to return to class and act appropriately. If the child continues to be a disruption to the class or the School community, he or she will again be asked to go to the office, where a parent will be contacted to pick up the child. Students will be immediately sent to the Head of School for serious offenses. Students who commit acts with particularly serious



consequences may be suspended or expelled from school immediately at the discretion of the Head of School. In every circumstance, parents and/or guardians will be notified of discipline issues as well as any actions taken.

**Disciplinary probation:** A student may be placed on disciplinary probation for a serious breach of conduct or for persistent minor breaches. The student is to be released from probation at the discretion of the Head of School. A student on disciplinary probation may be denied the right to participate in school activities. Disciplinary probation is to be interpreted as a warning that any further breach of conduct is reason for dismissal.

**Suspension:** While we do not believe it is in the best interest of a student to be removed from the community of learning and relationship at **Odyssey Leadership Academy**, for serious misconduct, a student may be asked to leave the **OLA** community for one or more days. Suspension is the most serious warning and is intended to demonstrate that by his/her behavior, a student is separating himself/herself from the school community. During a suspension, the student is not to be on campus, or in attendance at any school activity. An offense that would warrant a second suspension during the same school year may result in dismissal.

**Dismissal:** For serious offenses against civil or moral law, for seriously breaking school rules, for failure to comply with the terms of probation, or for reasons deemed necessary by the Executive Director and/or Head of School, a student may be summarily dismissed.

#### **ADDITIONAL CONSIDERATIONS:**

- Both mitigating and aggravating circumstances will be considered in assessing/imposing disciplinary consequences.
- Consequences of a non-disciplinary nature are also elements of the School's drug and alcohol policy. These non-disciplinary consequences may include, but are not limited to, the following: in-house counseling; referral for outside counseling; education and/or assessment; and referral for drug testing. All costs associated with such non-disciplinary consequences shall be borne by the student's parent or guardian.
- The Executive Director and/or Head of School shall have the right to dismiss a given student for any violation of school policy as he/she deems fit, depending upon the circumstances and evidence produced in a particular situation

## Letter of Acknowledgement

I/We, the undersigned, acknowledge that I/We have read through the contents of the *Parent and Student Handbook*, and that I/We understand my/our rights and responsibilities as the parent/guardian of \_\_\_\_\_ (name of student[s]) as outlined herein. In signing this Letter of Acknowledgement, I/We agree to abide by these policies and principles for as long as my/our student(s) remain(s) at **Odyssey Leadership Academy**.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by Executive Director and/or Head of School

\_\_\_\_\_  
Date