

Alta Vista Charter School

Operated by Guadalupe Centers Inc.
Sponsored by Central Missouri State University



2015-2016
Student - Parent Handbook

1524 Paseo
Kansas City, MO 64108
www.altavistacharterschool.org

Guadalupe Educational System Vision

The Guadalupe Educational System is a premier Pre-K to career educational system in Kansas City, Missouri, preparing young people to fulfill their potential.

Alta Vista High School Vision

Alta Vista will empower students to succeed in college and in their chosen professions and will prepare them to be productive members in the community.

Mission

In order to bring our vision into reality, we will

- Provide choices for social and academic growth.
- Provide effective teachers, challenging curriculum, and exposure to appropriate learning experiences.
- Connect class work to students' lives.
- Provide opportunities for students to practice civic responsibility.
- Create community, home, and school partnerships that provide students with necessary resources.

Guadalupe Educational Systems, Inc.

2015-2016 Academic Year Calendar

July 15

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August 15

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September 15

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October 15

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November 15

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December 15

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January 16

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February 16

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March 16

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April 16

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May 16

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June 16

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July 16

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August 16

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Notes

- Aug 4-14 Professional Develop and Curriculum
- Aug. 17 First day for students
- Sept. 7 Labor Day
- Sept. 23 Prof. Dev. No School
- Oct. 16 End of 1st Qtr
- Oct. 22-23 Parent/Teacher Conf.
- Nov. 25-27 Thanksgiving Break
- Dec. 18 End of 1st Sem
- Dec. 21-Jan. 4 Winter Break
- Jan. 18 MLK Day
- Feb. 3 Prof Dev. No School
- Feb. 15 President's Day
- Mar. End of Quarter 3
- March 10-11 Parent/Teacher Conf.
- March 14-18 Spring Break
- April 20 Prof Dev No School
- May 27 Last Day for Students
- May 30 Memorial Day
- May 31-June 7 Weather make-up (if needed)
- June 8 Last day for Staff (adjusted based on use of weather make-up days)
- June 13-July 1: Summer Sch 1
- July 5-July 25: Summer Sch 2

AVHS 2015-16 Bell Schedule

| M, T, F | | | Wednesday | | | Thursday | | |
|----------|--------------|-------------|-----------|--------------|-------------|----------|--------------|-------------|
| 1st Hr. | 8:45-9:35 | | 1st Hr. | 8:45-10:05 | | Advisory | 8:45-9:28 | |
| 2nd Hr. | 9:39-10:29 | | 2nd Hr. | 10:09-11:29 | | 4th Hr. | 9:32-10:52 | |
| 3rd Hr. | 10:33-11:23 | | 3rd Hr. | 11:33-1:15 | | 5th Hr. | 10:56-12:42 | |
| 4th Hr. | 11:27-12:43 | | | 1st lunch | 11:33-11:55 | | 1st lunch | 10:56-11:18 |
| | 1st lunch | 11:27-11:49 | | 2nd lunch | 12:13-12:35 | | 2nd lunch | 11:38-12:00 |
| | 2nd lunch | 11:54-12:16 | | 3rd lunch | 12:53-1:15 | | 3rd lunch | 12:20-12:42 |
| | 3rd lunch | 12:21-12:43 | | | | 6th Hr. | 12:46-2:06 | |
| 5th Hr. | 12:47-1:37 | | | | | 7th Hr. | 2:10-3:30 | |
| 6th Hr. | 1:41-2:31 | | | | | | | |
| 7th Hr. | 2:35-3:30 | | | | | | | |
| Tutoring | 3:30- 5:00pm | | PD | 1:30- 3:30pm | | Tutoring | 3:30- 5:00pm | |

*Staff reports at 7:30am. Schedule for 7:30 to 8:15am- On M,T, Th meet in PLCs, On Wed.- Parent Student Conf./IEP Meetings, Fri.- Staff Mtgs.

*Breakfast will be from 8:15am to 8:45am

*PD will be on Wednesdays from 1:30-3:30pm

*Classes on M, T, F are 50 minutes

*Block day classes are on Wednesday and Thursday and will be 80 minutes

*Advisory still meets once a week for 43 minutes

*All lunches are 22 minutes long

GRADEBOOK ACCESS

Go to: _____

My Log In is: _____

My Password is: _____

EMAIL ACCESS

Go to: _____

My school email is: _____@altavistacharterschool.org

My password is: _____

DRESS CODE POLICY

Students shall wear clothing of appropriate size. The size of shirts and pants shall be appropriate to the student's body size and shall not be oversized or undersized as determined by the staff of Alta Vista.

- ❖ Students are required to come to school with a book bag and their Chromebook.
- ❖ Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
- ❖ Occasionally, the school may raise funds for various activities by charging a small fee to dress down.

The Alta Vista uniform consists of the following:

Monday through Friday

- Tan or black pants, shorts, or skirts fitted at the waist with a belt. Skirts and shorts must be no shorter than two inches above the knee.
- Uniform shirts include Alta Vista polos with the school logo. Uniform shirts may be purchased at the school or at the Back to School Orientations. If students wish to wear a T-shirt underneath the uniform shirt, it must be white, grey or black and without any markings, letterings, or emblems.
- During cold weather: Fleece jacket with the Alta Vista school logo. The Alta Vista polo-knit shirt must be worn underneath.

Friday – "AV/College Pride" (optional):

- Students may wear an Alta Vista club or team t-shirt or a college tshirt or sweatshirt on Fridays. Students must wear uniform pants, shorts, or skirts (tan/khaki or black).

"Dress for Success" Days:

- On occasion, students are required to give formal presentations in class or there may be other special events in which teachers may require students to Dress for Success. Students will be notified ahead of time and the following dress code will be required on those days.
 - Men- Dress pants, button down shirt, tie, dress shoes, and belt.
 - Women- Business attire: shirt with collar, jacket or cardigan, knee length dress, skirt or dress pants and dress shoes.

Restrictions on student dress including dress down days include:

- Tube tops, halter-tops, low-cut tops and clothing with a bare midriff are prohibited.
- Transparent or see-through clothing is prohibited.
- Caps, bandanas, hats and sunglasses may not be worn inside the building during regular school hours. If they are seen by staff, they may be taken away and a parent may retrieve it the first time. If it is taken away a second time, the school will hold the items until the end of the semester, at which point the parent may retrieve it.
- Clothing or jewelry, which displays obscene, vulgar or pornographic words or images that advertises or promotes use of drugs, alcohol or tobacco products or acts of violence is prohibited.
- House shoes, slippers, or flip-flops may not be worn.
- Sagging of the pants is not permitted.

Dress Code Policy Violations:

- Dress code violations that cannot be corrected immediately will require parents to bring a uniform to the school. The student will remain in the front office until a parent is able to bring the uniform.
- Excessive dress code violations may result in the student being placed in a behavior contract.

ADMINISTERING MEDICATION TO STUDENTS

The school is not obligated to supply or administer medication to students. However, the school recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

TO ADMINISTER A PRESCRIPTION MEDICATION, the student's physician must provide the school with a written request that the medication be given during school hours. A medication permit stating the required information may be obtained from the school. The prescription label will be considered an equivalent of the physician's order for short-term medication. The parent or guardian must also provide a written request that the school comply with the physician's request to give medication. The school will not give the first dose of any medication. The parent must supply the medication in a properly labeled container from the pharmacy with only the doses to be given at school, and with instructions for special storage. Ask your pharmacist for a second labeled medication bottle to be kept at school.

TO ADMINISTER OVER THE COUNTER MEDICATION, the student's physician must provide the school with a written request that the medication be given during school hours. The parent or guardian must also consent in writing that the medication be administered at school. The permission must be renewed annually.

SELF-ADMINISTRATION OF MEDICATION may be recommended by a physician for a student with a chronic health condition. Please provide the school with a copy of the doctor's order stating that the student can self-administer his or her medication.

EMERGENCY PREPAREDNESS PLAN

Emergency plans are posted in each area and drills are conducted regularly to ensure school safety.

VIDEO & PUBLICATIONS INFORMATION

Alta Vista is involved with many innovative programs, and we are often asked to share information about our charter school with other groups. As part of the sharing process, we may elect to take video footage or photographs of students.

These images (video footage or photographs) would be used for educational, informational, or promotional purposes. Parents need to specify to the building principal, in writing, if they would prefer that their child or children not be a part of these groups which may be videotaped/photographed for educational purposes in the school setting. If you have any questions, please call the school office.

SCHOOL BREAKFAST AND LUNCH

Breakfast and lunch are provided to students. See the school secretary for a Free and Reduced Meal Application. Students who do not qualify for free meals will be billed for the meals received. Students are to eat and drink in the cafeteria only.

SCHOOL ISSUED TEXTBOOKS, INSTRUMENTS, TECHNOLOGY, AND OTHER EQUIPMENT

Supplies issued to students are to be returned in good condition. If school issued supplies are damaged or lost, the student will be assessed a fine or charged the replacement cost.

PARENT CONTACT WITH STUDENTS DURING SCHOOL HOURS

If a student forgets a permission slip, book, homework, or other items necessary for their day, parents may bring those items to the office and we will see that students receive them.

Students are not permitted to use cell phones during the school day. Parents who need to reach a student during the day, must call the office and leave a message. School personnel will then deliver the message to the student. Parents should not text or call the students during school hours.

CELL PHONES

Cell phones must be turned off and remain out of sight during school hours and shall not interfere with academic learning. Students are allowed to use cell phones during breakfast, lunch, and passing periods only. Phones that are used or are visible will be confiscated by the classroom teacher/staff member and turned into main office. A parent/guardian may retrieve the cell phone at the end of the day. The school is not responsible for loss or theft of cell phones.

LOCKERS

Alta Vista assigns each student a locker and combination at the beginning of the school year. Lockers are property of the school and are subject to inspection at any time.

STUDENTS PARKING ON SCHOOL GROUNDS

The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Students who park vehicles on school property waive any expectation of privacy they have in the vehicle.

STUDENT INFORMATION SYSTEMS

Alta Vista uses two student information systems. ESchoolCore is used to provide attendance information. JumpRope is used to provide academic progress information. Parents and students are issued ID's and passwords for both systems. Contact the Parent Liaison for assistance signing on to both systems. Visit altavistacharterschool.org to access the links.

NOTICE OF CHANGE IN ADDRESS AND/OR PHONE NUMBER

It is the responsibility of the parent/guardian to ensure that the school has current contact information on everyone listed in a student's file. If a change in address and/or phone number happens please contact the main office as soon as possible.

INTERNET SAFETY POLICY AND TECHNOLOGY AGREEMENT

Students will receive instruction on the proper and acceptable use of technology while at school. Each student will be held accountable for failing to adhere to the technology policy requirements.

Staff will monitor student use of school technology. Pursuant to State and Federal law, Alta Vista has access to all communications sent, received or stored by any student using the school's technology resources, and may monitor student online activity that takes place utilizing school equipment or internet network. The school will make its best effort to block/filter student access to inappropriate internet materials, without intentionally restricting students' access rights to controversial and educational materials under the First Amendment. Alta Vista retains the right to restrict or extinguish students' access and use of school technology if it is determined the student has not abided by the school's technology use policies. A student's parent/guardian will be held responsible for any damage or unauthorized costs that arise from a student's inappropriate use of school equipment or other technology resources.

ACADEMIC REQUIREMENTS

Each student will choose their Personal Plan of Study as a freshman entering Alta Vista. Students must attain the following credits in order to graduate:

| | Class of 2016 and beyond | Class of 2015 and Before |
|--|---------------------------------|---|
| Communication Arts | 4 | 4 |
| Mathematics | 4 | 3 |
| Science | 4 | 3 |
| Social Studies | 3 | 3 |
| Fine Arts | 1 | 1 |
| Practical Arts | 1 | 1 |
| Physical Education | 1 | 1 |
| Health | 0.5 | 0.5 |
| Personal Finance | 0.5 | 0.5 |
| Foreign Languages | 2 | Not required |
| Electives (including supp. reading/ supp. math or independent study classes) | 7 | 7 |
| College Planning and/or Enrichment | 1 | .25 / year |
| Total | 29 | 24 + College Planning/Enrich. credit |

Students must complete 25 hours of community service in order to graduate.

INTERVENTIONS FOR FAILING STUDENTS

There are a variety of interventions in place at Alta Vista for students who are failing, including tutoring, mandatory summer school and retaking a course.

Tutoring

- Ninth grade students whose grades are at Below Basic and Basic must attend 1.5 hours of mandatory tutoring per week for each failing class (so, a student with 2 B or BB would need to attend a total 3.0 hours of tutoring per week).
- The hours of tutoring may be completed with the instructor of the failing course from 3:30-5:00pm on Monday, Tuesday, Thursday, or Friday.
- Any ninth grade student who does not complete their weekly mandatory tutoring hours will receive a Saturday Restorative session from 8:00am – 10:00am.
- Tenth through Twelfth grade students whose grades are at Below Basic and Basic have the option to attend tutoring each week. They must sign up in advance.

Mandatory Summer School for Failed Courses

- Students who failed a semester of any course, including electives, will be required to attend mandatory summer school that year for credit recovery at a cost of \$25 for course activities.
- A maximum of four courses can be taken during the summer for credit recovery.
- Regardless of the time it takes to complete credit recovery, students will remain in summer school for the entire session.
- Students who satisfactorily complete credit recovery during summer school will receive a maximum of a 70% (C-) as their grade for the course.
- Any student who does not attend mandatory summer school for Failed Courses will not enroll the following year.

Retaking Courses

- Any student who does not fully pass both semesters of a required course during the school year or during summer school must retake both semesters of the course the following year, unless the student needs to repeat the grade due to excessive failed courses.

EARLY COLLEGE PROGRAMS (ECP)

MCC – Penn Valley and UMKC

Students who meet eligibility criteria may attend Metropolitan Community College – Penn Valley or University of Missouri at Kansas City (UMKC) during their junior and/or senior years. Students can accrue as many as 30 college credits hours.

Eligibility Requirements

1. Cumulative Grade Point Average (GPA) 2.50+ for MCC- Penn Valley and 3.00+ for UMKC
2. Compass Assessment: Passing score of 72 in Reading and 70 in Writing
3. Personal essay
4. Recommendation letters
5. Parent signature
6. Attendance: student may miss no more than 6 days per semester and not be on an attendance contract
7. Student conduct in good standing.

Exceptions may be made for students missing one of the requirements. These exceptions will be based on teacher and parent advocacy.

Health Science Academy

This is a program for students motivated in pursuing any type of health career following high school. Each student will earn Certified Nursing Assistant Certification and take up to 18 hours of college credit on the Penn Valley campus at the Health and Science Building.

Eligibility Requirements

1. Attendance: students may not miss more than 6 days per semester.
2. GPA: at least 2.5
3. Student conduct in good standing
4. Teacher recommendation
5. Health Science interview
6. Minimum Compass score

Business and Technology Center

This is a program for junior and senior students interested in the engineering and industrial fields. Students attend each day at the MCC campus for two years and earn college credit toward these fields. In addition they will have added college support.

Eligibility Requirements

1. Attendance: students may not miss more than 6 days per semester.
2. GPA: at least 2.5
3. Student conduct in good standing
4. Minimum Compass score
5. Minimum credit requirement to be on campus for part of the school day

HONOR ROLL

To be eligible for honor roll, a student must be enrolled in at least 5 subjects. Honor Roll Grade Point Average (GPA) is based on semester grades. Principal's Honor Roll = 4.0 GPA. "A" Honor Roll = 3.50 to 3.99 GPA. "B" Honor Roll = 3.00 to 3.49 GPA.

GRADING SCALE

The following grading scale will be used in all classes at Alta Vista:

| Grade | Percentage Range | GPA Points Earned |
|--------------|-------------------------|--------------------------|
| A | 94 – 100 | 4.0 |
| A- | 90 – 93 | 3.7 |
| B+ | 87 – 89 | 3.3 |
| B | 83 – 86 | 3.0 |
| B- | 80 – 82 | 2.7 |

| | | |
|----|---------|-----|
| C+ | 77 – 79 | 2.3 |
| C | 73 – 76 | 2.0 |
| C- | 70 – 72 | 1.7 |
| F | 0 – 69 | 0.0 |

REQUIREMENTS TO PARTICIPATE IN SPORTS OR AFTER SCHOOL ACTIVITIES

A student who wishes to participate in sports or after school activities must be in good standing. Any student participating in sports or physical activities must complete a Physical Exam and be cleared by a medical doctor. Students who are not in good academic standing, have committed a serious discipline violation or are on Behavior Contracts and those who have exceeded six absences are **not** eligible to participate in sports or after school activities until sufficient progress has been made as determined by the Dean of Students.

According to the Missouri High School Athletic Association guidelines, students who receive more than one F in a semester will be ineligible for participation in sports for the upcoming semester.

SCHOOLWITHDRAWAL

Statute 167.031, RSMo, states that students must regularly attend school until age 17 or they have successfully completed sixteen credits towards a high school diploma. Students choosing to withdraw from Alta Vista must meet these requirements, complete a withdrawal form, return any school items, and pay any fines or assessments owed. If a student does not meet these requirements, the withdrawal form must be completed by the parent; in addition, the name of the school the student is transferring to must be provided at the time of the withdrawal.

RECORDS - TRANSCRIPTS

Official student records are maintained in accordance with the "Family Privacy Act" provisions. Parents may request to review the records by contacting the office. If copies are needed, a fee may apply.

Diplomas and transcripts may be held until all school items have been returned and all fines or assessments have been paid.

ATTENDANCE POLICY

In compliance with Missouri School Law, all children, ages 7-17, shall attend school on a regular basis. Regular and punctual attendance on the part of all students is necessary to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students having good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

With the belief that good attendance is important and directly related to academic achievement, the following definitions and regulations have been established to encourage good school attendance:

Parents must schedule all regular doctors' appointments (ie. dental, yearly physical exams, immunizations) for after 3:00pm. Students who have these types of appointments are expected to attend school at least half of the day. If they miss the entire day, half of the day will be considered Unexcused.

Definitions:

Tardy – 1 to 9 minutes late to school or a class period. If a student arrives to class 10 minutes or later, he/she will be marked absent. Tardies will be handled according to the school discipline policy.

Excused Absence – Absences may be excused only for illness or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. A doctor's note or other official documentation is required for an absence period of more than 3 consecutive days. If a student is to be absent, the parent/guardian should inform the main office before 9:00am if possible.

Unexcused Absence – Absences for reasons that do not meet the requirement to be considered excused and/or absences that were not supported with the appropriate documentation or parent note.

Excessive Absences – Students who accumulate more than 6 total (or per class) Unexcused Absences within a semester will not earn credits for their classes. Students who accumulate more than 9 total absences (or per class) (including Excused and Unexcused) will not earn credits for the semester.

Appeals

Parents have the right to request an appeal hearing. Appeals must be scheduled within two weeks of the student's seventh unexcused absence or tenth total absence. At the appeal, parents and students are allowed to discuss reasons for the excessive absences and present supporting documentation. The results of the appeal hearing will be mailed to the parents.

STUDENT CODE OF CONDUCT

Alta Vista Charter School has the responsibility of preparing students for roles in society by providing public education for children. School authorities and parents must ensure an environment in our school which is conducive to the learning process.

There must be respect and mutual trust among students, parents, teachers, administrators and support staff. As a symbol of this commitment to respect and trust, high expectations and standards for behavior have been developed into the Student Code of Conduct. Rules which establish discipline guidelines for students are necessary and basic to student growth and development. These expectations, standards and discipline procedures are consistent, help maintain an effective learning environment and strive to promote the development of students both academically and socially.

While there are many factors which affect the learning environment, most problems result from inappropriate behavior. The following explanation of the discipline plan has been designed to inform parents and students about school policies, procedures and expectations. It must be recognized by schools and home alike that the conduct of the student in school is ultimately the responsibility of the parent.

Scope of Authority

School officials may discipline students for misconduct as defined in the Student Code of Conduct which occurs in and around school property and activities. The provisions apply in all situations in which students are involved including:

1. Activities on school property;
2. Travel on school buses, or in any vehicle when that vehicle is used to transport students for the school;
3. Off-site school sponsored activities;
4. While walking to or from school, waiting for or riding on school-provided transportation, waiting for or riding on public transportation to and from school; and
5. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will also be subject to school-related disciplinary consequences (i.e., long-term suspension and/or expulsion).

In addition, the school will seek restitution in all instances where school property is damaged, destroyed, or stolen.

Discipline infractions occurring at the end of the school year may result in disciplinary actions and/or consequences being administered at the beginning of the next school year.

Supervision of Students

All school personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, or in any vehicle when that vehicle is used to transport students for the school or during school-sponsored activities. School employees may use reasonable and prudent physical force to restrain a student whose actions are reasonably believed to result in physical injury to any person including the student.

Student Accountability

All students attending Alta Vista Charter High School will be held accountable for their actions on school property. The failure of a student and parent/guardian to read the Parent/Student Handbook and sign the Acknowledgment Page will not prevent students from being held accountable for their behavior and receiving consequences listed under this plan.

The Role of Parents and Students

In uniformly implementing the Student Code of Conduct, the School Board believes that the students and their parents must play key roles:

The Parent/Guardian shall:

- Establish and maintain, in the home, a positive attitude toward education.
- Show an active interest in his/her child's schoolwork and progress through regular communication with the school.
- Assist his/her child in being neat, appropriately dressed, and well groomed.
- Ensure his/her child attends school regularly and on time.
- Report and explain to the school any absence or late arrival.
- Cooperate and assist school personnel in developing a plan when his/her child is involved in a disciplinary matter.
- Become familiar with the Parent/Student Handbook, the school and classroom rules, and encourage and assist his/her child in adhering to them, in class, at school, on the bus, and at school activities.
- Be available to talk with the school staff especially about class work, discipline, and other matters that may arise.
- Attend a conference at the school with the teacher(s) if his/her child receives an "F" in any academic subject or unsatisfactory conduct reports.
- Attend his/her child's school activities.

The Student shall:

- Come to school every day.
- Attend all classes and be on time.
- Come prepared for class with assigned work and appropriate materials.
- Account for his/her own work.
- Be neat, clean, appropriately dressed, and well groomed.
- Conduct himself/herself in a safe and responsible manner.
- Show respect for all individuals and property.
- Seek help from school personnel when having school or personal problems.
- Follow the rules and regulations established by the school, the classroom teacher, and the Discipline Plan.
- Assume responsibility for his/her actions.

Student's Responsibility for Items in Their Possession

Students are responsible for any contraband found in their possession. Contraband is defined as drugs, weapons, alcohol, and/or other materials deemed illegal or unauthorized under Missouri and federal law, School Board policy, or the student code of conduct. For purposes of the Discipline Plan, items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (e.g., pockets, jackets, shoes, socks, etc.), purse/book bag, desk, locker and/or student's automobile located on school property. It is each student's responsibility to check his/her personal belongings for possible contraband before entering onto school property, on any school bus going to or returning from school, in any vehicle when that vehicle is used to transport students for the school, and during school-sponsored activities.

Notice Provisions, Requirements, And Definitions Under The Missouri Safe Schools Act

The provisions of the Missouri Safe Schools Act will be followed by all relevant school personnel. Alta Vista reserves the right to dismiss a student who causes the school to be a target of violence or to be unsafe because of their presence at the school.

Behaviors and Consequences

Alta Vista's Student code of conduct includes a wide range of behaviors which have been classified into four levels or categories- Category I (least serious behaviors), II, and III (most serious behaviors). Need to get four Categories from Devon and consequences from BP about Restorative Justice

Category 1 – Behaviors and Consequences

Category 1 include behaviors which are the least severe and often times deal with personal responsibility. The classroom teacher is the first level of intervention to correct Category 1 behaviors. In most cases, intervention strategies used by the teacher will be sufficient to bring the student's behavior to an acceptable level. However, the following demerit system has been determined for Category 1 behaviors:

A student can be assigned 1-4 demerits for a rule infraction at the Category 1 level. Any infraction deserving more than 4 demerits results in the student being written up and sent to the Dean of Students (Category 2 or 3). It is up to the teacher's discretion as to the number of demerits, except as prescribed by the list below:

| |
|--|
| 2 Demerits |
| <ul style="list-style-type: none"> • Tardy (Less than 3 minutes late) • Food or drink visible outside of the lunchroom or designated eating (Water in clear bottles is permitted) • Loitering, yelling or horse playing anywhere on school grounds or the bus • Failing to clean up after one self • Arriving to class unprepared (such as no pencil, no paper, no book, no gym clothes, etc.) • Dress code violations that can be corrected immediately (such as sagging pants, etc.) |
| 4 Demerits |
| <ul style="list-style-type: none"> • Tardy (More than 3 minutes late up to skipping class entirely). • Skipping mandatory homework makeup sessions (Cornerstones). • In the hallways at any time while classes are in session without a pass (except during passing period or specific times designated by the principal). • Having or using a cell phone, iPod, headphones, or other electronic devices visible (whether or not in use) or audible anywhere, anytime in school or without staff permission; device is also confiscated until a parent retrieves it from school. • Dress code violations that cannot be corrected immediately (such as no belt, etc.). • Academic dishonesty, cheating or plagiarism |
| Staff Discretion (1-4 Demerits) Based on Severity of Situation |
| <ul style="list-style-type: none"> • Foul language including curse words and ethnic or other slurs • Inappropriate public displays of affection • Violating classroom expectations (such as dozing in class, slouching, etc.) |

Consequences:

Any student who earns 4 demerits within a one-week period (Monday to Friday) is issued a one-hour Grindstone period after school on early release Wednesday. One hour Grindstone periods can stack for up to three hours (12 demerits). Transportation from Grindstone **will NOT** be provided.

Any student earning more than 12 demerits in a one-week period will serve the 3 one-hour Grindstones periods required on Wednesday, and have their parents come for a mandatory meeting.

Any student who skips mandatory Grindstone, including unexcused school absences, will be placed in the Do Not Admit list until his/her parent attends a meeting at the school.

If a student has a conflict between mandatory Grindstone and Cornerstone, he/she shall serve the mandatory Grindstone on Wednesday and serve the mandatory Cornerstone on Thursday.

Demerit cycles reset at the end of each Monday. Thus, if a student receives only one, two or three demerits within a one-week period, the student will not be issued a Grindstone.

Any student receiving 120 demerits in a given semester will be placed on a behavior contract.

Category 2 – Behaviors and Consequences

Category 2 includes more serious behaviors. These behaviors are not reflective of the high expectations set for students and will not be tolerated. The following consequences have been determined as Category 2 behaviors:

| <i>Behavior</i> | <i>Consequence</i> |
|--|---|
| <ul style="list-style-type: none"> • Defiance of Authority - Insubordination • Forgery • Gambling • Gross Disrespect - Verbal Abuse of Staff • Inciting to Fight • Misuse of School Equipment • Tampering with Safety Equipment • Possession and/or Use of Tobacco or Tobacco Products • Skipping Class or Leaving School | <ul style="list-style-type: none"> • First Offense/Written Referral which will result in Suspension (In School Suspension or Out of School Suspension). • Second Offense/Written Referral which will result in the student being placed on the Do Not Admit List until the parents and student have attended a meeting with the administration and sign a Behavior Contract. • Third Offense/Written Referral which will result in a broken Behavior Contract. Student will be suspended until a hearing is held to determine the consequences which may include a Deferred Education Program (DEP). |

Definitions of Category 2 Behaviors:

Defiance of Authority/Insubordination: The refusal to comply with a reasonable request or directive from school personnel.

Forgery: Making an illegal copy of unauthorized material or forms; signing someone else’s name on a required document.

Gambling: The participation on school property in games of chance with the express purpose of exchanging money or other tangible barter.

Gross Disrespect/Verbal Abuse of Staff: Any act of disrespect directed at a staff member which includes use of profane, vulgar or insulting remarks, gestures, or inappropriate comments that disrespect or is intended to disrespect such employee.

Inciting to Fight: The intentional promotion by a student to engage another student in a physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict.

Misuse of School Equipment: The willful or intentional misuse of any school owned equipment that results in damage school equipment. Computer misuse includes accessing, communicating, or creating inappropriate and/or profane information.

Possession and/or Use of Tobacco or Tobacco Products: The use in any manner or possession in any form or manner of tobacco or tobacco products while on or upon school premises, including, but not limited to smoking, chewing, or inhaling tobacco.

Tampering with Safety Equipment: The intentional activation of fire alarms or like warning devices and safety equipment.

Skiping Class/Leaving School without Permission: The unauthorized absence from school, including leaving school ground during the designated school day without obtaining consent of the proper school authority.

Category 3 – Behaviors and Consequences

Category 3 includes behaviors that may seriously jeopardize the safety of the students, the school and the community. Most of these behaviors are criminal acts and will be treated very seriously by school officials. Accordingly, the consequences in Category 3 include interventions up to and including expulsion and the involvement of local law enforcement officials. The following consequences have been determined for Category 3 behaviors:

| <i>Behavior</i> | <i>Consequence</i> |
|---|---|
| <ul style="list-style-type: none"> • Aggravated or Physical Assault • Bullying / Insult • Arson / Fire • Drug / Alcohol Related Activity • False Reports / Bomb Threats • Fighting • Gang Related Activity • Hate Related Conduct | <ul style="list-style-type: none"> • Any illegal or inappropriate items will be confiscated. <p>Any Category 3 Referrals will result in a short-term suspension for a period up to 10 days and a mandatory hearing.</p> <p>Hearings may result in:</p> <ul style="list-style-type: none"> • Long-term Suspension for a period of 11 to 180 days • Expulsion • Referral to appropriate law enforcement authorities |

| | |
|--|---|
| <ul style="list-style-type: none"> • Possession of Incendiary Devices • Possession of Weapons • Sexual Harassment • Sexual Misconduct • Stealing • Threatening of Another Student or Staff Member • Vandalism | <ul style="list-style-type: none"> • Referral to Professional Counseling or Substance Abuse Counseling • Deferred Education Program (DEP) |
|--|---|

Definitions of Category 3 Behaviors:

Aggravated or Physical Assault: The unwanted intentional or unintentional physical touching or application of force to a person while on school grounds or at a school-sponsored event.

Bullying/Insult: The use of any language, act, or remark or expression which is intended to tease, hurt, taunt, or make fun of other persons.

Arson/Fire: Attempting to, aiding in, or setting fire to a building or other property.

Drug/Alcohol Related Activity:

- Possession and or Use Drugs, Alcohol, or other harmful substances: Possession or use of any alcoholic substances; inhalants or other intoxicants; controlled dangerous substances including prescription drugs, and over the counter medicines.
- Possession of Drugs with Intent to Sell or Distribute – possession of illegal drugs where the amount would be considered greater than that for personal use by virtue of the quantity, packaging, or other circumstances which demonstrate intent or effort to sell/distribute.
- Drug Paraphernalia and/or Look-A-likes – possession of look-alike drugs, substances represented as controlled dangerous substances or drug paraphernalia.

False Reports/Bomb Threats: The conveyance of threats or false information concerning the placement of explosive or destructive substances, initiating a report warning of a fire, or other catastrophe without cause. Misuse of 911.

Fighting: The willful engagement of two or more students in physical combat.

Gang Related Activity: no student on or about school property or at any school activity:

- Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
- Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
- Shall write or have written on any visible possession signs or symbols showing membership or affiliation in a gang.

Hate Related Conduct: Intentional misconduct directed toward a selected person in part because of the student’s belief or perception regarding race, religion, color, disability, gender, sexual orientation, national origin or ancestry of that person the student.

Possession of Incendiary Devices: The possession of any combustible or explosive substance or device(s), including fireworks, is forbidden.

Possession of Weapons: A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

Sexual Harassment: Sexual harassment is unwanted and unwelcome behavior of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

Sexual Misconduct: Actual or simulated conduct including but not limited to, fondling of genitals, indecent exposure, or the engagement in any sexual act on school property, during school functions, or at school-sponsored activities.

Stealing: The unlawful taking or disposition of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense.

Threatening of Another Student or Staff Member: The intentional unlawful threat or intimidation by word or act to do violence to the person or property of another person or the doing of any act which creates a well-founded fear within the other person.

Vandalism: The willful or malicious destruction or defacement of any school property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of print or like materials to deface any portion of the interior or exterior of school property, including the furnishings and equipment housed within or upon the school property.

Definition of Consequences:

Expulsion: The exclusion from school for a period exceeding 180 school days. The school board (3 Board Members) must approve the student's readmission to the school.

Saturday School: After notice to the parent/guardian, a student will be required to attend three hours on Saturday, from 8:00 a.m. to 11:00 a.m. Appropriate supervision and schoolwork will be provided. Transportation from school after a period of Saturday School is the sole responsibility of the student and his/her parents or guardians.

In School Suspension (ISS): Students can be assigned to in school suspension for a period of 1 to 10 days.

Out of School Suspension: The exclusion from school for a period of up to 180 school days.

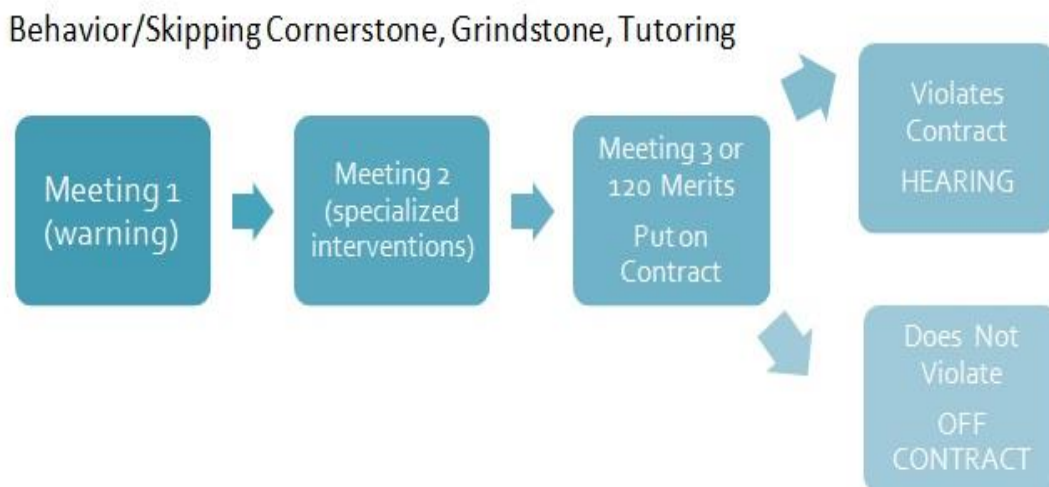
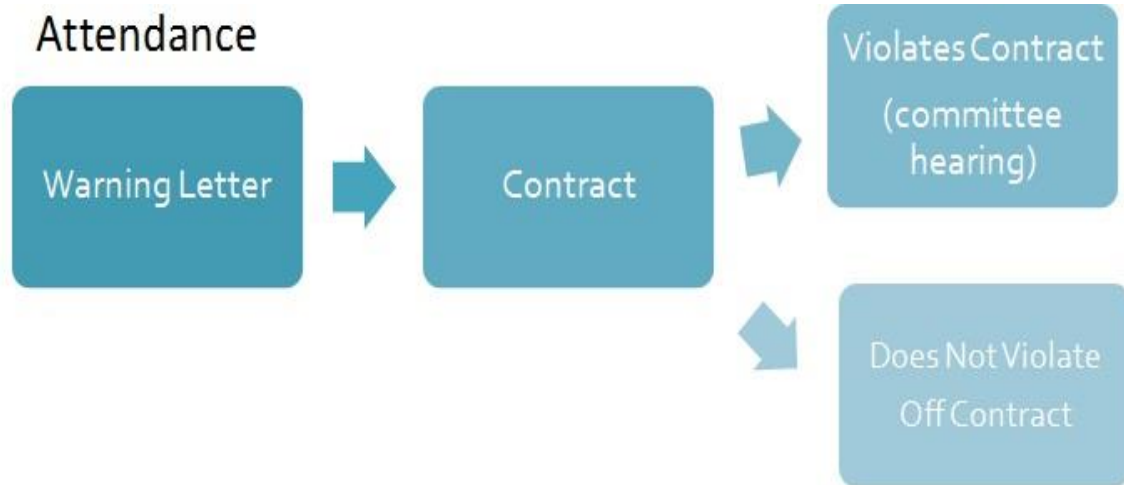
Restitution: Repayment or compensation of any school property that is damaged or stolen resulting from a student's act of vandalism or theft.

Student Behavior Contract: Behavior contracts are used with students who are continually exhibiting behaviors that disrupt the school learning environment and the smooth operation of the school, often times causing themselves and others difficulty in school. New students who are enrolling at Alta Vista and have shown a pattern of this behavior at their previous school as documented on their discipline records may also be placed on a Behavior Contract. The Behavior Contract is used as a last step effort before a long-term suspension or expulsion of a student. The contract clearly outlines the expectations of the student, school, and parents, as well as defining the consequences associated with noncompliance of the contract. If the student fails to comply with the terms of the contract, the student may be placed in a Deferred Education Program. If the student successfully meets the terms of the contract but receives a discipline referral any point thereafter during the same school year, the student will be placed back on a behavior contract.

Deferred Education Program: Students who commit a serious disciplinary action or who violate a behavior contract may be placed in a Deferred Education Program (DEP). The DEP program is an alternative to a long-term suspension. The DEP will be located offsite and parents/guardians are responsible for transportation. A reinstatement hearing must be conducted prior to the student returning to Alta Vista as a full-time student.

Substance Abuse Counseling: Substance abuse is a problem that should be treated, if at all possible. Any Alta Vista staff member who suspects that a student has a problem with substance abuse or suspects possession of illegal substances will make a referral to a school administrator. Suspicion may include but is not limited to: students talking about drugs, drawings or illustration of drugs on personal possessions, symptoms of drug use such as physical appearance, smell, unusual behavior or mood swings, etc. The administrator will then contact the parent and inform them of the procedures. Once parents have been informed, the administrator contacts the Guadalupe Center Substance Abuse Counseling program. Upon referral, students will be screened by the counselor or appropriate personnel, including urine testing. Additionally, students who self disclose drug or alcohol use/abuse will be referred to Substance Abuse Counseling. If the results from the urine analysis are positive, the student **must** attend regular group sessions on a set schedule for a period of 8 to 12 weeks and be a cooperative participant. The students **must** remain free/clean from drug use throughout the program and the counselor may screen the student again at any time during this time period. If the results of a second urine analysis come back positive, further disciplinary action will be determined. If the parent/student refuses the testing or counseling program, it may result in a long-term suspension from Alta Vista up to 180 days.

All discipline referrals will be documented and tracked in the school's SIS and a written copy of the referral will be kept.



PROCEDURES FOR SUSPENSIONS AND EXPULSIONS OF REGULAR EDUCATION STUDENTS

Note: Students with special needs (i.e., disabilities, IEPs or Section 504 Plans) must be disciplined in accordance with federal and state law, as well as District policy. Please refer to page 20 for the approved procedures for disciplining students with special needs.

I. Short-Term Suspension (10 School Days or Less)

The principals or his designees, subject to the appropriate due process procedures and state statutes, may summarily suspend any student for up to ten (10) school days for violation of the Code of Student Conduct. Any suspension shall be immediately reported to the superintendent, who may revoke the suspension at any time.

Note: By law, parents/guardians and students do not have the right to appeal short term suspensions.

Prior to imposing the suspension, the principal or his/her designee must follow the following procedures:

1. Determine whether or not the student is a special needs student. The student is a special needs student if any of the following are present:
 - student has an IEP (see IV, Section A.);
 - student has a Section 504 Plan or request (see IV, Section B.);
 - student is in the process of being evaluated for a disability; or
 - student has not yet been identified as having a disability (see IV, Section C.).

If the student is not a special needs student, the principal or his/her designee should proceed as discussed below. Refer to procedures for the suspension and expulsion of special needs students.
2. Inform the student, verbally or in writing, of the charges against him/her and give him/her the opportunity to admit or deny the allegations.

3. If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the incident before any consequences are imposed.
4. If he/she deems it necessary, the principal or his/her designee may conduct a further investigation into the matter before imposing a disciplinary suspension.

For purposes of this Policy, the principal may designate an administrator to act on the principal's behalf, subject to the principal's supervision. In some cases, the principal or administrator may choose to shorten the length of suspension after a parent conference or if another satisfactory solution to the problem is agreed upon. In such cases, the teacher involved in the offense resulting in suspension will be consulted.

Emergency Suspension

Any student who poses a continuing danger to persons or property or is an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and a student's opportunity to present his/her version of the facts shall be provided as soon as practicable thereafter. The principal or his/her designee authorizing the emergency suspension shall make reasonable efforts to inform a parent/guardian of the student as soon as possible thereafter. A student subjected to emergency suspension shall not be removed from school until adequate provisions have been made for the student's transportation and safety.

II. Long-term Suspensions (11-180 School Days)

The superintendent may suspend students from school for a period of eleven (11) to one hundred eighty (180) days after the student and his/her parents/guardians have been afforded a disciplinary conference. The superintendent shall promulgate regulations setting out procedures for the disciplinary conference. For purposes of this policy, the superintendent may designate the Student Discipline Officer to act on the superintendent's behalf, subject to the superintendent's supervision.

During the conference, the student is subject to the following Due Process safeguards.

1. The student shall be given oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis for the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his/her behalf.
4. Prompt notification will be given to the student's parents/guardians of the administrator's actions, the reasons for such action and the right to a hearing before the School Board. This notice shall be provided at the conclusion of the hearing or made by certified mail, addressed to the student's parents/guardians at their last address shown in school records.

Right to Appeal

Parents/guardians may appeal the decision of the superintendent or his/her designee.

The appeal **must** be in writing **and** filed within seven (7) calendar days of notice of the suspension. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

If the student gives notice that he/she wishes to appeal the long-term suspension to the School Board, the suspension shall be stayed until the School Board renders its decision, unless the superintendent determines that the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as is practicable (167.171(4), RSMo.).

In the event of an appeal, the superintendent shall promptly transmit to the School Board a full written report of the facts relating to the long-term suspension, the action taken by the superintendent and the reasons therefore.

III. Expulsions

The School Board is the only governing body within the District which may expel a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale and good conduct of the students. Prior to expelling a student, the parents/guardians must be given notice and a hearing before the School Board. The parents/guardians, or student if eighteen years or older, may waive the expulsion hearing. However, the School Board must make a good faith effort to notify parents/guardians.

In all School Board hearings for expulsions and/or appeals of long-term suspensions, the following procedures will be adhered to.

1. The parents/guardians will be notified in writing of: a) the charges against the student; b) their right to a School Board hearing; c) the date, time and place of the hearing; d) their right to counsel; and e) their procedural right to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be addressed to the student's parents/guardians and mailed by certified mail and regular mail to the student's parents/guardians at the last address shown on student records.
2. Prior to the School Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the school administration.
3. The hearings will be closed unless specified by the School Board. The hearing will only be open with parental consent. At the hearing, the administration or counsel for the administration will present the charges and testimony and evidence to support such charges. The student, his/her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the School Board shall deliberate in executive session and shall render a decision to dismiss the charges, suspend the student for a specified period of time or expel the student from the District's schools. The administration or its counsel, by direction of the School Board, shall promptly prepare and transmit to the parents/guardians written notice of the decision. Written notice of the decision will also be submitted to the principal and superintendent.

During any period of suspension (i.e., short and long-term) or expulsion, students are prohibited from being on school property at all times. In addition, students are prohibited from attending and/or participating in any District-sponsored activities on or off school property.

Students on suspension for any of the offenses listed under Notice Provisions, Requirements and Definitions under the Safe Schools Act or any act of violence or drug-related activity defined by District policy as a serious violation of school discipline pursuant to Section III. Serious Violation of the District's Discipline Policy and Section IV. Violent Acts shall have as a condition of his/her suspension the requirement that the student is not allowed, while on suspension, to be within one thousand (1000) feet of any school in the District where the student attended school.

Any student violating the condition of suspension required pursuant to this section may be subject to expulsion or further suspension pursuant to the provisions under Offenses and Consequences. In making such determination, the District shall consider whether the student poses a threat to the safety of any student or school employee and whether the student's unsupervised presence within one thousand (1000) feet of the school is disruptive of the school's disciplinary policy. Removal of any student with a disability is subject to state and federal procedural rights.

IV. Procedures for Suspension and Expulsion of Special Needs Students

Students with special needs, as defined by federal and state laws and regulations, shall be subject to the provisions of this Code of Student Conduct, except as otherwise provided by this Section. The term "Exceptional Education" shall mean and include the administrative unit or units responsible for the direction of the Department of Exceptional Education. The student's parents/guardians and Exceptional Education staff shall be involved in all administrative decisions under this Code of Student Conduct involving students with special needs.

Students Eligible for Special Education Services

Students with special needs, as defined by federal and state laws and regulations, shall be subject to the provisions of this Code of Student Conduct, except as otherwise provided by this Section. The term "Exceptional Education" shall mean and include the administrative unit or units responsible for the direction of the Department of Exceptional Education.

Due Process

Due process procedures applicable to removal, suspension or expulsion of students from public schools under state law shall be afforded to qualified students in accordance with School Board policy on Student Suspension and Expulsion.

Discipline Options

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of conduct.

1. Suspension

Suspension refers to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth in the School Board policy on Student Suspension and Expulsion.

Suspension for Less than 10 School Days

- a. Students with disabilities may be suspended for not more than ten (10) school days, or placed in other alternative interim settings or other settings, for violation of school conduct codes to the same extent these options would be used for students without disabilities.
- b. A suspended student with a disability receiving services under IDEA will not continue to receive those services during the first ten (10) days of suspension provided that a student who is not disabled would not receive services.

A Single Suspension for More than 10 School Days or Multiple Suspensions which Total More than 10 School Days

- a. If a single suspension is for more than ten (10) school days in a school year, or if a student has multiple suspensions which total more than ten (10) school days in a school year, certain procedural safeguards must be followed.
- b. These safeguards include a meeting of the relevant members of the IEP team not later than the date on which the student has served his/her tenth school day of suspension during the school year. The purpose of the meeting is to conduct a manifestation determination and determine appropriate action based on the outcome of the manifestation determination. (See Section 3, which outlines the requirements for a manifestation determination.)

2. Expulsion

Expulsion refers to exclusion for an indefinite period.

- a. A student with a disability can be expelled for violation of school conduct codes only when certain procedural safeguards are followed.
- b. These safeguards include a meeting of relevant members of the IEP team not later than the date on which the student has served his/her tenth school day of suspension during the school year. The purpose of the meeting is to conduct a manifestation determination and determine appropriate action based on the outcome of the manifestation determination. (See Section 3 which outlines the requirements for a manifestation determination.)
- c. The parent has the right to participate in the IEP team meeting preceding the commencement of expulsion proceedings.
- d. If the parent and the IEP Team agree, the meeting may be held through actual participation, representation, video conference or a telephone conference call. The meeting shall be held at a time and place mutually convenient to the parent and school within the period of the student's pre-expulsion suspension.
- e. Each parent shall be notified of his/her right to participate in the meeting at least forty-eight (48) hours prior to the meeting. Unless a parent has requested a postponement, the meeting may be conducted without the parent's participation, if the required notice has been provided. The notice shall specify that the meeting may be held without the parent's participation.

3. Manifestation Determination

The IEP Team, in a manifestation determination, shall review all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information given by the parents to determine:

- i. if the behavior was caused by, or had a direct and substantial relationship to, the student's disability; or
- ii. if the behavior was the direct result of the school's failure to implement the IEP.

If the school, parent and relevant members of the IEP Team determine that the behavior was caused by or had a direct and substantial relationship to the student's disability or was the direct result of the school's failure to implement the IEP, then the behavior is a manifestation of the child's disability.

Behavior which is a Manifestation of the Student's Disability

- a. The IEP team must conduct a functional behavioral assessment and develop a behavioral intervention plan if none exists. If a behavioral intervention plan is in place, the IEP team must review the plan and modify it, as necessary, to address the behavior.
- b. No long term suspension or expulsion can be implemented, except as noted in Section 4. below, and the student must return to the placement from which he/she was removed, unless the school and the parent agree to a change of placement as part of the modification of the behavior intervention plan.

Behavior which is not a Manifestation of the Student's Disability

- If the IEP team determines the student's behavior was not a manifestation of the student's disability, the school may proceed with the proposed disciplinary actions applicable to students without disabilities, including suspension, removal and expulsion.
- If the parents disagree with the IEP team's finding on manifestation, they may request a due process hearing.
- For suspensions or expulsions over ten (10) school days, whether resulting from a single event or multiple suspensions during the school year, the student may be placed in an appropriate interim educational setting. During the suspension or expulsion, the student must continue to receive educational services to provide a free appropriate public education, so as to enable the student to participate in the general curriculum, although in another setting, to progress towards meeting goals set out in the student's IEP. During the suspension or expulsion, the student must receive, "as appropriate," a functional behavioral assessment, behavior intervention services and modifications that are designed to address the behavior so that it does not recur.

4. Interim Alternative Educational Settings (IAES)

A school may place a student in an interim alternative educational setting as a disciplinary action without regard to whether the behavior is determined to be a manifestation of the student's disability if a student carries or possesses a weapon to or at school, on school premises or at a school function, or if the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school activity or has inflicted serious bodily injury upon another person while at school, on school premises or at a school function. On the date on which the decision to take that action is made, the parent must be notified of the decision and provided the Procedural Safeguards statement

"Weapon" means a "dangerous weapon" as defined in 18 U.S.C. §930. "Controlled substances" and "illegal drugs" are defined as substances identified under Schedules I, II, III, IV or V in Section 202(c) of the Controlled Substances Act, but not include substances that are legally possessed or used under authority of the Controlled Substances Act or any other federal law.

"Serious bodily injury" is defined as bodily injury which involves:

- a substantial risk of death;
- extreme physical pain;
- protracted and obvious disfigurement; or
- loss or impairment of the function of a bodily member, organ or mental faculty under Section 1365, title 18 of the United States Code.

Placement in an IAES for more than ten (10) days must be determined by the IEP team. The IAES must enable the student to continue to progress in the general curriculum and to continue to receive those IEP services and modifications, including those described in the child's current IEP, and include services and modifications designed to address and prevent recurrence of the behavior for which the student is being disciplined. On the 45th day, the student returns to the prior placement, subject to the disciplinary action.

A hearing officer may order a student into an IAES for no more than forty-five (45) school days if the school demonstrates that the current placement is substantially likely to result in an injury to a student or others.

5. Criminal Acts

Criminal acts committed by students with special needs will be reported to the local law enforcement agency in the same manner as with other students.

V. Reinstatement Conferences

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this Policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials, including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student and the parents/guardians of the student or any agency having legal jurisdiction, care, custody or control of the student. The School Board shall notify in writing the parents/guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

School Bus Discipline

All Alta Vista students are required to follow the school bus rules which have been established to ensure safe transport to and from school and/or school sponsored activities. A student's failure to obey these rules puts the bus driver, students and the public at risk of danger and will not be tolerated. If repeated verbal and written warnings, suspensions and other remedies by the bus driver and school officials have no effect on the student's behavior, students are subject to long-term loss of riding privileges.

In addition to losing school bus riding privileges, students may receive consequences as provided for in other sections of the Code of Student Conduct. During any period in which the transportation privilege is lost due to misconduct of the student, transportation to and from school becomes the sole responsibility of the parents/guardians.

Note: Alta Vista will seek restitution from parents/guardians when school buses are damaged by their child's behavior.

NOTICE OF NON-DISCRIMINATION

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Alta Vista Charter School are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment of employment in its programs and activities.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Alta Vista Charter School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Alta Vista Charter School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Alta Vista Charter School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Alta Vista Charter School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Guadalupe Center, Inc. - Administrative Building located at 1015 Avenida Cesar E. Chavez Kansas City, MO 64108. The Administrative Building is open Monday through Friday between 8:30 A.M. through 5:00 P.M.

This notice will be provided in native languages as appropriate.

This also serves as a Public Notice for all students who qualify under Section 504 of the Rehabilitation Act of 1973.

PARENT RIGHT-TO-KNOW

For Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6) (A) ESEA.] Guidance C-6

At Alta Vista Charter School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are glad to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school's Principal.

PARENT INVOLVEMENT POLICY

The Board recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff and community representatives to serve as the School's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. The evaluation will include identifying barriers by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, are migrants or are of any racial or ethnic background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. Program evaluation reports will be prepared and submitted to the Superintendent annually.

PARENT INVOLVEMENT PLAN

Alta Vista Charter School recognizes that a child's education is a responsibility shared by the school and family during the entire time the child spends in school. To support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners. Parents are an integral component of a school's ability to provide for the educational success of their children. The school endeavors to meet the diverse cultural and language needs of parents and children. Alta Vista Charter School acknowledges that engaging parents is essential to improve student achievement and that schools should foster and support active parental involvement.

In response to this commitment to active parental involvement and in compliance with the legal requirements of Act 603 of 2003 and the No Child Left Behind Act of 2001, Alta Vista Charter School establishes the following parental involvement plan.

Alta Vista Charter School Parent Involvement Plan, established in collaboration with

parents, includes programs and practices that enhance parental involvement and reflects the specific needs of students and their families.

The Parental Involvement Plan involves parents of students of all grade levels in a variety of roles. The plan recognizes that communication between home and school should be regular, two-way, and meaningful.

To encourage communication with parents, Alta Vista Charter School schedules two Parent -Teacher Conferences per year.

To promote and support responsible parenting, Alta Vista Charter School will sponsor workshops to provide parents with information on positive discipline tips, bullying prevention, communication skills, budgeting, teaching responsibility, setting limits, food and fitness, family strengths, managing stress, homework, and many others regarding responsible parenting and college readiness. Other topics in the high school level include how to be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities. These dates will be advertised and parents will be invited to attend workshops every semester. Alta Vista Charter School will make every effort to schedule these workshops on days and times that best accommodate most parents' schedules, also child care will be provided when needed.

Alta Vista is open to all parents who have children enrolled in Alta Vista Charter School. Parent input and questions are welcomed as the school strives to be of service to parents with concerns about their child's education and well-being.

Teachers will regularly communicate with parents directly or through the bilingual Parent Liaisons/Family Advocates.

To welcome parents to Alta Vista Charter School, there is no policy or procedure that would discourage a parent from visiting a school, specifically including:

1. Policies requiring parents to pick-up their child outside the school building each day, and
2. Policies prohibiting the parents from visiting a child's classroom during school events.

To encourage parents to participate as full partners in the decisions that affect their child and family, AV will publish the school's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.

Alta Vista Charter School recognizes that community resources strengthen school programs, family practices, and student learning.

Alta Vista Charter School will support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school using to the degree possible, the following components:

1. The Principals have designated Parent Liaisons/Family Advocates that serve as parent facilitators to organize meaningful training for staff and parents promoting and encouraging a welcoming atmosphere to parental involvement in the school. The parent liaisons will also undertake efforts to ensure that parental participation is recognized as an asset to the school.
2. Professional development for teachers and staff will be designed to enhance understanding of effective parent involvement strategies and the importance of setting expectations and creating a climate conducive to parental participation.

It is the goal of Alta Vista Charter School to assure an ongoing partnership between families, communities, and school. We believe such a partnership is fundamental to the academic and social success of students.

MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION NCLB COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

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| Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents | |
| General Information 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed? | |
| Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? | Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently? |
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1. What is a complaint under NCLB?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

² In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the

LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

ALTA VISTA CHARTER SCHOOL
School - Student - Parent Compact
2015 - 2016

Alta Vista and the parents of students participating in Title I activities, services and programs, agree that this compact outlines how the entire school staff, the parents and the students will share the responsibility for improved academic achievement.

School's Commitment

High Quality Education – We commit to providing a high-quality education in order to prepare every student for a successful future. We will teach to the very best of our ability every day by preparing and delivering lessons that engage, challenge, and support all learners.

Respect – We will appreciate, acknowledge, and treat all students and parents with respect.

Communication – We will communicate regularly with parents regarding student progress, behavior, and accomplishments through phone, letter, email, and in person. When discipline referrals are completed, we will inform parents promptly. We will return parent phone calls within 24 hours.

Homework – We will assign homework on a regular basis to reinforce and support skills and concepts learned in class.

Fairness – We will enforce Alta Vista’s policies and procedures consistently and fairly.

Safety – We will always protect the safety, interests, and rights of all individuals.

Parent’s/Guardian’s Commitment

Timeliness/Attendance – I understand that every school day is important and that is my responsibility to make sure my child arrives on time. If my child needs to miss school, I will contact the school by phone and send a written note when my child returns to school. I will ensure that family vacations are scheduled outside of when school is in session.

Support and Homework - I will review my student's academic planner daily and talk to them about their schoolwork, assist them with homework when possible, and check to see if they completed their homework. I will ensure that my child spends a minimum of one to two hours completing their schoolwork, reviewing their notes, or reading a book. If my child is not progressing academically I will make sure he attends tutoring.

Communication – I will make myself available to my son/daughter and all of his/her teachers. I will call the school when I have a question or concern about my child's progress and I will return phone calls from school staff within 24 hours. If I am asked to attend a meeting regarding my child’s education or behavior, I will make the necessary arrangements to attend within 24 hours.

Uniform – I will make sure my child adheres to Alta Vista’s dress code.

School Rules – I will make sure my son/daughter learns up to live up to Alta Vista’s values and high standards of behavior. I know that my child may lose privileges or have other disciplinary consequences if he/she violates the Student Code of Conduct.

Parental Involvement at the School– I will attend all required parent meetings and conferences. I will also attend at least two Parent Workshops each year and do my best to volunteer each semester at the school.

Student’s Commitment

My best effort – I understand that my education is important, and I will always work, think and behave in the best way I know how and do whatever it takes for me and my fellow students to learn.

Attendance and Timeliness – I will come to school every day on time. If I need to miss class for any reason, I will ask for and make up all missed assignments in the timeframe given by the teacher.

Uniform – I will wear my Alta Vista uniform properly every day and follow the school dress code.

Academic Work- I will complete all of my class work, homework, and exams by the assigned date and in a quality manner. I will spend a minimum of one to two hours every night completing homework, studying, or reading. I will apply good study habits and organizational skills to keep track of all of my school work and plan my time to ensure successful completion.

Responsibility – I accept ultimate responsibility for my learning and for my actions. I will set personal learning goals, monitor my academic progress, and ask for help from teachers and others when I do not understand something. If I make a mistake, I will not offer excuses or blame others and instead tell the truth, accept the consequences, and ensure the same mistake is not repeated.

Student Code of Conduct – I will follow all school rules so as to protect the safety, interests and rights of all individuals. I understand that I may lose privileges and have other disciplinary consequences if I break rules.

It is important that all students and Parents understand the **Student/Parent Handbook and Compact** and be expected by school administrators, school personnel, and his or her parents/guardians to follow the rules and regulations set forth in the handbook. Parents/guardians are required to review the handbook with their child. Parents/guardians and students are required to sign the Compact after they have reviewed it. Your signatures acknowledge receipt of a copy of the handbook and certify that you have read and discussed the handbook and the school compact as required. It is expected that everyone will accept their responsibilities as described in the handbook and compact.

Please remember that the student’s and parent/guardian’s failure to read the **Student/Parent Handbook and Compact** and sign this page will not prevent students from being held accountable for their behavior and receiving consequences listed within the handbook.

Principal: _____

Date: _____

Parent: _____

Date: _____

Student Name
and Signature: _____

Date: _____