

2019 - 2020
Allen Village School
Parental Acknowledgment Form

I, _____, parent / legal guardian of

_____ acknowledge that I have received notice the **2019 - 2020 student handbook is posted on our website**. I am aware that I must read and understand the information contained in the handbook. My signature below signifies my intention to read this document and discuss the contents with my child. My signature also indicates that I understand that I am able to access the following **board policies and procedures** on our web site at www.allenvillageschool.com

Internet Safety Policy P6320 and R6320 Federal Programs Notifications P1310, P1621, P2270, P3130 ESSA Complaint Procedures P1621 Policy on Seclusion and Restraint P2770 Civil Rights, Title IX & Section 504 P1310 Harassment & Discrimination Policy P2130 Parent/Student rights in Identification, evaluation and placement for IDEA and Section 504 with grievance procedures P2672 Parent Involvement Plan R1405 Anti-Bullying Policy P2655 Student Welfare Suicide Awareness Policy P2785 Wellness Policy P2750 Students in Foster Care Policies and Dispute Resolution P2760 Homeless (McKinney Vento) Policies and Complaint Resolution P2260	Attendance Accountability Between Class Periods Bicycles/Scooters/Skateboards/Skates Bus Transportation Celebrations Class Periods Classroom Rules Cell Phones Conferences & TLCs Counseling for Students Detentions Discipline Dress Code Drug Testing Electronic Devices & Other Inappropriate Items Extracurricular and Student Fees Field Trips Fundraising Grading Scales Harassment High School Graduation Requirements High School Summer Courses High School Transcript Request Current/Former Student Requests Homebound Services Homework Expectations Immunizations Inclement Weather & School Closings Leaving School Grounds Lunch	Medication Newsletters Parent Pick Up Parent Responsibility Promotion/Retention Safety School Supplies Student Drivers Student Records Trauma Informed School Tutoring Program Volunteerism Visiting/Observing in Classrooms Policy on Self Injurious Behavior ESSA Right to Know Technology Policies and Procedures Code of Conduct Offenses Suspensions Expulsions and Hearing
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Parent Signature

Date

This document must be completed and returned to your child's homeroom teacher upon entrance to Allen Village School.



2019 - 2020
Allen Village School
www.allenvillageschool.com
Student Planner

The student planner is a tool used to manage student responsibilities, communicate with parents and record student conduct. A student planner is provided to each student free of charge at the beginning of the school year. It is the student's responsibility to carry their planner at all times while at school unless exempt through authorization from administration. Failure to do so will result in an automatic detention.

Replacement planners are available for purchase if the original planner becomes lost or destroyed.

The student planner is the property of Allen Village School and must be kept in good condition and returned to the school upon demand or in the event the student no longer attends Allen Village School.

The online student handbook summarizes school policies, regulations and procedures. The handbook is intended to be thorough in nature, however please be advised that administrators may use discretion when addressing situations that are not outlined in the Student Planner. Official copy of Board Policy and Regulations are on file at the front office of Allen Village High School.

AV North (K – 8 School)
706 W. 42nd Street
Kansas City, Missouri 64111
Office: 816.931.0177
Fax: 816.561.4640

AV South (High School)
4251 Bridger Road
Kansas City, Missouri 64111
Office: 816.931.0177
Fax: 816.561.4640

Web Address: www.allenvillageschool.com

Mission

Allen Village School’s mission is to create an academically rigorous, college-focused school by meeting the diverse needs of students and creating a love of learning in a disciplined, orderly space where students can explore, create and develop knowledge and skills needed to succeed academically and personally.

PHYLLIS A. WASHINGTON Superintendent

Debra McGlynnAssistant Superintendent
Federal Programs Coordinator and Title IX Coordinator

Rhonda Reddick.....6 – 12 Principal

Amy Washington.....K – 5 Principal
OCR Compliance Representative

Cristina Starks.....Human Resources

Patrick Farabee.....Exceptional Child Director

Brenda Harris.....504 Coordinator

Andre Fulton.....Homeless and Foster Care Coordinator

Brandon Starks.....Technology Director

Allen Village | 2019-2020 CALENDAR

<p>3-10 Registration Event 5-14 Staff PD 15 First Day/Half Day 16 Half Day of School 30 Half Day of School</p>	<p>AUGUST '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>4 Progress Reports 14 Snow Make Up Day #4 17 No School</p>
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<p>2 No School 17 Progress Reports 27 Snow Make Up Day #1</p>	<p>SEPTEMBER '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>12 Half Day of School Snow Makeup Day #5 12 TLCs 1:00 – 7:00 p.m. 13 No School 13 TLCs 8:00 a.m. – 12:00 16 No School 17 No School</p>
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<p>17 Half Day of School 17 TLCs 1:00 – 7:00 p.m. 18 No School 18 TLCs 8:00a.m. – 12:00 25 Snow Make Up Day #2 31 No School</p>	<p>OCTOBER '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>7 Progress Reports 9 Snow Makeup Day #6 10-24 Spring Break 27 School Reopens</p>
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Village Values

Teaching young people to discipline themselves with head, heart and hand

The Village Values are central beliefs reflecting current research that are directly aligned with the Missouri Comprehensive Guidance program. Village educators, students and families are conscious of and committed to upholding and modeling them.

ACADEMIC DEVELOPMENT

RESPECT / COLLABORATION – The ability to achieve is greater when working with others who treat everyone with a positive feeling of regard or esteem.

RESPONSIBILITY – This Village community follows the Golden Rule. Students will be guided to cultivate:

- Moral responsibility for people, animals and the earth
- Personal responsibility at home and school to become persons of good character

COMMITMENT / INNOVATION – Students will learn to confront stereotypes, challenge convention and question assumptions. They will learn to support one another and plan purposefully, embracing risk and learning from mistakes and failures.

PERSONAL AND SOCIAL DEVELOPMENT

REFLECTION / FORGIVENESS – Self-evaluation is necessary to improve and release unproductive negative feelings. Whether a Village student needs to be forgiven or is challenged to forgive another, forgiving someone opens the door for connectedness and healthy relationships.

COMPASSION / EMPATHY – Village students will practice looking for the similarities in their classmates rather than differences, will imagine another's suffering and act to aide in easing their pain.

INTEGRITY – Adhering honestly to a code of values will protect the Village in a network of young people who choose to do the right thing at all times and if necessary fly alone like an Eagle to be true to themselves.

GRATITUDE – This value can help Village students turn a negative into a positive reminding them of what is important.

CAREER DEVELOPMENT

LISTENING / WISDOM – Deliberately listening models respect and allows for insight, knowledge and improved decision making.

PERSEVERANCE / RIGOR – Students will become tenacious when facing adversity and/or pursuing individual educational goals with a focus and discipline. This Village supports students learning at high levels.

HOPE / OPTIMISM – Seeing the glass half full will help students stay motivated to solve problems others perceive impossible. Students will learn to focus on the future with a combined feeling of expectation and desire.

COURAGE – Following their heart and intuition Village students can challenge and strengthen themselves to do extraordinary things.



Allen Village
est. 1999

**2019 - 2020
POLICIES
and
PROCEDURES**

Please review the following information summarizing school policies, regulations and procedures. This document is intended to be thorough in nature, however please be advised that administrators may use discretion when addressing situations that are not outlined in the Student Planner. Official copy of Board Policy and Regulations are on file at the front office of Allen Village High School.



Mission

Allen Village School's mission is to create an academically rigorous, college-focused school by meeting the diverse needs of students and creating a love of learning in a disciplined, orderly space where students can explore, create and develop knowledge and skills needed to succeed academically and personally.

Vision

Allen Village School is a K-12 midtown school offering resources to support high-risk/special-needs students. Lead teachers (mentors and masters) join specialists in the fields of occupational therapy, speech pathology, social work and music therapy to assist students. The school's vision is to support the academic and social achievement of our students by actively engaging them within the learning environment, participating in differentiated activities, and using resources to connect and support family needs.

NOTICE OF NONDISCRIMINATION

Allen Village School does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent

Allen Village School
(High School- South Bldg)
4251 Bridger Street
Kansas City, MO 64111
816.931.0177

OCR Compliance Representative

Allen Village School
(K- 8 School - North Bldg)
706 W. 42nd Street
Kansas City, MO 64111
816.931.0177

Anti-Bullying Policy

Allen Village School District is committed to maintaining an educational environment that is free from bullying. Bullying means intimidation, unwanted aggressive behavior, or **harassment** that is repetitive or is substantially likely to be repeated. Bullying of students is prohibited on school property, at any school function, or on a school bus. Bullying, including **Cyberbullying**, is strictly prohibited in accordance with RSMO 160.775 and 160.261. The administration will enforce severe disciplinary action for students who violate school policy.

Attendance

Regular school attendance is expected and required of all Allen Village students. Stellar school attendance is important to academic success; therefore, excessive and unexcused absences are detrimental. Parents are required to inform the office at 816-931-0177 when students are ill and cannot attend school or if they will be tardy. **Students are considered tardy if he/she is not in class within 5 minutes of start time. School hours are 7:50 – 3:05 pm.** If students have an extended illness (3 or more days), he/she must present doctor's excuse upon return. School Board policy states students who miss 5 or more days of school may be retained. In all cases of excessive absences and/or tardies, the school's response may include: a call from the office, a notice of concern, a request for parent conference, a hotline to the Children's Division and/or the student being demitted from Allen Village School. Students who take extended trips and are absent 3 or more consecutive days are dropped for excessive absences.

Accountability

The school environment at Allen Village School is one of mutual respect and cooperation among staff and students. Appropriate behavior and respect for students, staff and school property will be evident at all times. This provides an environment for teachers to teach and all students can learn:

*We will conduct ourselves quietly and orderly during passing periods.

*We will follow all directions given by school personnel.

*We will refrain from the use of profanity/obscenities in verbal and/or written form.

*We will enter the classroom prepared and with all materials.

*We will refrain from bringing inappropriate items to school.

*We will dress appropriately during regular school hours and during all sanctioned activities.

Our expectations originate from our school board policy. It should be noted that while the minor and more severe conduct violations include specific ways of dealing with each offense as it arises if the student's willful misconduct imperils the education, safety, or well-being of others, any administrator may accelerate the suspension to the appropriate level. When violations are noted and those violations are not deemed commensurate with the prescribed consequences due to a student's age, knowledge, or the administrator's appraisal of the student's intent, the administrator may choose to waive or lessen the prescribed consequences. Parents have the right to appeal any disciplinary action.

Between Class Periods (grades 9 – 12)

Students should move efficiently through hallways between classes, but are strictly forbidden from running. Between classes is the only time students are allowed at their lockers. Students should not congregate in hallways, but rather get what they need from their lockers and move to their destination as quickly as possible. Loitering in hallways, excessive noise or any misbehavior will be censured.

Bicycles/Scooters/Skateboards/Skates

Students must obtain permission from the school to ride to or from school. Bicycles must be secured on a bike rack with the student's lock. Bicycles are not permitted in the school building and may not be ridden on sidewalks at the school. Only students in grades 9-12 may ride a bicycle to school. The school assumes no responsibility for bicycles on school property. Skateboards, skates and scooters are not allowed on school property and cannot be used for transportation purposes to and from school.

Bus Transportation

Transportation cell # 816 876 8210 Eileen Lee

Appropriate and positive behavior is expected while student is at the bus stop and while on the bus. Appropriate behavior is outlined as follows:

1. The driver is in full charge of the bus and its passengers.
2. Students should be at their assigned stop 5 minutes before the scheduled bus stop time.
3. While at a bus stop or pickup point, students must:
 - Conduct themselves in an orderly manner.
 - Stay out of the street.
 - Respect private property.
4. Students shall take seats promptly after boarding the bus. If a driver assigns a student a seat, the student must comply.
5. Students must remain in their seats facing forward at all times.
6. Students must not extend hands, arms, heads or property out of the bus windows.
7. Electronic devices for student's entertainment such as game systems, iPod, and iPad may be permitted on the bus for their own entertainment. Students will need to use headphones for their entertainment so as not to disturb others. The school is not responsible for the loss, theft or damage of any items. This privilege is at the student / families discretion. Trading, sharing of the items on the bus is not permitted.
8. While on the bus, students must NOT:
 - Eat food or drink beverages of any kind
 - Smoke or light matches
 - Throw objects on the bus or out of the window, including litter
 - Disturb the driver or tamper with bus equipment
 - Transport items that could endanger the health or safety of other passengers
9. Fighting on the bus will result in an immediate suspension from the bus and school.
10. Students must report to the driver any damage to the seats on the bus.

Please note that the student responsible for the damage must pay any damage to the bus.
11. Exiting the bus through the rear door will result in an immediate suspension.
12. Students who exit from a bus must never walk behind the bus. If students must cross in front of a bus, they must do so at least 15 feet in front of the bus, when signaled from the driver. Students should obey all traffic controls for street crossings.
13. The driver will not discharge riders at places other than the regular bus stop, unless authorized by the principal.
14. **Change in Transportation:** Students may go to parent pick up if they have a written note from their parent. In the event of unexpected change in transportation that developed during the school day (i.e. Dr. appointments) the parent must pick their child up from the front desk at least 30 minutes before dismissal (2:30pm). Failure to follow this procedure will result in the child forfeiting bus privileges for 2 weeks.
15. Go to the allenvillageschool.com website for current information to follow bus tracker app SAFTESTOP for tracking your child's bus route.

Please be advised that school bus transportation is a privilege, not a right, and this privilege may be suspended or revoked.

School bus drivers shall report infractions of the school bus rules to the building principal or his/her designee via the school bus conduct report. The school administrator shall take appropriate action as outlined below and contact the parent(s)/guardian(s) and the bus company. The family shall receive one copy of the conduct report to be returned to the school with the parent(s) / guardian(s) signature the following day. Infractions of school bus rules may result in a warning, detention, suspension from school and bus, or suspension from school pending a hearing depending on severity and frequency of bus violations.

Celebrations

Allen Village School does not recognize or celebrate any holiday, including personal birthdays. Deliveries of edible treats, balloons, flowers, etc. are not permitted. Allen Village celebrates achievement and academic success of our students. Allen Village no class policy on St. Patrick's Day is due to Westport District traffic which limits our buses from getting to the school.

Class Periods

Students should not loiter in the hallways during class periods, but rather determine their destination and move quickly to it. Each teacher maintains classroom discipline. If no faculty member is present in the classroom or other areas within reasonable time, students should notify an administrator. Students may not leave a classroom without permission from an administrator.

Classroom Rules

School rules are necessary to support an environment that is safe and promotes an atmosphere of learning. In addition to these rules, teachers may also have specific rules in place in their individual classrooms.

Cell Phones

Cell phones are to be turned off and not used in the building. This includes adult visitors to the building. Students are not permitted to use cell phones on school property. Cell phones on the bus are not to be used to text, video record, photography or for phone calls. Cell phones on the bus may be used for music and games while using headphones. Students must remove headphones before entering the building. If a student's cell phone rings out or is used on school premises, the phone is confiscated and returned on the last day of school.

Conferences & TLCs

The Parent Teacher conference provides an opportunity for parents and teachers to communicate about student progress. The quarterly progress is given out at this time. It is imperative that parents attend all four conferences. **Please note that all conferences may only be conducted with the parent/legal guardians. Other extended family members may not attend the conference.**

Counseling for Students

Missouri Code does not specifically address the need for parent permission in the school setting in order for students to participate in counseling. The American Counseling Association's Code of Ethics addresses creating and maintaining relationships with parents of minor clients, but does not address parent consent specifically. The American School Counseling Association Code of Ethics guides counselors to inform parents of the role of counseling and the confidential nature of the counseling process. Their Code of Ethics does not specifically address parent permission. District policies throughout the nation vary widely for individual and group counseling requirements for parent permission.

At Allen Village School, students may participate in a planned program of ongoing Individual and /or Group Counseling sessions ONLY when parental permission is obtained.

However, a school counselor/social worker may see students individually no more than two times without parent permission. This would include:

- any/all short duration personal/social counseling needs determined by a school administrator in response to an immediate concern about the health/safety of the student or others
- a determination by Allen Village faculty/staff or administration that a student would benefit from meeting with a school counselor/social worker to address an issue impeding student's academic, social or emotional progress in school
- a good faith effort, involving a phone call and /or letter, documenting an attempt made to contact the students' parents regarding the need for counseling and void of a response

Detentions

Student discipline may include detention as a consequence for inappropriate behavior. Any student who receives more than two detentions in a quarter will be referred for administrative action. Failure to serve a detention will result in suspension. Teachers will bring students to your car at the front of the building at the end of detention. No need to ring the bell.

Discipline

There are ten specific infractions on our discipline signature pages. They are as follows (Grades K-12): Not following directions, Excessive Talking/Disruption of class, Horseplay, Uniform/Dress Code, Gum chewing /Eating in Class/Bus, Dishonesty, Unprepared for Class, Disrespect/Defiance, Incomplete Missing Assignments, Violation of Technology Policy/Procedures. The aforementioned infractions fall under the Class I Offenses on the Code of Conduct. Class II Offenses and above are subject to immediate administrative action.

Teachers and staff members sign student planners at will. Parents are expected to review the student planner daily and sign any violation of student conduct. Students will start a new violation page at the beginning of each quarter. Teachers, parents, and students will review these pages at each of the quarterly conferences.

The consequences for not adhering to the Code of Conduct are listed on the violation pages of the student planner. This is a guide and is not limited to only the consequences listed. The Principals and Administrators have the power to carry out administrative actions as related to discipline.

Dress Code

All students and staff members are required to dress in complete uniform daily. Uniforms must be kept clean and neat. The proper school uniform consists of the following:

Monogrammed Allen Village polo or fleece zipper shirt. Kindergarten through second grade wear red, third through fifth grades wear forest green and junior academy students wear navy blue. High School students wear grey. Shirts must be tucked in at all times. Shirts that are visible underneath the uniform shirt must be white or black. **School polo shirts and fleece are purchased on line at:** <https://cherrysportsgear.com/pages/e-stores>

- Khaki slacks, shorts, skirts, skorts, jumpers, or overalls. The hem of such items should be below the fingertips when arms are extended down at the sides. Bottoms must be worn so that the waistband is at the waist. Sagging is not permitted. Tight-fitting, cut-off, low-cut, low-waist, capri, corduroy, cargo, baggy uniform bottoms are not acceptable at any time.
- Black/brown leather or leather like belts free of ornamentation (cloth belts are not permitted)
- Black/brown casual leather/leather like shoes or white or black tennis shoes with only white or black accent color. Soles of the tennis shoes must be black, white or tan. Tennis shoes must be free of glitter, lights or elaborate decorations. Shoelaces must be tied.
- No sandals or open toe/heel shoes will be acceptable with the uniform.
- Socks must be free of distracting designs, patterns, and attachments. Students must wear socks or tights at all times. No leggings allowed.
- Pants must cover any boots worn. Boots may not be worn with skirts, jumpers or shorts.
- Hair bows and headbands must be the color of the student's hair without distraction; not in excessive amounts.
- Backpacks are not mandatory; however, string backpacks are preferred.
- If a child has been prescribed eyeglasses it is considered part of a student's uniform. If your student doesn't wear their prescribed eyeglasses their planner will be signed and parent potentially hot-lined.
- Coats, jackets and hats are not to be worn during the school day.
- Students may wear small earrings (smaller than a quarter) and non-distracting pieces of jewelry. No rubber bracelets allowed or ear spacers.

- Student's hair must be free of distractions. Mohawks, color dyed hair i.e., pink, red, purple, blue, shaved designs into the hair etc. may not be worn at the school. Brunette, blonde, and or black colored dyed hair is acceptable.

Please note Allen Village staff will use their discretion with uniform issues. Items found to be distracting (jewelry, belts, etc.) will be confiscated and returned at the end of the school year. Body piercings and tattoos will be determined on an individual basis as to the distractions of the learning environment.

Drug Testing

Allen Village School recognizes that drug abuse is a significant health problem for students, detrimentally effecting overall health, behavior, learning ability, and the total development of each individual. It is critical that educators and parents continually seek ways to foster a drug free environment in our school. Drug abuse includes but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications. Students testing positive may be long-term suspended at a minimum and required to attend drug counseling.

TESTING AGENCY:

The school will choose a certified agency for the purpose of randomly selecting students consistent with the criteria set forth by the school, processing sample results, and maintaining privacy with respect to test results and related matters.

PRESCRIPTION MEDICATION:

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained.

Electronic Devices & Other Inappropriate Items

Items of value should be left at home for safekeeping. The school is not responsible for lost, damaged or stolen items. Students are not allowed to use iPods, etc. or other electronic equipment during the school day although they are allowed to be used on the bus for listening to music to and from school. Once at school these items should be turned off and kept in a locker. **Photo, video, or audio recording equipment is prohibited unless the student has written permission from a teacher**, and may never be used in a changing room, restroom, bus, classroom or other places where privacy is expected. Students must be sure to guard these devices and keep them in a safe and secure place. Do not leave them out in the open when not in use. Students will use school issued laptops while at school, but several restrictions apply. When using a laptop or the iPad, students must login using the Allen Village School network. The use of any other wireless device or network is strictly prohibited.

Use of electronic devices in the school will result in disciplinary action as set forth in the Code of Conduct. Any items, including cellular phones that are confiscated will not be returned until the end of the school year. Students may use their iPods, game systems, cell phone games on the bus with headphones for entertainment purposes but may not use them during the school day.

Extracurricular Student Fees

Students participating in extracurricular school related activities may incur a fee that will not be covered by Allen Village School. Programs such as dual enrollment classes, chess club, drama club, etc. may have an associated cost. Fee payment will be discussed with parents and students prior to the start of the program. Participating students must adhere to the Student Code of Conduct while in the programs.

Field Trips

Field Trips are designed to supplement and enhance the classroom experience. Appropriate student behavior is expected both inside and outside of our building. Inappropriate student behavior may result in a student being excluded from participating in a field trip. Parents will be made aware of field trips in

advance. It is the parent's responsibility to make the classroom teacher aware if a student cannot take part in a particular field trip.

Fundraising

Fundraisers sponsored by Allen Village School are the only fundraising permitted on campus. Staff members, parents and students may not sell fund raising items for outside groups while at school.

Grading Scale Grades K – 5

Score	Standards Based	Numerical Equivalent
4	Thorough Understanding	90 - 100
3	Adequate Understanding	80 - 89
2	Partial Understanding	50 - 79
1	Minimal Understanding	0 - 49

Grading Scale Grades 6 - 12

Numerical Equivalent		Regular Conventional Scoring	Honors Conventional Scoring	Dual Credit Conventional Scoring
A+	98-100	4	5	5
A	93-97	4	5	5
A-	90-92	3.66	4.66	4.66
B+	87-89	3.33	4.33	4.33
B	83-86	3	4	4
B-	80-82	2.66	3.66	3.66
C+	77-79	2.33	3.33	3.33
C	73-76	2	3	3
C-	70-72	1.66	2.66	2.66
D+	67-69	1.33	2.33	2.33
D	63-66	1	2	2
D-	60-62	0.66	1.66	1.66
F	Failing	0	0	0

Harassment

It is the policy of Allen Village to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. Allen Village prohibits any and all forms of harassment and discrimination. Please see information regarding the harassment policy on line at www.allenvillageschool.com.

High School Graduation Requirements

The state minimum high school graduation requirements comprise 24 units of credits that must be earned prior to graduation. To earn one unit of credit, a student must meet all the course requirements and earn a passing grade. In addition, students must complete the required End of Course exams that are associated with their core content class, complete a minimum of 50 hours of community service, 4 units of English, 3 units of Math, 3 units of Science, 3 units of Social Studies (Must include ½ unit of American Government and 1 Unit of American History, 1 unit of Fine Arts, 1 unit of Practical Arts, 1 unit of Physical Education, ½ unit of Health Education, ½ unit of Personal Finance, 7 units of electives.

Total: 24 units and Successful Completion of the Civics, US Constitution, and Missouri Constitution Tests

Note: Foreign language is not required for an Allen Village High School diploma but 2 credits of foreign language are recommended for college admission.

High School Summer Courses

Summer school is a requirement for students who did not pass the End of Course testing class (e.g., Algebra I, Biology, American Government, and English 2). Those students will be required to attend summer school to recover a half of a credit. Attendance for summer school is mandatory and requires students to attend a half day. Students who are absent one or more days are subject to not earning credit and will forfeit their opportunity to graduate on time.

High School Transcript Request

DISTRICT REQUEST:

Transcripts requested for students transferring to another school must be requested from that school district. Requests will be processed within 1-2 business days. There is no fee for district transcript requests.

CURRENT/FORMER STUDENT REQUESTS:

Transcripts for current or former students will be provided upon receipt of a written request, with the proper signature (required by Federal law). Requests must be made either in person or by mail or fax (email and telephone requests cannot be honored). For your convenience, the Transcript Request forms are provided at the front office. Requests will be processed within 1-2 business days.

Students will be offered 1 official transcript free of charge. Each additional transcript will be provided for a fee of \$5.00.

Please note: *Official transcripts will not be issued for students who still have a financial obligation. The request and payment will be returned with a letter explaining the problem and stating that, once the account is cleared, the transcript will be provided.*

Homebound Services

Homebound services may be provided to students that have medical, physical, mental or emotional illness or injury that may prevent them from attending school. The illness or injury has to be substantiated by a licensed physician if prolonged absence is foreseen and such instruction seems appropriate. An absence of two weeks is generally considered a prolonged absence. The school should make online curriculum, textbooks, other materials, and appropriate records of the student available to the homebound instructor as instruction begins. At the conclusion of this interim service, the instructor should submit to the school a report of the student's progress during the period of homebound instruction.

Homework Expectations

Students will have homework on a regular basis. If your student reports they do not have homework please refer to the daily homework for all students reading 20 minutes and completing the reading log. Teachers will also provide valuable websites for student to practice grade level skills. Do not hesitate to communicate with teachers in regards to expectations.

Immunizations

Missouri state law declares that all public school students are required to be current on immunizations. Up-to-date immunization records must be on file with the registrar or students will be excluded from school until the proper immunization and/or record is on file. Acceptable documentation includes a statement, certificate or record of immunization from a doctor. It is suggested that you check with your child's doctor to check compliance because dosage varies with the type of vaccine and date of administration. Students who are not immunized due to religious reasons must have a religious exemption on file at school.

Inclement Weather & School Closings

On rare occasions it may become necessary to dismiss school for adverse weather conditions or an emergency situation. If it is necessary to close, announcements will be made on local radio and

television stations, and the message on the school's answering message system and shout out system. Please keep updated phone numbers on file with the school.

Internet Policy

- See specific policy and procedures information in next section of planner

Leaving School Grounds

Students must remain on school grounds after arriving on school premises. Students are released to parents/guardians or designated adults listed in the student database who have presented photo identification. Students are dismissed to older siblings when parents/guardians submit prior authorization. Written parental approval is necessary prior to leaving school grounds for field trips or special visits to specific schools or work sites.

Lockers

Lockers will be assigned and may not be changed or shared without permission. No decorations are allowed on the outside of the locker. Inappropriate posters and pictures are not allowed in the locker. Lockers should be locked at all times. Do not tell others your locker combination. Lockers remain the property of the school. The school reserves the right to open lockers, as it deems necessary.

Lunch

Allen Village will cater in nutritious breakfast & hot lunch daily. Students may bring in lunch from home or purchase a lunch from the school. All students that wish to receive breakfast from the school will order in advance. Prices are as follows: free, \$.30 or \$1.75 for breakfast. Lunch is free, \$.40 or \$2.75. Payments can be made with cash, money order, checks, or a credit/debit card.

Medication

If it is necessary for students to receive medication at school, parents must grant written consent for said medication to be administered at school. The school must also have a written order from the doctor. These forms can be obtained at the front office. Medication must be brought to school in its original container. The label must give the student's name, doctor's name, name of medication, date of issue and instructions for dosage, time of day and duration for administration.

All medications will be kept at the office or with another designated staff member, with the exception of inhalers. Students in grades 3-12 may carry their own inhalers that have been prescribed by a doctor. Documentation from the doctor must be on file before a student can self-medicate with an inhaler. Grades K-2 may not self-medicate and must leave inhalers at the front desk. Allen Village will have acetaminophen (Tylenol) and ibuprofen (Advil) available for student use. In order for students to receive these medications for pain, headache, menstrual cramps, etc., written permission must be granted by the parent or guardian. Forms are available at the front desk.

Students who are prescribed glasses, hearing aids or have been diagnosed with a condition where medicine is prescribed are expected to follow the recommendations of their physicians. When non-compliance occurs it is necessary for Division of Youth Services to be contacted.

Newsletter - Electronic

Available on the school website: www.allenvillageschool.com. Board minutes and annual audit reports will also be available on the website.

Parent Pick Up

Parent pickup is at 3:00pm on regular school days. All students should be picked up by 3:10pm. There is no before or afterschool daycare. If a child has to change transportation from bus to parent pick it must

be in writing, otherwise the child will be put on the bus and the parent can meet the child at the bus stop. If in an emergency and the change was not put in writing, please pick your child up by 2:30 and come into the building to sign your child out of school. During regular parent pick up please remain in your car and the staff will bring your child to you. Bus riding children being picked up by their parents between 2:30 and 3pm without a written note will forfeit bus privileges for 2 weeks. This includes taking your child from the bus lines.

Parent Responsibility

We have outlined some specific parental responsibilities that will help each child have a successful school year. They are:

- Ensure that your child attends school regularly attends school and arrives on time.
- Make sure that your child is dressed according to the uniform dress code.
- Contact the attendance office immediately if your child will be absent or tardy.
- Attend all four (4) Teacher Learning Contract conferences with your child's teacher.
- Complete a minimum of ten (10) volunteer hours during the school year.
- Pay for any lost or damaged classroom equipment, including curriculum or library books checked out to your child.
- Check over assignments to insure they are completed correctly and timely.
- Sign the Violation of School Policy pages as necessary in your child's planner.
- Purchase and replenish school supplies as needed.
- Communicate openly and regularly with school staff.
- Provide in writing hard copy note in the planner any change of transportation. (No emails, faxes, phone calls or text messages to change transportation)

Promotion/Retention

The Rate of a child's progress through Allen Village School's instructional program is based upon his/her unique needs. The decision to promote or retain students is based on consideration of all facets of child development, along with documentation of academic performance. Parents/guardians, teachers, and designated school officials will be involved in the process of making these decisions. The documentation needed to determine promotion or retention includes, but is not limited to:

- A checklist of skills mastered and skills needing to be mastered
- All intervention plans made during the year
- Grades/GPA/Core course grades
- Test scores (MAP, Kindergarten Readiness, Terra Nova assessments, and other standardized test scores)
- Delinquency records/Behavioral issues
- Reading level
- Developmental maturity level
- Family structure
- Special Education
- Attendance records/ record of transience
- Educational laws and regulations

Safety

All parents and visitors must sign in with the front desk upon arrival to Allen Village for any reason. The faculty and staff will immediately report any stranger in the building or on school grounds that is not wearing a visitor badge or sticker obtained from the front desk. If a potentially dangerous situation should occur, an emergency plan designated to keep students and faculty out of "harm's way" will be immediately enacted. The police will be notified and our Crisis Management team will be activated. Students will only be allowed to leave with those individuals list on the emergency contact sheet in the event of such an emergency. It must also be noted that Allen Village is a closed-campus. Students may not leave and return for lunch. Parents are welcome to bring lunch to the campus during the appointed lunchtime.

School Supplies

Allen Village School provides basic school supplies of paper, crayons, markers, scissors, notebooks, and glue. Please note that some curriculum areas may require additional supplies. You will be notified in these cases.

Student Drivers

Only the students in 11th and 12th grades may drive to school if they have an afterschool job. Proof of employment must be provided to the guidance counselor before the first day of driving. Only siblings or other household relatives of the 12th grade student may ride to school in the same vehicle.

While on the school's property, driving over the speed limit of 5 M.P.H., honking of horns, littering and going to cars during the school day are violations. Inappropriate or irresponsible behavior in the parking lot or inconsiderate behavior toward security personnel can result in loss of parking privileges in addition to regular disciplinary consequences. Likewise, hazardous vehicle operation in the neighborhood will result in disciplinary consequences and notification of parents. Parking is a privilege and the school assumes no responsibility for any damage or destruction, which may be caused to automobiles in the parking lots or for theft, or damage to contents of an automobile.

Student Records

Student records and transcripts must be requested in writing. Please allow 1-2 business days for the request to be completed. Student records will be forwarded to the next school if a student leaves Allen Village. The transferring school will forward a signed request for records and all documentation will be forwarded at that time.

Trauma Informed School

The Missouri Department of Elementary and Secondary Education (DESE) has begun a "Trauma-Informed Schools Initiative. Schools are to implement a trauma-informed approach when working with students, meaning that there is an understanding of symptoms of trauma as well as a response to these symptoms. Schools will work to understand the impact of trauma, recognize the signs and symptoms of trauma, respond to these symptoms and resist re-traumatization. For more information on the initiative, please visit <https://dese.mo.gov/traumainformed>.

Tutoring Program

Tutoring may be available for students either by request or recommendation from staff based on need. We do not provide transportation for after school tutoring.

Volunteerism

Families are required to complete at least 10 volunteer hours per school year. (5 hours by December 15 and a total of 10 hours by May 1). Multiple opportunities are available throughout the school year. Parents are encouraged to check the web site or inquire with their individual classroom teachers for specific volunteer areas and opportunities. Families not completing their volunteer hours will be demitted from Allen Village School.

Visiting/Observing in Classrooms

The excellent educators of Allen Village School believe that education is a collaborative venture between parents/guardians and school personnel. Parents/guardians are welcome to visit 5 or 10 minutes or up to 45 minutes in a classroom. All visitors are under jurisdiction of the principal in order to fulfill the responsibilities of maintaining a safe and orderly learning environment.

- Parent/guardian observation visit is only to observe, not to engage teacher or students in conversation. Conference can be set with teachers for a later date/time.
- The Principal reserves the right to ask visitors to leave at any time.
- The Principal reserves the right to refuse, cancel or change observation time or duration.

- Visitors are required to sign-in and out at the school office and obtain a visitors' badge.
- Only one visitor is permitted in the classroom during the observation.
- Other siblings are not permitted while observing.
- Observers must sit in the area designated by classroom teacher.
- Principal or designee may be present during observation.
- No pictures, video, audio or use of cell phone is allowed.
- Visitors agree to respect rights of staff and students, and refrain from sharing any information obtained during visit.
- Please refrain from bringing non school age children to school events and performances.

Policy on Self-Injurious Behavior

Allen Village School administrators recognize that to ensure a safe environment for students and staff there must be a policy/procedure in place if a suicidal ideation situation arises. When safety concerns arise, these take precedence over other clinical issues or service activities occupying the time of administrators, the community resource director, school counselor, clinical social worker and involved staff members.

This policy affects programs where off-site management services are rendered. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported. The staff member will implement the following procedure:

- Obtain as much information as possible and stay with student so that he/she is not alone.
- Notify principal or designee, and community resource director to determine the appropriate course of action.
- Contact student's parent/guardian, apprise them of situation and request their presence to transport student to any of the following locations: Western Missouri Mental Health, Swope Parkway Health Center, Research, Crittenton or Samuel Rodgers.
- Authorized school personnel will make a safe school's report to the Division of Family Services for documentation if parent/guardian is unwilling or unable to help and ensure services for the child and family.
- If needed, contact Kansas City Police Department to escort student or parent.
- Plan student transition back to school with re-entry conference including parent/guardian upon receiving written report by treating physician that student is physically and mentally able to return to school. This should accompany students release from hospital or treatment facility.
- Follow-up care recommendations including community resources that provide appropriate care/support for the child and family.
- Failure by parent/guardian to comply with re-entry procedures requires the school to file a child neglect complaint with children's division.

ESSA Right to Know

According to the Every Student Succeeds Act of 2015 (Public Law 114-95), parents/guardians have the right to know.

Upon your request, our LEA is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their

qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES for ESSA PROGRAMS**

1. What is a complaint? For these purposes, a complaint is a written 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 ESSA.
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 the 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.
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 ESSA 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-five 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 five 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-five 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 five 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, 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 nonpublic school children handled differently?** In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's 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. This 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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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



Technology Policies and Procedures

Tablet & Laptop Computer Use Agreement

This agreement is made effective upon receipt of Computer/Tablet, between the Allen Village School (AVS), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer/tablet, software, and related materials (the "Computer/Tablet") for use while a student is at Allen Village School, hereby agree as follows:

All families are required to pay a user fee each year before a student will be issued any technology equipment. The user fee assessed each year will be collected on Enrollment Day. Technology family user fee is as follows: \$25 one child in the family, \$45 for two children, \$60 for three children, \$70 for four children and \$75 for five or more children in one family.

1 - Equipment

A. Ownership: AVS retains sole right of possession of the Computer/Tablet and grants permission to the Student to use the Computer/Tablet according to the guidelines set forth in this document. Moreover, Allen Village School administrative staff retains the right to collect and/or inspect the Computer/Tablet at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

B. Equipment Provided: Efforts are made to keep all laptop and tablet configurations the same. All Computers/Tablets include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. AVS will retain records of the serial numbers of provided equipment.

C. Substitution of Equipment: In the event the Computer/Tablet is inoperable, AVS has a limited number of spare laptops for use while the Computer/Tablet is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer/Tablet or to avoid using the Computer/Tablet due to loss or damage. Please note that if the Student forgets to bring the Computer/Tablet or power adapter to school, a substitute will not be provided.

D. Responsibility for Electronic Data: The Student is solely responsible for any non-AVS installed software and for any data stored on the Computer/Tablet. It is the sole responsibility of the Student to backup such data as necessary. AVS provides a means for backup along with directions but AVS does not accept responsibility for any such software.

2 - Damage or Loss of Equipment

A. Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer/Tablet at all times. The Student shall use reasonable care to ensure that the Computer/Tablet is not damaged including keeping the protective case intact and free of cracks or breakage. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage to the Computer/Tablet and/or the protective case, the Student and Parent will be billed a fee according to the following schedule:

- First incident - up to \$100 or full cost of repair or replacement
- Second incident - up to \$200 or full cost of repair or replacement
- Third incident - up to full cost of repair or replacement

AVS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See *Standards for Proper Care*).

B. Responsibility for Loss: In the event the Computer/Tablet is lost or stolen, the Student and Parent may be billed the full cost of replacement

C. Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Director and Building Principal. If the Computer/Tablet is stolen or vandalized while not at AVS or at an Allen Village School sponsored event, the Parent shall file a police report and provide a copy to the school. All pieces of the broken Computer/Tablet must be returned to the school.

D. Technical Support and Repair: AVS does not guarantee that the Computer/Tablet will be operable, but will make technical support, maintenance and repair available.

3 - Legal and Ethical Use Policies

A. Monitoring: AVS will monitor Computer/Tablet use using a variety of methods - including electronic remote access - to assure compliance with AVS' Legal and Ethical Use Policies.

B. Legal and Ethical Use: All aspects of AVS Electronic Acceptable Use Policy remains in effect, except as mentioned in this section.

C. File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

4 - Allowable Customizations – (Students obtain permission from staff that is approved by Technology Director)

•The Student *with permission from staff* to alter or add files to customize the assigned Computer/Tablet to their own working styles (i.e., background screens, default fonts, and other system enhancements).

•The Student *with permission from staff* to download music to iTunes, but cannot download or install any other software without permission from the AVS Technology Director and Administration.

Standards for Proper Computer/Tablet Care

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer/Tablet. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes with the laptop or tablet. Following Apple's advice and the standards below will lead to a Computer/Tablet that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer/Tablet and charging unit to AVS during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer/Tablet either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer/Tablet stored in a secure place (i.e., locked in the cart or other suitable place) when you cannot directly monitor it. For example, during events, extracurricular activities and trips, store the Computer/Tablet in a secure place assigned by your homeroom teacher or sponsor. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen - even at school – it will be your full financial responsibility.
- Avoid removing protective case from Computer/Tablet
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computer/Tablets on school buses, in the gym, in a locker room, or in other areas where it could be damaged or stolen. Avoid storing the Computer/Tablet in a car other than in a locked trunk. **Avoid leaving the Computer/Tablet in environments with excessively hot or cold temperatures.**
- Do not let anyone use the Computer/Tablet other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer/Tablet will be your full responsibility.
- Adhere to Allen Village School's Electronic Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask a Teacher, Building Principal or the Technology Director.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the your homeroom teacher and Technology Director.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Computer/Tablet, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.

- Do not remove or interfere with the serial number or any identification placed on the Computer/Tablet.
- Do not do anything to the Computer/Tablet that will permanently alter it in any way. (You can apply vinyl stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer/Tablet.

Carrying the Computer/Tablet

- Always completely close the computer lid and wait for the Computer/Tablet to enter sleep mode before moving it, even for short distances. Movement while the Computer/Tablet is on can result in permanent damage to the hard-drive and therefore the loss of all data.
- Always store the Computer/Tablet in the case or protective sleeve provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop/tablet case designed for the Computer/Tablet other than the Computer/Tablet itself as this may damage the screen.
- Carry the laptop with two hands in front of you. Your laptop should be closed and you should not have anything else in your hands. All of your other items should be in a back pack as you rotate between classes. Do not grab and squeeze the Computer/Tablet, as this can damage the screen and other components,

Screen Care

The Computer/Tablet screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the computer keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a damaged computer.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer/Tablet charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer/Tablet resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

Read the safety warnings included in the Apple user guide.

Responsibility for Property

Students issued a laptop are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the Computer/Tablet is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the Computer/Tablet locked (i.e. locked in your classroom cart, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops or tablets left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop or tablet is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen - even at school - will be the student's responsibility.

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the restricted or revoked students' use and possible suspension or expulsion.

Legal Issues and Jurisdiction

Because AVS owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of AVS' network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Acceptable Use Policy.

Disclaimer

Allen Village School does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Allen Village School. While AVS' intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At AVS, we expect students to obey the Electronic Device Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, AVS account holders take full responsibility for their access to AVS' network resources and the Internet. Specifically, AVS makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Equipment Lending Information

This **additional** agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the *Student Laptop Program Acknowledgement Form*.

Allen Village School grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly.
2. I will treat this equipment with the same care as if it were my own property.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage or theft to the Technology Director or Building Principal.
7. I will always transport the equipment within the case and/or sleeve provided whenever leaving the school building.
8. I will adhere to AVS School's Acceptable Use Policy when using this equipment at all times and locations.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

Acceptable Use Agreement and Network User Agreement

1 – General Statements Regarding Technology Use

The primary goal of AVS' available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the Computer/Tablet equipment. The following is a list of rules and guidelines that govern the use of AVS' Computer/Tablets and network resources.

Network Resources refers to all aspects of AVS' owned or leased equipment, including computer/tablets, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of AVS' network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Director to make special arrangements);

- to alter, add or delete any files that affect the configuration of a school computer/tablet other than the laptop/tablet assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto AVS Computer/Tablets; to copy AVS school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

2 - Introduction

This Acceptable Use Agreement is intended to provide Internet and computer/tablet access to students and staff of Allen Village School and is to encourage educational excellence through use of electronic resources and encourage familiarity with technology.

This Acceptable Use Agreement covers all district staff as well as students in grades K-12. Students will only use computer/tablets under direct supervision by a school employee since students this age are not mature enough to understand the Acceptable Use Agreement in its entirety.

The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The school recognizes many sites have educational uses, while others do not. The school wishes to respond to this by encouraging use of sites for educational reasons only.

This agreement applies to all persons accessing and using Allen Village School network Computer/Tablets, peripherals, and e-mail systems. These users include students, faculty, staff, and other persons affiliated with the school. A user has access to his/her account and hardware. The school owns the access to the account and gives the assigned person the sole privilege of use. Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. The school trusts assigned users to make responsible use of computing resources. Approved visitors who use the school's technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use school technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement. The rules written in this agreement are not all inclusive. Allen Village School reserves the right to change this agreement as deemed necessary. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the school in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using school technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using the Allen Village School's resources and Internet access.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h)

3 - Ownership

Allen Village School provides computing, networking, and information resources for access and use by students, faculty, staff, and other persons affiliated with the school. These resources include the access and use of the school's Google Domain Documents and e-mail system and the school's computer network.

The school owns all hardware, software, user accounts, and e-mail accounts. The school allows user access to the network, hardware, and user accounts for the reasons listed in this agreement. These user guidelines extend outside the school's physical building. (i.e. school e-mail accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if school hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the school and to promote educational excellence in the school. The school has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using school-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track Computer/Tablet usage, system information, and remotely observe and manage network technology.

4 - User Rights and Responsibilities

A. The school provides students, staff and other users with access to the school's technologies. However, this use is a privilege and is not to be considered a guaranteed right.

B. Each user assumes full responsibility for their actions while using school–owned resources. Any inappropriate use considered by most prudent and discerning adults as unsuitable for use by elementary and secondary students will be subject to consequences as stated in this agreement.

C. Students should never use teacher Computer/Tablets without that teacher's permission and supervision.

D. Each user is to notify the Technology Director and homeroom teacher if he/she believes others know their password and if any user files have been altered. A student that shares his or her passwords will be considered responsible for any results of such use.

E. A Network/Internet User Form needs to be read and signed at the beginning of each school year for grades K-12 before students will be allowed to use school's technology resources. All new students to the district will need to sign a Network/Internet User form and have it on file with the school prior to network access being granted. Each student's parent/guardian must also sign this form before use is allowed. Access can be removed at any time and a new Network/Internet User form will need to be submitted.

F. For K-12 grade students who are receiving a laptop or a tablet, a signed Student Laptop/Tablet Program Acknowledgement Form must be on file prior to that student receiving their assigned laptop computer/tablet.

G. Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords without that person's consent.

5 – Allen Village School Rights and Responsibilities

A. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.

B. All software/hardware purchases need approval of the Principal and Superintendent.

C. Allen Village School reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored in users' folders, check Internet histories and cache files, observe users' screens, read e-mail if deemed necessary, and block what the district considers inappropriate sites.

D. Sanctions may be both internal, involving loss of privileges or other school measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

E. The district technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.

F. If routine maintenance and monitoring of the school's system shows that a user has violated this agreement, another school agreement or law, school officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or school agreement.

G. Students are not to bring software from home to install on school hardware, unless ownership of the software is turned over to the district. If a single copy of a given software package is purchased, it may only be used on one computer/tablet at a time. Any software on school computer/tablets, not owned by the district, will be removed. The school provides all reasonable software. Students are not to download or install software without the knowledge and approval of the Technology Director.

6 - District Google Documents and E-mail Accounts

A. School Google documents and e-mail accounts will be accessed using the school supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the school. The school purchases and provides appropriate software for each user and there should be no personally selected alternatives used without the knowledge and approval of the Technology Director.

B. The Allen Village School will grant Google documents and e-mail accounts to staff members and specified students as needed. This account is owned by the school and can be closed at any time. Staff and other users leaving the school will have their accounts disabled as of their final contract day unless other arrangements are made.

C. Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use other people's accounts, or allow others to use their account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.

D. Information transported using e-mail and e-mail accounts is not to be considered private, secure, or confidential.

E. With regards to personal e-mail use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is allowed providing such use does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying), does not violate school agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.

F. E-mail use should reflect professional standards at all time.

G. All e-mail generated on system equipment, created using an Allen Village School e-mail account, or residing on a school district computer, tablet or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.

H. All e-mail content is understood to represent the author's point of view and not that of the school.

7 - Appropriate Use

All computer and tablet services shall be used in a responsible, efficient, ethical, and legal manner. Each user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- A. Be polite. Any form of cyber bullying or harassment will not be tolerated.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. Do not reveal your personal address or phone numbers of students or colleagues.
- D. We expect all users to obey Federal, State, and Local laws.
- E. Do not use the network in such a way that disrupts the use of the network by other users.
- F. All users are expected to know and follow all copyright laws.
- G. Do not bypass the school's Internet filter or proxy.

**Violation of these expectations will lead to consequences determined by the building administrator. Allen Village School reserve the right to administer additional consequences at the discretion of the administration.

The Allen Village School uses Internet filtering hardware/software and an Internet proxy as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web as well as track all Internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in grades K-12. If a user encounters inappropriate material via the World Wide Web or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. Allen Village School will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter from a school administrator.

8 - Network Access and Personal Storage

Individual student access to on-line resources and network services is a privilege granted to students at Allen Village School. Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage.

To ensure students are properly maintaining their information storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. An inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall be conducted in the presence of at least one other person.

9 – Internet Safety Policy (Developed by E-Rate Central)

Introduction

It is the policy of Allen Village School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Definitions:

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Allen Village School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

- It shall be the responsibility of all members of the Allen Village School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.

CIPA definitions of terms:

Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- A. obscene, as that term is defined in section 1460 of title 18, United States Code;
- B. child pornography, as that term is defined in section 2256 of title 18, United States
- C. harmful to minors.

Harmful To Minors - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.



Allen Village
est. 1999

**2019 - 2020
STUDENT CODE
OF
CONDUCT**



Student Code of Conduct

Scope of Authority

The provisions of the Code of Student Conduct apply in all situations in which students are involved, including:

1. School activities on property owned by the Allen Village School;
2. Travel on school buses;
3. Off site school sponsored activities;
4. On or off site school related problems that are the result of disruptive behavior at school;
5. Violent acts of behavior that occur off school property, and pose a threat to the safety of students and faculty or disrupt the learning environment.

The appropriate law enforcement agency will be notified in all situations where a student's conduct violates state law or municipal ordinances. **See Notice Provisions under the Missouri Safe Schools Act.** The school will fully cooperate in any investigation and encourages employees to prosecute students who are involved in conduct that causes physical harm to them. In addition, the school will seek restitution in all instances where school property is damaged, destroyed, or stolen.

Notice Provisions Under The Missouri Safe Schools Act 167.171, RSMo

THE FOLLOWING INFORMATION IS PROVIDED IN ACCORDANCE WITH THE PROVISION OF THE MISSOURI SAFE SCHOOLS ACT, 167.171, RSMo

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

Reportable Offenses

1. First degree murder under section 565.020
2. Second degree murder under section 565.020
3. Kidnapping under section 565.110 as it existed prior to January 1, 2017, or kidnapping in the first degree under section 565.110
4. First degree assault under section 565.050
5. Rape in the first degree under section 566.030

6. Sodomy in the first degree under section 566.060
7. Burglary in the first degree under section 569.160
8. Burglary in the second degree under section 569.170
9. Robbery in the first degree under section 569.020 as it existed prior to January 1, 2017, or robbery in the first degree under section 570.023
10. Distribution of drugs under section 195.211 as it existed prior to January 1, 2017, or manufacture of a controlled substance under section 579.055
11. Distribution of drugs to a minor under section 195.212 as it existed prior to January 1, 2017, or delivery of a controlled substance under section 579.020
12. Arson in the first degree under section 569.040
13. Voluntary manslaughter under section 565.023
14. Involuntary manslaughter under section 565.024 as is existed prior to January 1, 2017, involuntary manslaughter in the first degree under section 565.024, or involuntary manslaughter in the second degree under section 565.027
15. Second degree assault under section 565.060 as it existed prior to January 1, 2017, or second degree assault under section 565.052
16. Assault (except as provided in the Agreement for Reporting Third Degree Assault contained in Form 2673)
17. Rape in the second degree under section 566.031
18. Felonious restraint under section 565.120 as it existed prior to January 1, 2017, or kidnapping in the second degree under section 565.120
19. Property damage in the first degree under section 569.100
20. Possession of a weapon under chapter 571
21. Child molestation in the first degree pursuant to section 566.067 as it existed prior to January 1, 2017, or child molestation in the first, second or third degree pursuant to section 566.067, 566.068, 566.069
22. Sodomy in the second degree pursuant to section 566.061
23. Sexual misconduct involving a child pursuant to section 566.083
24. Sexual abuse in the first degree pursuant to section 566.100
25. Harassment under section 565.090 as it existed prior to January 1, 2017, or harassment in the first degree under section 565.090
26. Stalking under section 565.225 as it existed prior to January 1, 2017, or stalking in the first degree under section 565.225

Teachers and other authorized personnel who report violent acts or threats of violent acts to their supervisors in compliance with state law and in conformity with District policies have civil immunity. Teachers and other authorized personnel who act in conformity with the District's discipline policies and regulations also have civil immunity.

Records of Serious Violations

The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five (5) days to any requesting school district where the student seeks to enroll.

The District will report, in compliance with state regulations, the number, duration of and reasons for expulsions and suspensions of more than ten (10) days. The Superintendent will also notify the appropriate division of the Juvenile court of the suspension for more than ten (10) days of any student under court jurisdiction.

I. Corporal punishment

The use of corporal punishment as a consequence for student misconduct at an Allen Village School facility or during an activity by an employee of the school, is prohibited by Board policy (Policy No. SCH3080).

II. Weapons violations

For the purpose of this document, the term "weapon" shall include all items identified and/or defined under 18 U.S.C. 921 (Gun Free Schools Act of 1994) and 571.010, RSMo. (Safe/Schools Act of 1996). The definition of a weapon shall include, but not be limited to, a blackjack, a knife, knuckles, switchblade knife, concealable firearm, an explosive weapon, a firearm, a firearm with a silencer, a gas gun, machine gun, a projectile weapon, a rifle, a shotgun, or a spring gun. A knife is any dagger, stiletto, or hand instrument with a blade that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. **The term weapon shall also refer to any item that is determined to be used in a manner that could potentially, or actually does cause bodily harm to one's self or others.** **Weapons of any sort are prohibited on school grounds or school related functions.**

Firearms

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on school property (including school buildings and grounds, athletic fields, and parking lots), or on school busses, or at school-sponsored events. Firearms, visible or concealed, are likewise prohibited in vehicles that are on school property or on the property of a school activity. No school official shall give consent under RSMo. 571.094.20(10) for any person, other than a licensed police officer to carry a concealed firearm into any school facility, property or activity. **School employees who legally hold concealed carry endorsements, as described in RSMo. 571.094 may NOT carry or bring any firearm, visible or concealed, on school property or to school sponsored activities.**

III. Violent acts

The school Administration and Board of Directors defines the following as acts of violence; assaulting any employee or student of the school and all of the 26 criminal offenses listed above.

IV. Serious violation of the Allen Village school discipline policy

All Class IV and Class V infractions of the Code of Student Conduct are considered serious violations of the school's discipline policy.

V. Supervision of students

All school personnel responsible for the welfare and supervision of students are authorized to hold every pupil 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, during school-sponsored activities, or during intermission or recess periods. Teachers and other authorized school personnel in school who are responsible for the care, supervision and discipline of school children, including volunteers selected with reasonable care by the school shall not be civilly liable when acting in conformity with the policy of discipline developed by the school under this section.

A staff member may use reasonable physical force against a student if it is essential for self-defense or for the protection of other persons or the property of the school.

VI. Mandatory expulsions

The Allen Village School will comply with the Safe Schools Act, Section 167.171.3. Any student who commits any of the offenses listed in 167.171.3 (4) will be expelled from this school.

Class I Offenses

102 Planner Infraction- Any behavior included on the signature pages of the planner that resulted in a signature (i.e. excessive talking, not following directions, hallway misconduct, uniform, eating in class, unprepared, disrespect/defiance)

103 Unauthorized absence- Unauthorized absences from a scheduled class or leaving school building or grounds without permission.

104 Writing and/or passing/ receiving notes from peers

105 Failure to adhere to the approved dress code- Dress or appearance that is likely to cause disruption of the educational process or violates the school's dress code.

Class II Offenses

201 (A) Use or possession of tobacco is prohibited by law. In all instances, the tobacco or tobacco products will be confiscated.

201 (B) Use or possession of e-cigarettes

201 (C) Use or possession of vaping paraphernalia

202 Possession at school of identifiable drug abuse paraphernalia- In all instances, the items will be confiscated from the student.

203 Possession or exhibition of obscene literature or material- In all instances, the parent/guardian will be notified and the material will be confiscated from the student and be returned to the parent /guardian. This includes material from the Internet.

204 Gambling- Participation in games of chance for money or other things of value.

205 Student disruption of the school, classroom, or school bus. Acts, behaviors including horseplay, or conduct in the classroom or in the school building or bringing disruptive items to school such as, but not limited to, large amounts of money, beepers, cellular phones, portable radios, televisions, tape players or CD players. School administration has the right to confiscate disruptive items and release them only to the students' parents or guardians at the end of the school year. Cell phones with games and other electronics are allowed to be used on the bus but must be stored in school and not ring out making a disruption.

206 Disruptive behaviors on the school bus or at the bus stop- Failure to comply with or follow established procedures for bus transportation privileges.

Class III Offenses

301 Misuse of computer or violation of network practices- Any misuse or inappropriate network practices including, but not limited to practices that do not conform to the school's internet & "The Common & At Ease & computer lab policy".

302 Excessive tardiness- Excessive tardiness is defined as repeatedly reporting late to class without acceptable excuses.

303 Defiance of authority- Refusal to comply with a reasonable request from school personnel or disobeying any general rule of school conduct.

304 Use of abusive, profane, offensive, or obscene language- The use of any language, acts, unwelcomed remarks or expressions, racial remarks, names or slurs or any other behavior including obscene gestures which is offensive to modesty or decency.

305 Contributing to a situation-The intentional promotion or advocacy of student misconduct by any student, including gang related hand signals or graffiti.

306 (A) Threatening of another student- Verbally or physically threatening to injure or harm another student.

306 (B) Failure to report a threat to physically or verbally harm, or intimidate another student.

307 Inciting to fight- Encouraging another to fight or harass others.

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

309 Dangerous behavior- Behaving in such a way as could reasonably cause injury to a student, teacher or other staff member.

310 Possession or distribution of non-controlled substances-Distribution, attempt to distribute (possession of a substance which by virtue of the quantity, packaging, or other circumstances demonstrates intent or effort to sell or distribute the substance) a non-controlled substance.

311 Purchase of non-controlled substance-Purchase or attempt to purchase a non-controlled substance that has been represented to be and/or is believed to be a dangerous controlled substance.

312 Conspiracy - An agreement and/or concerted effort by two or more students to commit a Class III Offense.

313 Unauthorized entry- Allowing or assisting any individual or group to enter the school facility through other than designated entrances.

314 Chronic or serious misbehavior- Persistent violations of the Code of Student Conduct or any other student action which interferes with the ongoing educational process or which is a violation of federal, state, or local law.

315 Public Display of Affection- The physical demonstration of affection for another person while in the view of others (i.e. hand holding, hugging, kissing, etc.)

316 (A) Cell Phones or unauthorized electronic devices (i.e. beepers, cameras, game systems) Any use of prohibited devices in the school zone.

316 (B) Picture taking- It is prohibited to take a picture of anyone without prior permission from the Administration.

317 Academic dishonesty- Cheating on tests, copying assignments or papers, placing a parent or teacher signature on a document. Not telling the truth to a staff member.

**In cases where a Class IV offense is also a criminal offense, the school will immediately notify the appropriate law enforcement agency and the school will cooperate fully in all investigations.*

Class IV Offenses

401 Sexual misconduct/harassment-Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to, fondling, touching, indecent exposure, or the engagement in any heterosexual or homosexual act. Sexual jokes or comments, sexual slurs, requests for sexual favors, and other unwelcome verbal conduct of a sexual nature on school property, during school functions, or at school sponsored activities are prohibited.

Sexual intercourse or lewd and lascivious behavior may result in **Class V consequences.**

402 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 these offenses.

403 Extortion-Extortion is defined as obtaining money, or other articles of value, or information from someone by coercion or intimidation.

404 Possession of lighters and/or matches-The possession of lighters, matches or any device used for creating a flame or fire.

405 Setting off disaster alarm falsely - The intentional activation of fire alarm or like warning devices.

406 Vandalism- Willful or malicious damage to any school building or property of the school or damage to the property of an employee or another student.

407 Conspiracy- An agreement and/or concerted effort by two or more persons to commit a Class IV offense.

408 Bullying-The intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, **cyber bullying, electronic**, or written communications, and is **not** limited to the classroom, school building or school sponsored activities.

***In cases where a Class V offense is also a criminal offense, the school will immediately notify the appropriate law enforcement agency and the school will cooperate fully in all investigations.*

Class V Offenses

501 Alcohol/drug possession and/or consumption - Possession of or using controlled substances (alcohol or drugs) at school, or school property or during a school activity. In all instances, the items will be confiscated from the student and turned over to local law enforcement agencies. In no case will the student be allowed to attend classes under the influence of drugs or alcoholic beverages.

502 Possession and/or use of toxic substances-Use of intoxicants which cause a loss of control or inebriation and which shall include but not be limited to glue and solvent.

503 Possession of drugs with intent to sell or distribute-The possession of a controlled substance which by virtue of the quantity, packaging, or other circumstances demonstrates intent or effort to sell or distribute.

504 Assault – Physical contact with another person, including but not limited to hitting, kicking or pushing another person, with intent to cause harm or injury.

505 Threatening school personnel-The intentional unlawful threat or intimidation by word or act to do violence to the person, family or property of a school employee or the doing of any act which creates a well-founded fear with the school employee.

506 Abuse of a school employee- An attempt to do bodily harm to a school employee or their family member, the unwanted intentional touching or application of force to the person of a teacher or staff member.

507 Causing serious physical harm to student or staff - Intentional efforts resulting in serious physical harm to student or staff member.

508 Possession of explosives-The possession of any combustible substance or device (i.e. fire bombs, fireworks, gas bombs, smoke bombs, etc.).

509 Arson- Arson is defined as the willful and malicious burning of a building or its contents and/or the personal property of others.

510 Possession and/or use of a Firearm-Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. **This policy may be applied to replicas and/or toy firearms or guns.** The school will turn over all firearms to the appropriate law enforcement agency.

In compliance with the “Gun Free Schools Act” (Federal) & 160.261 RSMo:

Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than (1) year or be expelled and will be referred to the appropriate legal authorities. The principal may modify such suspension on a case-by-case basis. For the purpose of this subparagraph the term “weapon” shall mean a “firearm” as defined under 18 U.S. C. 921:

- *Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; *the frame or receiver of any weapon described above;*
- *Any firearm muffler or firearm silencer;*
- *Any explosive; incendiary or poison gas;*
- *Any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily be assembled.*

511 Possession and/or use of a weapon other than a firearm-Possession and/or use of weapons, explosives, or other dangerous articles may be used as weapons or are designed to hurt someone or put someone in fear. The school will turn over all weapons, explosives, or dangerous articles to the appropriate law enforcement agency.

In compliance with the “Gun Free Schools Act” (Federal) & 160.261 RSMo:

Any student who is determined to have brought a weapon (as defined in this sub paragraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or be expelled and will be referred to the appropriate legal authorities. The principal may modify such suspension on a case- by-case basis.

512 Conspiracy- an agreement and/or concerted effort by two or more person to commit a Class V Offense.

Procedures for Student Suspensions, Expulsions and Hearings

Students are expected to conduct themselves in accordance with Board Policy 2600. Failure to do so may result in a student's suspension or expulsion from school.

Allen Village administrators are authorized to suspend a student for a period not to exceed ten (10) consecutive school days. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Compliance/Hearing Officer and Superintendent. The Compliance/Hearing Officer and Superintendent/Assistant Superintendent may revoke or reduce the suspension if the Superintendent/Principal concludes that circumstances warrant such action.

When a student is suspended, the administrator shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they pick up their child. If the parent/guardian is unable to pick up their child, the administrator may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

Procedures for Student Suspensions

When students are suspended from school, they are also suspended from all other school related extra-curricular activities and programs that fall within the suspension dates. Allen Village administrators have the power to suspend and carry out administrative actions, as they relate to discipline.

Suspensions for ten (10) days or less

1. The student shall be informed, orally or in writing, of the charge against him/her and be given the opportunity to present his/her version of the incident.

2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension
3. The parent/guardian of the student will be given oral or written notice of the reason and length and suspension.
4. A student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from the school immediately. The notice of charges, explanations of facts and an opportunity to present his or her version of what occurred shall be provided as soon as possible thereafter.
5. Less than 10 day suspensions cannot be appealed.

Suspensions in excess of ten (10) days

The Compliance/Hearing Officer or Superintendent may suspend students from school in excess of ten (10) days not to exceed 180 days, after the student and his or her parent (s) or guardians(s) have been provided written notice of the proposed action and the reason therefore and of the right to a hearing. In any case in which a student has been suspended for in excess of ten (10) days by the Compliance/Hearing Officer or Superintendent after a hearing, the student and his or her parent(s) or guardians may appeal the decision to the superintendent. Such appeal must be in writing, and must be filed with the superintendent within seven (7) calendar days of the suspension.

Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The superintendent will consider the appeal within thirty (30) calendar days of the appeal. If the suspension is appealed and a decision is not rendered within the initial ten (10) days of suspension, the remainder of the suspension will be stayed until the decision is rendered unless, in the judgment of the superintendent, 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 excluded from school, so long as the decisions rendered as soon as it is practical. (167.171(4) RSMo).

If the appeal of a suspension is initially heard by the superintendent, the student, parents, or administration may request the right to appeal the decision to the school board. The request for appeal must be in writing, and must be filed with the board within five (5) business days of the superintendent's decision. The board will be provided with a report of the facts involved in the suspension and the reasons for the decision. The board will decide whether the decision will be reconsidered.

Note: For suspensions involving disabled students under Section 504 or the IDEA, see also Policy and Regulation 2672.

Expulsions

1. The principal or designee may recommend that a student be expelled. The principal shall notify the student and his or her parent(s) or guardians(s) in writing of the following: a) The proposed action and the reasons therefore; b) The right of the student and his or her parent(s) or guardians(s) to a hearing before the Board of Directors; and c) The right to inspect the student's school records. The student and his or her parent(s) and or guardians(s) shall be provided with a copy of Procedures for Student Suspensions and Expulsions and Student Rights.

2. If an expulsion is recommended by the principal, the student and his or her parent(s) or guardians(s) may request a hearing before the Board of Directors. Such request must be in writing and must be filed with the principal within ten (10) calendar days of the receipt of the expulsion notice. **Upon a timely request for a hearing before the Board of Directors, the Hearing Officer shall notify the student and his or her parent(s)/guardians(s) of the time, date, and place of the hearing. See Hearings.**

3. The procedure for the Board of Directors shall be as follows:

a) The Board of Directors shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the Board of Directors.

b) The Board of Directors may ask for opening statements from the administration and the student or his or her parents) (or their representative) and at the discretion of the Board of Directors, may allow closing statements.

c) The parties shall then present their evidence. Because the administration has the burden of proof it shall present evidence first. Witnesses may be questioned by the Board of Directors members and by the parties (or their representative). The Board of Directors, at its discretion may vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination; provided, however, that Board of Directors may take the testimony of student witnesses outside the presence of the student, his or her parent(s) and their representative if the Board of Directors determines, in its discretion, that such action is reasonable to protect the student witness.

d) The parties shall produce additional evidence, as the Board of Directors may deem necessary. The Board of Directors shall be the judge of the relevance and neutrality of the evidence.

e) Exhibits offered by the parties may be received in evidence by the Board of Directors and, when so received, shall be marked and made part of the record.

f) The Board of Directors may, by majority vote, uphold, reject or alter the recommendation for expulsion.

g) The Board of Directors shall transmit its decision, including the reasons therefore, to the student, his or her parent(s), and the principal.

Hearings

Students suspended for more than 10 days are entitled to a Hearing before the District Hearing Officer. A Notice of Suspension along with a description of the Code of Conduct violation(s) will be given to the student and parents/guardians. The District Hearing Officer will schedule the Hearing and all questions should be directed to the Hearing Officer.

Federal and State Law & Regulations

Allen Village School is required by the Missouri Department of Elementary and Secondary Education to notify all parents/guardians of students enrolled in the district that describes the district's responsibility to provide special education and related services to children ages three (3) to twenty-one (21).

PUBLIC NOTICE

Missouri State Plan for Education - Allen Village LEA has adopted the Missouri State Plan for Special Education. A copy of the plan can be obtained from the Allen Village Special Education Director, Patrick Farabee, or online at: <https://dese.mo.gov/special-education/state-plan-special-education>

Section 504: Some students with disabilities do not require special education, but are eligible for accommodations/ access/ supports under section 504 of the Rehabilitation Act of 1973 and under the Americans with Disabilities Act (ADA). Allen Village School has a 504 committee, and a set of written procedures for 504 referrals and process. Brenda Harris is the 504 Coordinator and can be reached at 816 931 0177.

Responsible Inclusion

Committed to responsible inclusion, the Allen Village School will educate students with disabilities within general education “houses”, with continuous instructional support from Special Education support teachers and related service providers.

Responsible inclusion, however, does not mean that all students must be fully included in all Special Education general education classrooms. For a few children, it may not be responsible to require their full-time operation in a general classroom environment, even with supports and adaptations. It is important however, to allow the curriculum and community the chance to come together and attempt alternative strategies before a more “restrictive” environment is determined.



2019 - 2020 SCHOOL CALENDAR

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 Registration
4	5 Staff PD	6 Staff PD	7 Staff PD	8 Staff PD	9 Staff PD	10 Registration
11	12 Staff PD	13 Staff PD	14 Staff PD	15 First Day of School Half Day	16 Half Day of School	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Half Day of School	31

Important Information:



2019 - 2020 SIGNATURE PAGES

Name _____ Teacher _____

First Quarter Violation of School Policy

1st Verbal Warning	2nd Parent Call	3rd Detention/ Call Home	4th ISS/Parent Conference	5th Administrative Action
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NOT FOLLOWING DIRECTIONS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

EXCESSIVE TALKING/DISRUPTION OF CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

HORSEPLAY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNIFORM/DRESS CODE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

GUM CHEWING/EATING IN CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

***Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.**

Name _____ Teacher _____

Continued First Quarter

DISHONESTY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNPREPARED FOR CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

DISRESPECT/DEFIANCE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

INCOMPLETE MISSING ASSIGNMENTS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

VIOLATION OF TECHNOLOGY POLICY/PROCEDURES

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

TLC Quarterly Page Review

We have reviewed the Violation of School Policy page for this quarter and have discussed and understand the findings.

Parent Signature	Student Signature	Teacher Signature	Date
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*Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.

Name _____ Teacher _____

Second Quarter Violation of School Policy

1st Verbal Warning	2nd Parent Call	3rd Detention/ Call Home	4th ISS/Parent Conference	5th Administrative Action
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NOT FOLLOWING DIRECTIONS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

EXCESSIVE TALKING/DISRUPTION OF CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

HORSEPLAY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNIFORM/DRESS CODE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

GUM CHEWING/EATING IN CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

***Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.**

Name _____ Teacher _____

Continued Second Quarter

DISHONESTY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNPREPARED FOR CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

DISRESPECT/DEFIANCE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

INCOMPLETE MISSING ASSIGNMENTS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

VIOLATION OF TECHNOLOGY POLICY/PROCEDURES

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

TLC Quarterly Page Review

We have reviewed the Violation of School Policy page for this quarter and have discussed and understand the findings.

Parent Signature	Student Signature	Teacher Signature	Date
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*Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.

Name _____ Teacher _____

Third Quarter Violation of School Policy

1st Verbal Warning	2nd Parent Call	3rd Detention/ Call Home	4th ISS/Parent Conference	5th Administrative Action
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NOT FOLLOWING DIRECTIONS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

EXCESSIVE TALKING/DISRUPTION OF CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

HORSEPLAY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNIFORM/DRESS CODE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

GUM CHEWING/EATING IN CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

***Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.**

Name _____ Teacher _____

Continued Third Quarter

DISHONESTY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNPREPARED FOR CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

DISRESPECT/DEFIANCE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

INCOMPLETE MISSING ASSIGNMENTS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

VIOLATION OF TECHNOLOGY POLICY/PROCEDURES

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

TLC Quarterly Page Review

We have reviewed the Violation of School Policy page for this quarter and have discussed and understand the findings.

Parent Signature	Student Signature	Teacher Signature	Date
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*Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.

Name _____ Teacher _____

Fourth Quarter Violation of School Policy

1st Verbal Warning	2nd Parent Call	3rd Detention/ Call Home	4th ISS/Parent Conference	5th Administrative Action
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NOT FOLLOWING DIRECTIONS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

EXCESSIVE TALKING/DISRUPTION OF CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

HORSEPLAY

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNIFORM/DRESS CODE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

GUM CHEWING/EATING IN CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

***Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.**

Name _____ Teacher _____

**Continued Fourth Quarter
DISHONESTY**

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

UNPREPARED FOR CLASS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

DISRESPECT/DEFIANCE

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

INCOMPLETE MISSING ASSIGNMENTS

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

VIOLATION OF TECHNOLOGY POLICY/PROCEDURES

	Teacher	Date	Parent Initial*	Teacher Comment	*Dates of det./ ISS/conference
1					
2					
3					*
4					*
5					*

TLC Quarterly Page Review

We have reviewed the Violation of School Policy page for this quarter and have discussed and understand the findings.

Parent Signature	Student Signature	Teacher Signature	Date
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*Parent's initials are acknowledging the signature is present. If further clarification needed, please contact the teacher.

Student _____ HR Teacher _____

HALL PASSES

First Quarter HALL PASSES

	Teacher	Date		Teacher	Date		Teacher	Date		Teacher	Date
1			3			5			7		
2			4			6			8		

Second Quarter HALL PASSES

	Teacher	Date		Teacher	Date		Teacher	Date		Teacher	Date
1			3			5			7		
2			4			6			8		

Third Quarter HALL PASSES

	Teacher	Date		Teacher	Date		Teacher	Date		Teacher	Date
1			3			5			7		
2			4			6			8		

Fourth Quarter HALL PASSES

	Teacher	Date		Teacher	Date		Teacher	Date		Teacher	Date
1			3			5			7		
2			4			6			8		

User Name _____ Password _____

User Name _____ Password _____

User Name _____ Password _____

Bus Route Number _____ Bus Stop _____ Phone # _____

Parent Name _____ Address _____