



ODYSSEY SCHOOL

# Family Handbook

## 2026-2027

Revised July 2026

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## Table of Contents

|                                                                              |       |
|------------------------------------------------------------------------------|-------|
| Introduction: Mission Statement, Vision, Promise, Practice, and Values ..... | 4     |
| Board of Directors.....                                                      | 4     |
| Parent – School Communication.....                                           | 4     |
| Attendance Policies.....                                                     | 5-7   |
| Arrival & Departure Procedures                                               |       |
| Late Arrivals                                                                |       |
| Authorized Student Pick-up                                                   |       |
| Absences & Tardiness                                                         |       |
| Restorative Philosophy and Discipline Policies.....                          | 7-8   |
| Restorative Practices                                                        |       |
| Substance Abuse                                                              |       |
| Administrative Leave                                                         |       |
| Tuition Refund Policy                                                        |       |
| Health and Wellness Issues.....                                              | 9-10  |
| Immunizations                                                                |       |
| First Aid/Emergencies                                                        |       |
| Medication                                                                   |       |
| COVID, Flu, and other Airborne Illnesses                                     |       |
| Technology Policies.....                                                     | 10-12 |
| Network User Policy                                                          |       |
| Personal Computer Use                                                        |       |
| Telephone Usage                                                              |       |
| Other Electronic Devices                                                     |       |
| Cyber Bullying                                                               |       |
| Other School Policies .....                                                  | 12-15 |
| Dress Code                                                                   |       |
| Personal Items                                                               |       |
| Lunch/Snacks                                                                 |       |
| Field Trips                                                                  |       |
| Student Drivers                                                              |       |
| Inclement Weather                                                            |       |
| Visitors                                                                     |       |
| Weapons                                                                      |       |
| Academic Program .....                                                       | 15-18 |
| Grading Standards                                                            |       |
| Report Cards, Progress Reports & Individual Learning Plans                   |       |
| Homework                                                                     |       |
| Off-site Credit, Service Learning                                            |       |
| Recommended Core Plan (Graduation Requirements                               |       |
| Addendum: Texas Education Freedom Accounts .....                             | 19    |

## Introduction to Odyssey School:

Updated July 2026

### Our Mission

*Odyssey School guides students who learn differently on a journey of discovery, growth, and belonging, cultivating in each learner the skills and confidence to become competent, connected, and curious adults.*

### Our Vision

*To build a learning community that centers students' strengths, where curiosity sparks learning, difference is honored, and every student belongs and flourishes.*

### Our Promise:

*We serve middle and high school students who learn differently and thrive with classes capped at 8 students per teacher, individualized support, and a community built on relationship and restorative practice, preparing each student for a strong post-secondary path in partnership with their family.*

### Practices:

- We design learning environments where neurodiverse learners experience differences as sources of insight, creativity, and strength.
- We teach self-advocacy, emotional literacy, self-regulation, and executive-function skills alongside the academic rigor needed for post-secondary pathways.
- We use restorative practices to sustain trust, repair harm, and build a resilient, relational community.
- We partner with families and specialists to align supports, accommodations, and technology while maintaining high expectations, in a program that leads to a standard Texas High School Diploma.
- We celebrate growth, curiosity, and creativity as essential expressions of student excellence and well-being.

### Values: Belonging, Integrity, Growth, Justice & Joy! (BIG2J!)

- Belonging - We build community through empathy, inclusion, and mutual care.
- Integrity - We align our actions with our words, modeling respect and accountability.
- Growth - We honor each student's learning journey, celebrating progress over perfection.
- Justice - We repair harm and build trust through accountability and compassion.
- Joy - We find wonder and purpose in discovery, creativity, and connection.

Each shines on its own; together they guide every Odyssey.

### 2026 – 2027 Board of Trustees

**President:** Courtney McMillan

**Vice President:** Eric Hepburn

**Secretary:** Ali Ronder

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Jacob Wright  
Andrew Looney

*Please contact the school office at (512) 472-2262 or [info@odysseyschool.com](mailto:info@odysseyschool.com) if you would like contact information for any of our board members.*

### Parent – School Communication

In addition to the daily assignment in Google Classroom, report cards and progress reports, Odyssey School will communicate with parents in a number of ways:

- All Odyssey faculty and staff have e-mail accounts in the [lastname@odysseyschool.com](mailto:lastname@odysseyschool.com) format. Teachers will generally respond to calls or emails within a twenty-four hour period Monday through Thursday. Teachers are not expected to respond to emails after 5pm, before 8:30am, on weekends, or over holidays. Parents may contact the school office or email a teacher directly to schedule a meeting with a teacher. Please contact the school office at (512) 472-2262 to reach teachers during the school day.
- Friday Update. Correspondence from administration and other important information will be sent home electronically each Friday via e-mail. **It is vital that parents read these updates for important news, events, calendar items and changes to previous communications. It is important that parents update the school on updated email addresses.**
- Conferences are held throughout the school year. We encourage new parents to participate in our new student conferences after the first few weeks of school. This will allow staff adequate time to get to know your child, allow time for your child to acclimate to our program, as well as allow time for parents to know what questions to ask. Odyssey School also holds portfolio conferences once a year. These conferences are designed for students to present their portfolios to staff and parents. Please feel free to contact the school if you would like to schedule a parent-teacher conference.
- We encourage parents to utilize the school's online grading system for information pertaining to your child's classes. Each parent/guardian will be given his/her own individual login and password. Please contact the Office Manager for instructions on accessing the system.
- Odyssey School updates your student's Google Calendar in Google Classroom with school events. Please check this regularly to keep informed about upcoming events. Teachers use Google Classroom to share weekly lesson plans, which are updated weekly. Students have individual logins and parents are encouraged to use that login to view lesson plans and other upcoming assignments and events. The school calendar and student directory can also be accessed through the weekly Friday Update newsletter.

All students, even those over the age of 18, are still required to obtain parent signatures on all documents that require them.

### Parent – Teacher Organization

All parents are encouraged to become involved in the PTO. Odyssey School benefits immeasurably from the involvement of parents creating a true sense of community for the school. The PTO supports the school in numerous ways including parent education, technical support, extracurricular activities, special projects, and holiday parties. Parent volunteers are an essential part of our school! The PTO asks for annual dues of \$50 to support its programs.

## Attendance Policies (Updated January 2026)

Odyssey School considers every day at school to be *critical* to a student's education; therefore, regular attendance is an *essential* component of the educational process. In order for Odyssey School to remain accredited we must maintain specific criteria for attendance. Odyssey School is *not* an "open campus." Once a student arrives on campus, he or she is considered officially in school and may *not* leave without proper permission.

### Arrival Procedures

*Your student's arrival time is specified on their schedule.* Office hours start at 8:15 a.m. for students needing to visit with their teachers before their school day starts. Students arriving earlier than the first bell at 8:45 a.m. should enter through the front door. Please do not bring your child before 8:00 a.m. as the before-school supervision does not begin until 8:00 a.m.

**For safety reasons, students may not leave campus after drop off even if they are not participating in office hours.**

### Late Arrivals

Students arriving after their first class has begun will be counted as tardy, and *must* check in at the front desk prior to going to class. Students who arrive late and do not check in with the front office may be subject to disciplinary action.

### Departure Procedures

*Your student's dismissal time is specified on their schedule.* Please check the Friday Update for special dismissal times, such as conferences and holiday breaks.

### Authorized Student Pick-up

Students will be released only to authorized drivers. We want to be certain that each student is safe and accounted for at the end of the day. Therefore, the school requires a written note or email in advance if your child's plans cause a break in their normal routine such as going home with a friend, riding public transportation or missing after school programs. You may modify at any time the "[Authorized Pick-up](#)" form which was submitted at the beginning of the school year.

All students must depart at their dismissal time. Any middle school students remaining will be sent to the library and can be picked up from there. Odyssey School may offer an aftercare program contingent upon interest and staffing. Odyssey's Aftercare Program is only an option for students who have signed up for the program and paid the additional fee.

### Attendance and Tardiness

Students are expected to maintain good attendance in all classes in order to receive a complete education.

Parents must notify the office of a student's absence on the day of the absence. Please send an email to [schooladmin@odysseyschool.com](mailto:schooladmin@odysseyschool.com) or call the office at 512-472-2262 by 8:45am to notify the school. Odyssey understands that there will be times when attendance may be impossible such as illness, funerals, doctor appointments or religious observances, etc. Absences for these reasons will be excused, given acceptable documentation. All other absences are only excused with administration's approval. Illnesses lasting more than three days will require a physician's note. We suggest scheduling appointments at the end of the day, or at varied times so the student does not miss the same class repeatedly. Please note that students are expected to be in

class before and after appointments. All students must be signed in or out from the office. *Security considerations require that parents not go to classrooms when picking up students for appointments.*

Following any absence, a student must make up all assignments within a reasonable period of time determined by the teacher. Students should use Google Classroom to access missing assignments. They can email individual teachers if additional guidance is needed.

### **Tardies**

It is important for students to arrive on time to class to access full instruction. Excessive Tardies can negatively impact the student's learning, their ability to participate in class, and effective instruction for their peers. Our tardy policy is as follows:

- A student will be marked tardy if they arrive 1–20 minutes late to class.
- A student who arrives more than 20 minutes late will be marked absent for that class period.
- Five tardies will be counted as one absence.
- Repeated tardiness may result in staff intervention and communication with families.

State law requires that a student attend class 90% of scheduled school days to receive credit. Odyssey students taking classes for credit can be required to follow state attendance policies at the school's discretion. Absences are tallied by period and by day. The school will maintain accurate records of all student absences, tardies and early dismissals. Because attending class is a vital part of the student's Odyssey education, their grade will be affected by absences and tardies. Should extenuating circumstances arise which necessitate excessive absences, please contact the administration to develop a suitable plan.

**If excessive absences and tardies are jeopardizing a student's progress, parents will be notified and a conference with administration may be required.**

Odyssey considers an absence as excused when a student has received a directive in writing from a doctor, therapist or other medical professional, specifically stating a reason for the inability to attend school and states the extent of the limitation. Absences due to religious and cultural practices will also be excused with appropriate documentation. School sanctioned absences are also excused. School sanctioned activities include any plans or programs that Odyssey School has put in place for a student, such as a work program or other academic program that is approved and monitored by school administration. Students will still be expected to complete work missed during an excused absence, though teachers may excuse assignments at their discretion.

### **Our Attendance policy is as follows:**

- If a student **misses more than 35% of class** instruction in a quarter, they **may not receive a grade higher than 80%** for that class during **that quarter**.
- If a student **misses more than 50% of class** instruction in a quarter, they **may not receive a grade higher than 70%** for that class during **that quarter**.
- If a student **misses more than 60% of class** instruction in a **semester**, the student may be required to repeat the coursework and may not receive credit for that quarter.

As attendance is essential to an Odyssey education, we must maintain this policy. **If extenuating circumstances arise requiring the student to miss a significant amount of class, parents may contact administration to discuss alternate plans to accommodate excused absences should such a thing be deemed necessary.**

## Restorative Philosophy and Discipline Policies

Odyssey School is a community of teachers and students working together for each student's maximum benefit. Odyssey School rules are in place to ensure that students can thrive in a safe and secure environment as they learn to recognize and demonstrate responsible behavior, organizational skills and social interactions. Our discipline philosophy is centered on two important concepts: MUTUAL RESPECT and ACCOUNTABILITY. Our goal is to teach students expected positive behaviors through social skills instruction, positive modeling, cooperative learning activities in the classroom, and natural consequences for actions. We will ensure that all students are provided a safe and secure environment conducive to learning. Odyssey School reserves the right to modify or change a student's program, schedule or placement to better serve the individual needs of the student as well as those of the community of learners.

### Restorative Practices (Updated July 2026)

Odyssey School uses the restorative practices to create a positive school climate. This approach to learning is based on research in the following areas: child development; cooperative learning; cognition; systems theory; growth mindset and the skills needed for the future. At Odyssey, we are using this approach to build community through three stages of group development using four agreements among the students and adults:

- Attentive Listening;
- Appreciation/No Put Downs;
- Right to Pass
- Bring your personal best; and
- Mutual Respect;

Students are recognized for demonstrating expected behavior in a number of ways. However, should behavior concerns arise, the following consequences will be utilized if deemed necessary:

1. Student issued a discrete verbal warning
2. Student briefly conferences with teacher outside the classroom
3. Student asked to work in a separate environment for a short, defined period of time. Student will be monitored.
4. Student asked to reflect on actions and/or write a reflection or apology.
5. Email/ Telephone call to family
6. Logical consequences (e.g. community service appropriate to the negative behavior, payment for damages)
7. Student Conference with administration
8. Family conference with administration
9. Suspension
  - a. Work missed during a suspension can only be made up with approval from administration.
  - b. Examples of actions that could result in suspension include but are not limited to physical abuse, verbal abuse, bullying, intentional property damage, etc.
10. Expulsion
  - a. Student will be asked to disenroll from Odyssey School.

- b. Examples of actions that could result in expulsion include, but are not limited to, actions that did or could threaten the safety of other students, staff or the student.

### Substance Abuse Policy

Odyssey School students are forbidden to use or possess illegal substances (narcotic or mind-altering drugs and alcoholic beverages). Violation of this rule jeopardizes a student's privilege to attend Odyssey School. The faculty, administration, and Board of Directors recognize that substance abuse occurs within the school-aged population. Our intention is to educate students regarding the dangers these substances present. Odyssey School reserves the right to request drug testing of students whose actions indicate they may be using drugs or alcohol. Where evidence exists that a student may be involved, his/her parents will be notified of our concern, required to obtain a drug-use screening test and urged to seek professional help. *In those instances where student behavior strongly indicates drug or alcohol use, the administration may require an evaluation by a certified professional in a center specializing in the field of substance abuse disorder.* At the expense of the student's family, subsequent treatment, if indicated, will be required in order for the student to be considered for continued enrollment. Odyssey School further reserves the right to terminate enrollment of a student who is uncooperative with this policy or who has been determined to be a substance abuser. **Odyssey School is a private corporation and reserves the right to search student's lockers, book bags, purses, cars, etc. to determine if harmful substances or material may be on campus.**

All forms of tobacco use (including smokeless tobacco and vapes) are prohibited on campus. All non-tobacco vapor or other smoking devices are also prohibited. This policy also extends to student vehicles that are parked on campus.

Any type of medication, prescription or over-the-counter (Advil, etc.), must be turned into the front office with a [medication authorization form](#) signed by the parents. Students are not permitted to carry any medication on their person on campus.

### Administrative Leave (Updated July 2026)

In the event of certain reported behavioral issues, mental health concerns, or social conflict of a serious nature, the Head of School may ask parents to keep students home for administrative leave in order to maintain a neutral environment while next steps to establish supportive measures are being determined. This leave will be as short as possible and will not be included as a punitive measure in any student's records.

### Tuition Refund Policy

**In the event that a student is de-enrolled for any reason, Odyssey School will adhere to the following policy:**

Any student who withdraws for any reason during the first 30 days of school will receive a refund of 80% of prorated core tuition. If, after the 30th class day of school, a student is asked by administration to leave, the family will receive a refund of 50% of the prorated core tuition. If, after the 30th class day of school, the student withdraws for any other reason, there will be no refund of tuition. All fees (including elective class fees) are non-refundable in all the above cases.

### Tuition paid through FACTS –

The student's family will be responsible for the remaining FACTS payments, to equal tuition amount due. Monthly payments will be deducted by FACTS until the full financial responsibility has been met, according to the policy above.



## Health and Wellness Issues

Health data is maintained in the office for all students. An annual physical exam is recommended but not required for students.

### Sick Policy

Odyssey School has established a policy that a child with a temperature of 100.4 degrees or greater, or a child that is vomiting must be picked up by a parent/guardian as soon as possible. In addition, a child must be fever-free (without the use of fever reducing medicine) for a period of 24 hours before being allowed to return to school. Odyssey School does not have a school nurse. Our top priority is the well-being of our students. If your child is feeling unwell or showing symptoms of illness, please keep them home if possible. This helps them recover and prevents the spread of illness. Students who are concerned about getting sick are welcome to wear a mask at school.

### COVID, Flu, and other Airborne Illnesses (Updated March 2025)

If your child tests positive for COVID-19 or the flu, Odyssey follows CDC guidelines for returning to school. A student may return once both of the following have been true for at least 24 hours:

- Their symptoms are improving overall.
- They have not had a fever (without using fever-reducing medication).

Additionally, we ask that students wear a mask for five days after meeting these conditions. Please note that a **negative test is not required for return**. For more details, visit the [CDC website](#).

### Immunizations

Current and complete immunization records must be given to the Office *before* the first day the student attends Odyssey. Exclusions from immunization compliance are allowed on an individual basis for medical conditions and religious conflicts ONLY if the parent/guardian files a waiver form with Texas Department of State Health Services. This waiver or submission of evidence for exclusion must be on file *before* the student attends Odyssey School.

### First Aid/Emergencies

The Office Manager will maintain first aid supplies for student use as needed. Parents/Guardians will be notified immediately if health issues or accidents require further attention. If, in the opinion of administration, a student is in need of immediate medical attention and the parents cannot be contacted, administration will have the student taken to the student's doctor or to the Children's Hospital of Austin, at the expense of the student's family. This "Authorization for Emergency Medical Treatment" form (in the initial Parent information pack) is required of all students before the first day of attendance.

### Medications

Prescription and non-prescription medications may be given at school as long as they are in the original container (we are not allowed by law to have non-labeled medication on site) and a permission form is completed. Parents need to be aware of the following:

1. A new [permission form](#) is required at the beginning of each school year and must be updated if there is any change in medication.
2. Each student's medication must have affixed a current prescription label including his/her name, the name of the medication, and directions concerning dosage. Medications not in correctly labeled containers will not be dispensed.
3. Students may not have any medication, prescribed or over the counter, on their person. This includes inhalers, cold medications, pain relievers, etc. All medication must be turned into the office for dispensing.

4. All non-prescription medications must be provided by the parent/guardian with written directions for administration.

### **Personal Space and Hygiene**

In order for the school to maintain a positive, whole and healthy community, we ask that students keep public displays of affection, such as hugging and kissing, to a minimum. This includes any other personal contact deemed inappropriate at the discretion of the school administration. Students are expected to maintain an appropriate level of personal hygiene so as to not distract from the classroom. Odyssey School will help coach students on positive personal hygiene choices, but ultimately it is the responsibility of the parents and students to ensure these expectations are met. If poor hygiene reaches a level that affects classroom environment and interactions, parents will be contacted and the school reserves the right to ask the student to not attend classes until the issue is resolved. The school will use discretion in order to maintain a positive learning environment for students.

## **Technology Policies**

### **Network User Policy (Updated April 2026)**

Computers and the Odyssey School network are provided for staff and students during school hours. Students will be provided access to computers for research and classroom instruction. Based upon needs determined by the staff, independent student use of computers and other electronic resources will be permitted. Access will be provided to students who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply to all computer use and the users. Disregard of this agreement will result in the loss of privileges. Parents are ultimately responsible for setting and conveying the standards that their children should follow when using telecommunications and electronic information sources.

Students are prohibited from doing the following on Odyssey School equipment:

- download any programs without prior approval of administration
- change computer settings or any machine unless directed by Odyssey School staff
- tamper with any hardware associated with the computers, projectors, or audio visual materials
- have any food or drink in the vicinity of any computers in the school
- visit sites on the internet that are not approved by an Odyssey School staff member for their classroom ONLY
- use wireless or any other internet portal except for the Odyssey School network
- using any user account besides their own Odyssey assigned user account in any way,
- using any personal e-mail, Social Media, YouTube or other account that has not been assigned by Odyssey School, unless express permission has been granted by a teacher specific to their classroom.

Students are also responsible for paying for any damages incurred to speakers, computer hardware, headphones or software while in their use. Odyssey provides *Web access only* for students use with Odyssey approved services. Use of Odyssey hardware and software to connect to any other services (proxy servers, private servers, off-site personal systems, etc.) is subject to disciplinary action.

### Personal Computers/Tablets (or any other devices that have internet or Bluetooth capabilities)

Only students who have gone through the training and have been approved by administration may bring personal computers or tablets to school. These computers are to be used to complete school work *only* and may *not* be used by other students. Failure to comply with these rules will result in the loss of this privilege. **Odyssey School is not responsible for damage to these items while on school campus, and reserves the right to confiscate items without immediate return.**

### Telephone Usage

Students may use the school phone for *approved calls only and only in the presence of the Office Manager or administration.* Students must use the phone located in the school office only. Students may **never** use the telephone without permission from a staff member. They are also not allowed to use **their cell phones during school hours.** Please limit the number and length of calls. This policy is in place to foster independence in our students.

### Cell phone/ Smart Phone Free Campus

**Odyssey is a cell phone free environment** to allow our students the ability to focus on their class work and not be burdened by external text and unsupervised internet navigation. We require that all students turn in their cell phones upon arrival to school. Students can pick up their phones after their last class as they are leaving campus. We encourage parents to restrict students bringing cellphones to school. This policy has significantly improved our students' ability to learn and maintain friendships.

Students who fail to abide by this policy will have their phone confiscated on site. Administration reserves the right to review all contents within the confiscated phone. Students are required to **always disclose any pass codes** administration requests to view the phone's contents. A Parent will be required to pick up the confiscated phone. The parent must come to the office to retrieve the device and may be asked to sign an agreement concerning their student's use of technology. As always, students needing to communicate with parents may do so through the front office on an as needed basis. **Perpetual violation of these policies may result in disciplinary action including but not limited to in-school and off campus suspension.**

Because several of our students carpool or drive themselves to school, Odyssey has provided families the convenience of allowing cell phones on campus to facilitate easy after school communication between parents and students. These students must turn phones into the front office and abide by the rules listed above.

### Other Electronic Devices

In addition to cell phones, students are required to turn in any bluetooth or wireless enabled devices such as headphones, airpods, tablets, smart watches, hand held games etc...The following policies also apply to cell phone or electronic device usage at Odyssey School:

- Odyssey reserves the right to restrict a student's technology privileges, such as disallowing them from bringing any outside devices to school.
- If a teacher authorizes, a student may use other electronic devices in the classroom, such as laptops or tablets. It may only be used during that teacher's class time. This use is a privilege that may be revoked at any time at the discretion of the teacher or administration.
- Electronic games (i.e. handheld games, game consoles) may only be brought to school with the permission of the school.
- Electronic devices may only be used outside of the classroom by staff request and written approval from administration.

- Parents who are contacted by their student without administration permission via cell phone call or text during the school day are required to notify administration.
- Odyssey School is not responsible for damage to these items while on school campus, and reserves the right to confiscate items without immediate return.

### **Cyber Bullying (Updated July 2026)**

Odyssey School defines “cyber bullying” as any act of bullying committed by use of texting, emails, chat room, phone/computer apps, video chats, message boards, social media sites, phone calls, and through any other online forum. This type of behavior will not be tolerated by Odyssey School as it directly conflicts with our Odyssey agreement that all students must adhere to. Odyssey reserves the right to request access to students’ online activity and history if cases of cyber bullying are reported. The Head of School may ask parents to keep students home for administrative leave in order to maintain a neutral environment while next steps to establish supportive measures are being determined.

Our ultimate goal is to help our students learn and understand the impact of their online presence and maintain a positive and safe environment for everyone. Online or social media contact between or regarding two or more Odyssey students is considered an area that the school reserves the right to explore, monitor, intervene, correct or review. Following a cyberbullying incident, administration will increase monitoring of school device and network usage for involved parties for a defined period.

All communication with the families of students involved — both the targeted student and the alleged perpetrator — will be handled by school administration. Administration will:

- Notify each family as promptly as possible following the initial review
- Communicate separately with each family to protect the confidentiality of all parties
- Provide guidance on prevention strategies and next steps
- Inform families if the matter has been or will be referred to an external authority

## **Other School Policies**

### **Dress Code (Updated April 2024)**

The purpose of this dress code is to provide a supportive, productive, and safe learning environment for all Odyssey School students. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student.

Students must wear the following at all times:

- A shirt or top
- Pants/jeans, or equivalent (for example, skirt, dress, leggings, shorts, etc...)
- Shoes

Student attire must meet the following requirements.

- The abdomen, genitals, buttocks, breasts, and nipples and under garments must be covered with opaque fabric, regardless of the student’s physical position.

- Hair and accessories should not obstruct vision or inhibit learning.
- Clothing and/or body (meaning skin) bearing symbols, writing and/or pictures that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups is prohibited.
- Clothing and/or body (meaning skin) bearing symbols, writing and/or pictures depicting drugs or alcohol (or any illegal item or activity) is prohibited
- Proper hygiene is required to allow for a successful learning environment for all students.

Students may choose to wear the following items as long as all requirements are met:

- Ripped jeans are allowed as long as underwear and buttocks are not exposed.
- Hats and hoodies may be worn as long as they are not a distraction and permitted only at the discretion of each individual teacher's class.

Class Specific Requirements:

- PE: Students must wear tennis shoes during PE classes.
- Maker Lab: Students must wear closed toed shoes when using the maker lab. They may be asked to remove jewelry or accessories that might compromise safety in the maker lab.
- At times students may be asked to wear specific types of clothing in order to participate in service learning, field trips, or other class specific activities, including science labs.

Parents and students should also be advised that there may be unforeseen clothing issues and trends that arise that aren't listed here. We value the perspectives of all members of the Odyssey community, and encourage families to contact us should a concern arise. All dress code violations and potential issues will be addressed privately and discreetly with the students. Faculty and staff will use body positive language when addressing dress code concerns.

If a student is dressed in violation of the dress code, which is left to the judgment of school personnel, the parents or guardians will be notified and potentially asked to bring appropriate clothing or to pick up the student. Until the student has proper attire, they may not return to class. Our goal is to keep students in the classroom as much as possible, so the administration will seek to provide options that allow the student to return to class as soon as possible.

### **Personal Items**

In order to maintain positive relationships within our community, students are not permitted to share, sell or trade any personal or food items during school.

### **Lunch/snacks (Updated July 2026)**

At Odyssey School we encourage our students to make healthy food choices. Students are responsible for the food they choose to bring to campus. If a student's behavior or the school environment are impacted by the foods they choose to bring to school, the faculty and staff may intervene and impose limitations on what food items they are allowed to bring to school. Students are not permitted to share, sell or trade any food items during school.

Food should not be delivered to students via online or any food delivery services except with school administration approval. Odyssey school provides alternative lunch options for students who have accidentally forgotten their food. If you feel it is necessary for the student to receive lunch from an outside source during the school, the family must contact the administration

directly in order to arrange the delivery pending approval. Students may never use their phone to order anything. If multiple instances arise in which families request food deliveries at school, the administration may arrange a meeting with the family in order to address an alternate lunch plan for the student. If you bring a late packed lunch to your child, please have it clearly marked with the child's name and leave it with the front desk.

We believe that students learn best when they have sufficient sustenance throughout the day. Families are responsible for sending students to school with the amount of food (lunch and snacks) appropriate to their students' needs. If staff notices that students are repeatedly expressing a need for more food throughout the day, families will be notified and asked to provide more options in their students' lunchbox.

### Off-campus Privileges

Juniors and Seniors, who are in good academic and behavior standings, may qualify for off-campus privileges. Parent permission and administration approval and training is required. This privilege includes leaving campus for lunch to walk to area restaurants. Students are prohibited from driving off-campus or riding in vehicles of other student drivers. Students may not bring any food back to campus for themselves or other students. They must return to campus before their next class. Please note that this privilege can be revoked by administration if students do not remain in good academic and behavioral standing.

### Field Trips

All parents/guardians signed a Field Trip permission form at the beginning of the school year. However, some field trips will require additional forms. Students will use buses or private cars on school-sanctioned trips. All parent drivers must bring a copy of their current driver's license and the declaration page of their current auto insurance to the office. Students are expected to observe normal classroom/ school rules for behavior while off-campus. Students must maintain their normal medication regimen on any field trip day or other special event day.

### Student Drivers

High School students who have the written permission of their parents and a valid driver's license may drive to and from school. **Students are not allowed access (entrance or use of) to their vehicle during school hours. Students are prohibited from driving other students under any circumstances, except in the case of a sibling and then only with written permission from the parent/guardian and administration approval.** Students will use the parking lot along Ellingson only. Students who need to leave early due to appointments, illness or other circumstances are required to obtain permission from the Office Manager or administration. Prior notice from parents is also required.

### Students who walk, bike or skateboard to school (Updated July 2026)

Students who bike to and from school are required to lock up their bike on the bike rack. Students who skateboard to and from school are required to turn the skateboard into the school office when they arrive in the morning. Bikes and skateboards may not be ridden on school property during the school day. Once a student arrives on campus, regardless of mode of transportation, they are expected to remain on campus until the scheduled end of the day, unless administration has received written or verbal notification by an authorized family member.

### Inclement Weather or Emergency Closings

Please listen to the local radio and television stations or follow local news sources online for information concerning school closures due to weather conditions. Odyssey School will follow AISD's closure schedule. If Austin ISD is closed, Odyssey School will be closed, even if you do not



see Odyssey specifically mentioned on the local news or radio. Odyssey may also alert parents of school closures via email.

### Visitors

Visitors, including parents, are always welcome at Odyssey School. We do, however, ask that you call in advance in case a field trip or some other planned activity may interrupt the normal routine. When you arrive, please enter the building through the Ellingson Street door and sign in at the school office. The door will be locked at the start of first period; please use the doorbell to gain entry. You will be given a "Visitor Badge" which must be worn at all times until you return to the office to sign out. Student visitors are allowed for a three-day visit only if they are being considered for admission. Students may not bring guests to visit for the day.

*We ask that all visitors and volunteers respect the learning environment by minimizing distractions and limiting contact with their child to designated times. Volunteers, please respect the teachers' work space, and keep use of school phones to a minimum during school hours. Due to the sensitive materials kept in the File Room and Copy Room, these areas will be restricted to staff only at all times.*

### Weapons

Odyssey School is a gun free, weapon free campus. Everyone including students, visitors, parents, staff members, etc. are subject to this policy. This includes anyone who is licensed to carry a concealed weapon or licensed to open carry. Any student who brings a weapon to school will receive disciplinary action and is subject to expulsion. Anyone who has questions about this policy may contact the school.

## Academic Program

Odyssey curriculum expectations are high but allow flexibility and adaptability for all students. Work may be adjusted to accommodate each student's instructional level of achievement.

### Grading Standards:

Odyssey uses a traditional numerical Grading system, outlined below:

- 90 – 100 (A)
- 80 – 89 (B)
- 70 – 79 (C)
- 69 and below will not receive high school credit

Students are required to make a 70 (C) or above course average in order to receive high school credit for a subject. High School course work that is incomplete can only be made up with approval from administration.

### Report Cards, Progress Reports & Portfolios

1. Students receive four report cards, one for each nine-week grading period. Overall course grades reflect organization and performance on class assignments, homework, special projects, participation, quizzes and tests, and other assignments. Report cards are issued five days after the end of each grading period. They will be sent home with students or mailed. In situations where parents share custody or a parent authorization is given in writing, duplicate copies of report cards, progress reports and other pertinent information will be mailed.
2. Midway through each 9-week grading period, students receive an **unofficial** "Progress Report." **These reports are not part of grade records and are not kept in the student's file.**

3. As part of Odyssey School's broader assessment, students maintain a portfolio of their work, educational goals, and information on their individual learning styles and progress.
4. A transcript will be maintained for high school students that includes high school coursework completed. Grade point averages will be determined at the end of each semester.
5. Students are administered diagnostic assessment or standardized tests annually to assess a set of skill abilities. Currently, Odyssey School administers MAP testing to all middle and high school students.
6. Because Odyssey assigns students to classes on an ability-basis, some classes might contain a mix of middle and high school students. Middle School students participating in high school-level classes will only receive high school credit with prior approval by administration.

### High School Transcripts

The Odyssey transcript consists of a record of all high school class activity for students. It includes all classes taken at Odyssey School as well as transfer credits from other schools. It also tracks attendance and service learning hours. Families are provided an unofficial transcript each year for tracking purposes. Official transcripts are available by request and can also be sent directly to other learning institutions at no cost.

For students transferring to Odyssey School from other accredited learning institutions, Odyssey School will evaluate which credits can be transferred and those credits will be listed as "CR" (Transfer Credit) on the student's Odyssey School transcript rather than the percentage grade awarded by the previous institution.

Due to Odyssey School's small student ratio, the organization does not participate in class ranking. Class rank will not be indicated on transcripts unless requested.

### Homework

Homework assignments are designed for review and/or an extension of materials presented in class, and is a means of reinforcing and enriching classroom instruction. Homework is assigned to:

- Help the student become more self-reliant;
- Help the student learn to work independently;
- Reinforce skills that have been taught in class; and
- Complete certain projects that require individual and creative effort.

Students should be able to complete homework independently or with very limited guidance from parents or a tutor. Homework also serves as an opportunity for our students to practice organizational skills and self-responsibility. Our policy with parents is never to engage in "homework battles." We strive to address individual needs in assigning homework. If you feel your student's homework load is consistently inappropriate, please communicate with the teacher assigning the homework via notes in the planner or email to make adjustments.

### Academic Integrity

At Odyssey School, academic integrity is held in the highest regard. We define academic integrity as the commitment to and demonstration of honest and good moral behavior in an academic setting. Violations of academic integrity include, but are not limited to, plagiarism, copying another student's work, "contract cheating" (using another person, bot, or agent to do the student's work), disrespecting copyright, and content generated by artificial intelligence. As artificial intelligence is a rapidly evolving technology, each teacher may set expectations for their own class.



## Off-site Credits, Service Learning and Graduation Requirements

### Off-Site Credits

Students can receive credit for off-site electives or coursework done through accredited online high school programs with administration approval through the Off Site Credit Request Form. To earn off-site credit, students must take 80 hours to earn .5 credits, and 160 hours to earn 1.0 credit. Off-site credits earned will be listed as a Credit ("CR") on the student's Odyssey School transcript rather than the percentage grade awarded by the previous institution.

### Dual Credit Program

Students can also receive credit through our Dual Credit program with our partnership with Austin Community College with administration approval. In order to enroll in dual credit classes, students must pass one or both sections of the TSI Test, a standardized test required by ACC indicating college readiness. Odyssey School proctors the TSI test on our campus twice a year at no cost to families. Students in 11th and 12th grade are required to take the TSI test during the course of the school year, but students in 9th and 10th grade may participate upon request. Additionally, SAT and ACT exams are available upon request but are not required for dual enrollment.

### Credit Recovery (Updated July 2026)

Odyssey offers a credit recovery program on a case by case basis. This program is designed to help students who may have fallen short of meeting their full requirement or have incomplete work. Once credit recovery work is completed, and signed off by the teacher or the department head, then the credit will be listed on the student's transcript. Credit recovery scores are graded on a pass/fail basis and students will either receive Credit ("CR") or No Credit ("NC") on the student's transcript.

If your student has an unfinished credit, the administrative team will work with the family to determine a plan for recovering credit based on individual student considerations. We will be able to provide recommendations specific to student needs, but it is the families responsibility to initiate and follow through with credit recovery options external to Odyssey School (online credit recovery, dual credit opportunities, etc..).

### Service Learning

Service Learning is an opportunity for students to engage in volunteer work that benefits both our school and local community. It is a fun and important part of our curriculum. Parent support of student participation in Service Learning is required. Students who do not attend service learning activities will be marked as absent for the day unless proof of an excused absence is provided by the family. Students may be asked to make up their volunteer hours at a later date.

### High School Graduation Requirements

Odyssey School graduation plan requires a completion of 22 High School credits. Please see the Recommended Core plan provided on the following page.

### Recommended CORE PLAN (22 CREDITS)

| Academic Course Requirements                                                                                                                                                                        |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Course                                                                                                                                                                                              | Credits Required |
| Math                                                                                                                                                                                                | 4                |
| Social Studies                                                                                                                                                                                      | 4                |
| Science                                                                                                                                                                                             | 4                |
| English                                                                                                                                                                                             | 4                |
| Block Credit: Pragmatics <b>plus</b> 2 credits in a combination of the following:<br>Speech, Literature, Healthy Living, Business Writing, Creative Writing, or an additional English-focused class | 3                |
| Elective Course Requirements                                                                                                                                                                        |                  |
| Technology (Required)                                                                                                                                                                               | 1                |
| Art (Studio Arts ) (Required)                                                                                                                                                                       | 1                |
| Physical Education or Healthy Living (Required)                                                                                                                                                     | 1                |

*Students must also complete the required hours of service learning per school year*

### Optional

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <p>Foreign Language</p> <p><i>Note: Though Odyssey School does not require foreign language credit in order to graduate, many four year universities require two years of foreign language credits in order to apply to their program.</i></p> <p><i>If your student is interested in attending a four year university, please communicate this to the Odyssey staff as soon as possible so we can help you plan accordingly.</i></p> | 2 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

Students can request adjustments to requirements or get grandfathered exceptions by officially appealing for approval to administration.

### **Addendum: Texas Education Freedom Accounts**

Odyssey School is an approved provider for the 2026–2027 Texas Education Freedom Account (TEFA) Program. Families who have applied to the TEFA program may select Odyssey School as a recipient of the funding they receive.

If a student is funded in whole or in part through a Texas Educational Freedom Account, Odyssey School will comply with all state requirements regarding the return of public funds. In the event that a student withdraws from the school or is expelled, any TEFA funds received for that student will be returned to the State of Texas in accordance with the state's proration and withdrawal guidelines, based on the effective date of the student's withdrawal or dismissal.

The return of TEFA funds to the state does not eliminate or reduce the family's financial obligation to Odyssey School. Families remain responsible for any tuition and fees owed under the terms of this contract, including amounts not covered by EFA funding or amounts due after the state-adjusted return of funds.