

University Academy
Parent and Student Handbook
2011-2012



6801 Holmes Road
Kansas City, Missouri 64131
Phone: (816) 412-5900
Fax: (816) 410-0322

www.universityacademy.org

This Handbook is subject to Board policy. The Board of Directors reserves the right to change Board policy, as well as this Handbook. The most current version of the Handbook is available at www.universityacademy.org. Board-approved changes to the Handbook or Board policy do not void Parent and Student Agreement to the provisions of the Handbook.

(July 2009)

Table of Contents

Mission Statement	7
Vision Statement	7
Philosophy and Commitment	7
Board of Directors	7
Character Traits	9
Key University Academy School Contacts.....	11
Attendance Hotline	11
Central Office:.....	11
Elementary School (K-5 th).....	12
Middle School (6 th -8 th).....	12
Upper School (9 th – 12 th).....	12
Children’s Mercy Hospital (CMH) Wellness Clinic	12
Student Rights	13
School and Community Relations	13
Volunteers/YouthFriends	13
Visitors.....	13
Parent Contact with Students during School Hours	14
Commitment by Stakeholders.....	14
Commitment by Parents/Guardians	14
Commitment by Students	14
Commitment by the Staff (including administrators)	15
Enrollment Eligibility & Requirements	15
Restrictions on Attending School within the District	16
Attendance Policy.....	16
Attendance Hotline Numbers	17
Make-up Assignments for Absences	17
Tardy Policy	18
School Hours	18
Early Dismissals	18
Parent Pick-Up	18
Bus Transportation	19
Student Driving	20
School Closing Information.....	20
Student Lockers.....	20
Textbooks	21
Lost and Found.....	21
Animals and Pets	21
School Breakfast and Lunch	21
Cafeteria Procedures.....	22
Student Transcripts and Academic Records	24
Academics	24
Academic Integrity	24
Progress Reports/Mid-Term Grades/Grade Cards	24
Parent-Teacher Conferences.....	25

Grading System	25
Elementary, Middle, and Upper School Grading Systems and Grade Point Average (GPA) Conversion	25
Retention Policy	25
Middle School Promotion Standards	25
Graduation Requirements	27
Guidance Counselors	27
College Counseling	28
Homework Policy	28
Recess Policy	28
Field Trips	28
Classroom Parties	29
Withdrawing Students	29
Internet Usage Policy and Technology Agreement	29
Media Policy	30
Dress Code Policy	30
Telephone and Cell Phone Usage	31
Library Policies	32
Library Hours:	32
Computer Lab	33
Administering Medication at School	33
Student Illnesses	35
University Academy Wellness Center	35
Hearing Screenings	36
Non-Discrimination on the Basis of	36
Race, Ethnicity, Disability, Religion, or Gender	36
Harassment (including Sexual Harassment)	36
Prohibition Against Drugs and Alcohol	37
Prohibition Against Smoking	37
Prohibition Against Firearms and Weapons	37
No Child Left Behind Act (NCLB) Federal Programs Parent/Guardian Notification	39
Missouri Parent Information Resource Center (PIRC)	39
Professional Qualifications of Student's Teachers	40
Public Notice	42
Notice Provision of the Family Educational Rights and Privacy Act (FERPA)	43
Reporting Child Abuse	44
University Academy	46
Discipline Guidelines	46
Introduction	47
Standards of Student Conduct	47
Supervision of Students	47
Scope of Authority	47
Student Accountability	48
Student's Responsibility for Items in Their Possession	48
Prohibition Against Bullying	49

Notice Provisions, Requirements, And Definitions Under The Missouri Safe Schools Act.....	49
Discipline Rubric.....	51
Class I Offenses.....	52
Class II Offenses.....	54
Class III Offenses.....	56
Class IV Offenses.....	57
Explanation of Consequences.....	61
Procedures for Suspensions And Expulsions.....	63
Right to Appeal.....	65
Bus Conduct.....	Error! Bookmark not defined.
Parent/Guardian and Student Acknowledgement.....	68
Parents/Guardians Acknowledgment.....	69
Transportation Handbook.....	70
2011-2012.....	71
Special Needs and Circumstances.....	72
Routing.....	73
Communications.....	74
School Bus Accidents and Incidents.....	74
School Bus Conduct & Discipline.....	75
Frequently Asked Questions About Bus Transportation.....	78

Mission Statement

The mission of University Academy is to prepare students to succeed in an institution of higher education and to participate as leaders in society.

Vision Statement

Our vision is to be the best college-preparatory charter public school in the country with an emphasis on college preparation, career development, community service, and leadership.

Philosophy and Commitment

The philosophy of the University Academy is rooted in our mission. We expect all of our students to have the skills they need to succeed in college. Consequently, we have made the following commitments to help our students acquire those skills:

- A commitment to achieve rigorous educational results, to adding value each year to the students' knowledge and capacity to learn.
- A commitment to serve the whole child and to help students and their families manage issues that have the potential to detract from the students' opportunities and motivation to learn.
- A commitment to engage the interest, expertise, and participation of parents to build a school culture characterized by high expectations for student behavior and academic excellence, and shared accountability for results.

Board of Directors

Barnett Helzberg - Chairman Emeritus and Founder
Bush Helzberg - Chairman
Jonathan Angrist, Member
Thomas Bloch, President, and Founder
Rev. Thomas B. Curran, OSFS, Member
Shirley Helzberg - Member and Founder
Dr. Gersham Nelson, Member
Joshua Rowland - Member

THIS PAGE INTENTIONALLY LEFT BLANK

Character Traits

"What lies behind us and what lies before us are small matters
compared to what lies within us."

—Ralph Waldo Emerson, *American essayist, philosopher and poet (1803-1882)*

Positive Attitude (August)

A willingness to cooperate in appropriate ways

Honesty (September)

The behavior that leads others to trust

Pride (October)

Belief in oneself that leads to the accomplishments of achieving one's positive goals

Self-Esteem (November)

To feel good about yourself as a capable person with integrity

Team Work (December)

Cooperation and unity from all members

Respect (January)

To show appreciation and consideration for the feelings, the ideas, the property, and the culture of self and others

Perseverance (February)

Never giving up on a goal, despite obstacles and challenges

Empathy (March)

The ability to understand the feelings of another person and to act accordingly

Self-Discipline (April)

Being able to govern one's actions

Responsibility (May)

Accepting obligations and being personally accountable for your decisions and actions

Courage (June)

Facing difficult situations and danger when having feelings of fear

Each month University Academy will highlight a different character trait, which is indicated in parenthesis () beside the trait.

2011-2012 School Calendar

“Meet The Teacher” Night	August 12, 2011
1st Day of School	August 15, 2011
NO SCHOOL	September 5, 2011
Teacher/Staff Development – NO STUDENTS	October 13, 2011
Saturday Parent-Teacher Conferences	October 15, 2011
Early Release for Students	November 14, 2011
NO SCHOOL – Thanksgiving Holiday	November 23-25, 2011
NO SCHOOL – Parent Conferences	December 19, 2011
NO SCHOOL – Winter Break	December 20-Jan. 3, 2012
Teacher/Staff Development – NO STUDENTS	January 3, 2012
STUDENTS RETURN TO SCHOOL	January 4, 2012
NO SCHOOL – Dr. Martin L. King Holiday	January 16, 2012
Early Release for Students	February 17, 2012
NO SCHOOL – President’s Day Holiday	February 20, 2012
Early Release for Students	March 9, 2012
Teacher/Staff Development—NO STUDENTS	April 20, 2012
NO SCHOOL – SPRING BREAK	April 23-27, 2012
LAST DAY OF SCHOOL / EARLY RELEASE	May 24, 2012
Teacher/Staff Development—NO STUDENTS	May 25, 2012
1 st Day of Summer School	May 29, 2012
Last Day of Summer School	June 29, 2012

Key University Academy School Contacts

Attendance Hotline

Elementary School (K-5): 412-5905

Middle School (6-8): 412-5904

Upper School (9-12): 412-5903

Central Office:

Dr. Tiffany Anderson, Superintendent: 412-5901

Lisa Bado, Director of Human Resources: 412-5918

Kellie Baker, Student Services Specialist: 412-5988

Leah Banks, Director of Security: 412-5937

Kelly Bowland, Chief Operations Officer: 412-5934

Sarah Buck, PowerSchool Administrator: 412-5940

Brian Klug, Director of Technology: 412-5961

Damon Paul, Athletic Director: 412-5997

LinLee Poppa, Controller: 412-5920

Saundra Strong, Superintendent's Administrative Assistant:
412-5975

Gary Swanson, Director of Facilities: 412-5929

Lisa Thomas, Curriculum Coordinator: 412-9275

Floyd Wilson, Director of Student Services: 412-5915

Ron Zigeler, Chief Financial Officer: 412-5962

Elementary School (K-5th)

Dr. Tiffany Anderson, Principal
Floyd Wilson, Director of Student Services: 412-5915
Ashley Knapp, Instructional Coordinator: 412-5365
Debra Foster, Lower Administrative Assistant: 412-9230
Leah Probasco-Burns, Counselor: 412-5947
Brianne Kneeshaw, School Social Worker (K-12): 412-5956

Middle School (6th-8th)

Dr. Tiffany Anderson, Superintendent
Floyd Wilson, Director of Student Services: 412-5915
Levette Anderson, Secondary Dean of Students: 412-5981
Stacey Stewart, Secondary Instructional Coordinator: 412-5927
Sheena Brown, Counselor: 412-5949
Marion Epps, Middle Administrative Assistant: 412-5917

Upper School (9th – 12th)

Clem Ukaoma, Upper School Principal: 412-5902
Susie Jackson, Upper Administrative Assistant: 412-5948

School Nurse, Stephanie Williams: 412-5979

Children's Mercy Hospital (CMH) Wellness Clinic

Main Line: 412-5978
Rena Altemhofen, CMH Nurse Practitioner: 412-5102
Pola Wood, CMH Care Assistant: 412-5978

Student Rights

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities. Board and staff commitments ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures, and student support services.

School and Community Relations

University Academy recognizes the positive effects of parents' / families' involvement in the education of their children and encourages strong parent/family involvement in working collaboratively with school staff.

Volunteers/YouthFriends

University Academy also encourages participation of parents and community members to volunteer and serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual must complete an application for the position, have a satisfactory background criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Family Services.

YouthFriends, a school-based mentoring network that connects adult mentors with young people, is collaborating with University Academy to provide volunteer screening and placement. It is open to students in grades K-12. Mentors, who range from college students to senior citizens, typically spend one hour a week with one or more students. In addition to mentoring activities, mentors provide academic tutoring, literacy support, on-line mentoring, and mentoring English as Second Language (ESL) students. High school students also have the opportunity to mentor elementary students. There is no fee charged for youth or volunteer participation.

Visitors

All visitors **shall** report to Central Office upon entering the building and sign in. Visitors will sign the log and place a Visitor's Badge on their clothing. When a parent/guardian needs to conference with a teacher or counselor or observe a classroom, an appointment shall be made in advance. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent's Office, as far in advance as possible, to arrange, and schedule a visit.

We value relationships with our families. All persons who do not obtain prior permission or visitors, who create distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution. However, trespass warnings may be issued when disruptions are created.

Parent Contact with Students During School Hours

If your student forgets lunch money, a permission slip, a book, homework, or other items necessary for their day at school, you may bring those items to Central Office and Central Office staff will see to it that students receive them.

STUDENTS WILL NOT BE CALLED OUT OF CLASS TO RECEIVE PHONE CALLS

In cases of emergency, you will need to contact your child's principal and leave a message. School personnel will then deliver the message to your student.

Commitment by Stakeholders

In uniformly implementing the goals, expectations, and the Guide to Student Discipline, the School Board believes that the students, their parents/guardians, and staff members must play key roles. **Parents/Guardians and students will be required to read and sign University Academy's Parent/Guardian and Student Acknowledgement in the Parent and Student Handbook.**

Commitment by Parents/Guardians

As a parent/legal guardian of a University Academy student, I understand that this school is a college preparatory program, and I will support the rigorous curriculum necessary. I agree to support my child's educational program by:

- Ensuring my child has regular attendance and informing the school of any absences in a timely manner.
- Encouraging my child to complete his/her homework each night.
- Maintaining communication with my child's teachers and principal.
- Volunteering a minimum of two times per year.
- Attending parent/teacher/student conferences.
- Submitting updated information as information changes
- Encouraging my child to comply with school policies and regulations.
- Supporting the Board-approved Dress Code Policy.
- Monitoring student progress through PowerSchool (parents may access PowerSchool at the school if needed).

Commitment by Students

As a student of University Academy, I agree to the following terms and conditions:

- I will regularly be in attendance and on time.
- I understand that this school is a college preparatory academy, and I plan to attend an institution of higher education.
- I will successfully complete with pride all of my assignments on time.

- I will comply with the policies and regulations of University Academy.
- I will comply with the Board-approved Dress Code Policy.

Commitment by the Staff (including administrators)

As a staff member of University Academy, I agree to the following terms and conditions:

- I will encourage students to attend school regularly and will make whatever contacts I feel necessary to improve student attendance.
- I will provide information to students, parents, and other staff members in a timely manner.
- I will assist students, parents, and faculty members in designing and implementing effective Student Learning Plans.
- I will take action to ensure that University Academy is a safe and orderly place in which to learn.
- I will provide opportunities for student leadership and innovation in an atmosphere of mutual respect.
- I will provide a student-centered, rigorous, and meaningful academic program of instruction for all students.
- I will support the Board-approved Dress Code Policy.

Enrollment Eligibility & Requirements

University Academy shall enroll only pupils that reside within the Kansas City, Missouri School District. University Academy does not limit admission based on race, ethnicity, national origin, disability, gender, income level, proficiency in the English language or athletic ability.

If current capacity is insufficient to enroll all students who submit a timely application at any grade level, University Academy will use a lottery admissions process that assures all applicants of an equal chance of gaining admission, except that:

1. University Academy gives preference for admission of children whose siblings attend the school.
2. University Academy also gives preferential enrollment to students that reside in the geographical area between 47th Street and the the southern boundaries of the Kansas City, Missouri School District and between Prospect Avenue and Oak.

All students on the waiting list will fill remaining vacancies by grade level.

Restrictions on Attending School within the District

No student shall be re-admitted or enrolled in a regular program of instruction if the student is convicted of:

- a) An indictment or information is filed against the student and no judgment is found,
- b) A petition is filed under Section RSMo. 211.091 alleging the student committed an act and no judgment is found, **or**
- c) A person was adjudicated to have committed an act, which, if committed by an adult, would be one of the following:
 - First Degree Murder;
 - Second Degree Murder;
 - First Degree Assault;
 - Forcible Rape;
 - Forcible Sodomy;
 - First Degree Robbery;
 - Distribution of Drugs to a Minor;
 - First Degree Arson;
 - Kidnapping as a Class A Felony;
 - Statutory Rape; and/or
 - Statutory Sodomy.

This section **shall not** prohibit the re-admittance or enrollment of any student if a petition has been dismissed or when a student has been acquitted or adjudicated not to have committed any of the above acts. In addition, this section **shall not** apply to a student with a disability, as identified under state eligibility criteria, which is convicted or adjudicated guilty as a result of an action related to the student's disability.

Finally, nothing in this section shall be construed to prohibit a District that provides an alternative education program from enrolling a student in an alternative education program if the District determines such enrollment is appropriate.

Attendance Policy

It is expected that all students will attend regularly. Parents/legal guardians should call the school if the student must be absent. Excessive absences may result in loss of academic credit, retention, and possible withdrawal from University Academy. University Academy will consider truant any student who is absent without parental notification. In the event of a period of absence of three or more consecutive days, students returning to school shall provide a written explanation from a health care provider. If parents/legal guardians fail to call the school prior to the student being absent or the student fails to provide

a parent/legal guardian written and signed explanation for an absence upon returning to school, the absences will be considered unexcused.

We reserve the right to perform random safety screenings including but not limited to locker checks, metal detectors and bag checks.

Parents/guardians should follow these guidelines with regard to attendance:

- Notify the school between 7:00 and 7:15 a.m. the morning of the absence by calling the Attendance Hotline;

Attendance Hotline Numbers

Elementary School (K-5th): 412-5905

Middle School (6th -8th): 412-5904

Upper School (9th-12th): 412-5903

- Provide a written note giving the student's name, date, and reason for absence when the student returns, if the parent has not notified the school; and
- Please schedule doctor, dental, and other appointments after school hours to ensure your child's regular attendance.

The following steps will be taken with regard to **excessive** student absences:

- **3 unexcused absences** – letter sent home;
- **5 unexcused absences** – student referred to school social worker and phone call made to parent/guardian;
- **10 absences (excused or unexcused) within a semester** – conference with school administration and referral to the Department of Social Services. (Does not apply for medically documented extended absences). Examined on a case-by-case basis; may result in immediate withdrawal from University Academy.
- **5 consecutive days** of unexcused absence will result in immediate withdrawal from school and student placed on waiting list.

Make-up Assignments for Absences

Students must contact their teachers for missed assignments upon their return to class. Students are allowed one day to make up missed work for each day missed. Parents of elementary school students will need to request their child's work.

Tardy Policy

Students who arrive to school after 7:35 a.m. are considered tardy. Parents must accompany students into the building and sign them in when they are tardy. Four (4) tardy infractions will be counted as one day of absence.

School Hours

Elementary School Hours (K-5th)

Doors Open	7:00 AM
Classes Begin	7:30 AM
Tardy Bell	7:35 AM
Dismissal	3:30 PM
Doors Close	5:30 PM

Middle (6th – 8th) & Upper School Hours (9th – 12th)

Doors Open	7:00 AM
Classes Begin	7:30 AM
Tardy Bell	7:35 AM
Dismissal	3:30 PM

No student should arrive at school prior to 7:00 a.m. **No** student is to remain after dismissal time unless under the direct supervision of appropriate school staff.

Early Dismissals

Staff members will not excuse a student from school before the end of the school day without a request from that student's parent or guardian. Students must be signed out and picked up in Central Office.

Parent Pick-Up

Your child's safety is of the utmost importance to University Academy. Therefore, we want to make sure your student is present during times when adult supervision is available. Parents may make arrangements for transporting their student(s) privately, including dropping students off at University Academy prior to the start of the school day and picking them up at the conclusion of the day. Students **WILL NOT** be released to anyone not on the pick-up list or suspected of being under the influence of drugs/alcohol. Please make sure that Central Office and your student's principal have the correct and most current information about authorized persons. Any person listed on the Sexual Offender Registry is not to be present within 500 feet of the property RSMo. 566.149.

All students must be dropped off by 7:15 a.m. Please refer to the building hours when considering when to drop your student(s) off at school. **No students are allowed in the building until 7:00 a.m.**

Parent pick-up for students is from 3:10 p.m.-3:30 p.m. If a parent/guardian wishes to change the mode of transportation on a particular day, we prefer that a written note be sent with your child to give to his teacher informing them of the change. If you must call the school, this request should be submitted to your child's school office by **12:00 noon that day**. If you are going to be late, please inform the school administrative assistant and your child's teacher. **If you do not pick up your student within 30 minutes of the end of school, local law enforcement officers may be called to pick up your student.**

Listed below are the consequences for picking up your student late at the end of the school day or after 5:30 p.m. from the After School Enrichment Program (ASP):

1 st Offense:	Warning and \$10 late fee
2 nd Offense:	Assessment of ASP's late fee of \$10 for every 5 minutes
3 rd Offense:	Possible referral to law enforcement officers
4 th Offense:	Possible withdrawal

Remember, anytime your student is at school longer than 30 minutes after dismissal, local authorities may be called to pick your student up from school.

All vehicles need to follow the posted restrictions regarding one-way signs, parking, bus lanes, loading and unloading zones, etc. Vehicles are not to block other vehicles, and only use designated areas and routes for dropping off and/or picking up students at school.

Pedestrians are not permitted in the bus loading areas. A person commits the crime of trespassing of a school bus if he/she enters the school bus. RSMo. 569.155.

Bus Transportation

Apple Bus Services provides bus transportation for University Academy students and should be contacted directly with any concerns or problems at **816.252.8800**.

University Academy will assist parents/guardians in resolving any bus concerns with Apple Bus. To obtain additional information regarding busing, contact the Director of Transportation: 816.412.5934.

Student Driving

Students may drive to school if they have a valid driver's license and proof of insurance. The Upper School principal must approve any student who wishes to drive to school. All students parking in the school parking lot must obtain a University Academy Parking Permit from the Security Office. Parking permits are free; however, there is a \$5.00 replacement fee for lost or stolen permits. Students must park in Area 2 from 7 a.m. until 4 p.m. Student permits expire at the end of the school year. Violators will be ticketed. Driving and parking violations are considered a Class II offense.

School Closing Information

To check for school closing in case of severe weather or other emergencies, parents and guardians should check the school's website (www.universityacademy.org) and watch the four primary Kansas City television stations* to see if University Academy is listed. The Superintendent will determine whether to close school based on the best available information regarding weather and bus travel. If it becomes necessary to dismiss classes during the day, the local television and radio stations will be alerted. We will call families if school is dismissing early. Parents are responsible for providing the school administrative offices and their students' teachers with accurate, current telephone and email contact information. If parents are not home during the day, they should talk to their students so they have a plan of where to go in the event of an emergency dismissal.

If a tornado or other severe storm alert is broadcast, students will not be dismissed until the "all clear" signal has been given.

* Primary media stations include:

WDAF-TV 4 KCMO-TV 5 KMBC-TV 9 KSHB-TV 41

Student Lockers

Every student in grades K-12 will be assigned a hall locker. The student locker is the property of the school. Students must use only the locker that is assigned and keep it locked at all times (if applicable). Students are responsible for the contents of their locker. Therefore, students must not share lockers or disclose their combination to others to store items in his or her locker. If there are any problems with a locker or lock, students should notify their grade level administrator's office promptly so the problem can be resolved. Damage to lockers will be considered vandalism and will result in consequences (Class II offense). Student lockers remain the property of University Academy at all times and may be searched by school officials at anytime.

Textbooks

Textbooks are furnished to students at the beginning of each year and are to be returned to teachers at the end of the year with only reasonable wear. When students receive a book, they are to inspect it carefully and promptly notify their teacher of any damage from previous use. If a textbook is damaged or lost, the student will be assessed a fine or charged the replacement cost of the book.

Lost and Found

Students are responsible for their personal belongings. Any student who finds an item that does not belong to them should turn it in to the Security Office immediately. Lost articles may be claimed in the office before or after school. **University Academy is not responsible for lost or stolen items.** Items left unclaimed in the Lost and Found will be donated to charity on the last day of each quarter.

Animals and Pets

All animals and pets, including but not limited to dogs, cats, birds, fish and reptiles, are prohibited inside University Academy, on school grounds, on the school bus, and at school-sponsored events and activities. The prohibition against pets includes time before and after the regular school day, and pets should not be brought to school during parent drop-off or parent pick-up. Failure to follow the regulations will result in restriction of building access privileges and could affect your student's ability to attend University Academy.

If an animal is required as part of an educational activity, the student, parent, and teacher must obtain permission from the Academy Principal and Superintendent **prior** to the animal being brought onto school grounds. If permission is granted, parents must provide transportation as animals/pets are not allowed on the school bus anytime.

School Breakfast and Lunch

University Academy participates in the National School Lunch and School Breakfast Programs and offers meals for free or at reduced prices for families whose income meets eligibility guidelines. Applications for reduced priced meals are available in Central Office and on the school website. Families will be notified, in writing, if they qualify for free or reduced priced meals.

Beginning the first day of school, breakfast and lunch will be served.

Prices are:	Breakfast:	Full price	\$1.50
	Breakfast:	Reduced price	\$0.30
	Breakfast:	Staff price	\$2.25
	Lunch:	Full price	\$2.60
	Lunch:	Reduced price	\$0.40
	Lunch:	Staff price	\$3.25

Milk is included with the meal or can be purchased separately for \$0.30.

Juice is included with breakfast or may be purchased separately for \$0.25.

Students desiring “seconds,” including milk and juice, will be charged the full price.

Students will be allowed to charge meals for no more than ten (10) days. If the balance owed on the account is not paid after 10 days, students will receive an alternate meal. Participation in school sponsored activities, including but not limited to athletics, field trips, and dances/parties, may be withheld until outstanding balances are paid. Bus riding privileges may also be suspended pending payment on meal account balances.

Payments on student lunch accounts may be made in the morning. Lower School children can give their money to their teacher or the Lower School Office. Middle and Upper School students can make payments to their school office. Payments may also be directly made to the Food Service Program Coordinator. Forms of payments include cash, check and money order. When paying by check, please print the student’s first and last name on the check. To pay by credit card, please call 816.412.5994. Online payments may also be made at Meal Pay Plus. To gain access to your student(s) account, contact 816.412.5994. Students who do not have money on their accounts will be provided an alternate meal and notification of the past due account will be sent to the family.

Payment in advance is required for parents/guardians who want to have lunch with their child *prior* to entering the Forum (cafeteria). Breakfast is \$2.25. Lunch is \$3.25.

Cafeteria Procedures

During breakfast and lunch, the cafeteria rules are as follows:

- Form orderly, single-file lines while waiting to be served. Do not break into line or save places for others;
- Leave tables in a clean, orderly fashion upon completion of each meal. Trays and utensils are to be returned to designated areas and

paper/trash picked up and discarded;

- No food or drink is to be taken from the cafeteria;
- Obey the directions of cafeteria supervisors and school staff; and
- Students may visit quietly with others seated at their table, but must not shout to students at other tables.

Student Transcripts and Academic Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance and kept on file in accordance with State law. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information deemed necessary by school officials.

The parents/guardians of (minor) students who are attending or have attended University Academy have the right to inspect and review the educational records of their students and to request amendment of their students' educational records.

Except as otherwise required, in compliance with the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, records containing student health information will be stored separately from other student records.

Academics

University Academy does not offer social promotion. At every grade level, there are specific requirements for promotion to the next grade. In addition to the courses that University Academy offers, the school also encourages juniors and seniors to take dual-credit classes at various local universities which include the University of Missouri-Kansas City and Rockhurst University. This is a valuable program that effectively broadens our course offerings, allows our students to experience actual college classes, and gives them confidence that they can succeed in college. If a student completes the required credits to graduate, or is on pace to complete the required credits, with Principal and Superintendent approval, the student may enroll in classes at a local college or university for up to half of each school day.

Academic Integrity

The expectation of University Academy students is to adhere to the highest standards of academic and scholarly performance. Cheating on schoolwork and/or plagiarism (misrepresenting another person's work as your own) are serious academic offenses. This will result in serious consequences as outlined in the Discipline Policy.

Progress Reports/Mid-Term Grades/Grade Cards

Mid-term reports will be mailed to parents/guardians. Grade cards are issued at the end of each quarter. An end-of-the-year assessment will be given which students are required to pass in order to be promoted to the next grade.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice every school year. It is recommended that parents/guardians contact their child's teacher(s) in advance to schedule their conference. In addition to Parent-Teacher Conferences, parents/guardians are encouraged to contact the principal or student's teachers if they have any questions or concerns regarding their child's academics and/or behavior during the school year.

Grading System

The grading systems are as follows:

Elementary, Middle, and Upper School Grading Systems and Grade Point Average (GPA) Conversion

A	Excellent	90-100	3.7-4.0 GPA
B	Above Average	80-89	2.7-3.6 GPA
C	Average	70-79	1.7-2.6 GPA
D	Below Average	60-69	.07-1.6 GPA
F	Failure	59-or below	.06 GPA

Students must have all passing grades and may not have Ds or Fs in order to participate in athletics, attend school-sponsored trips and/or parties, which include Prom, Homecoming, and the Senior Trip.

Note: IEP MARKINGS – IEPs are marked according to the guidelines on the individual goals on a quarterly basis.

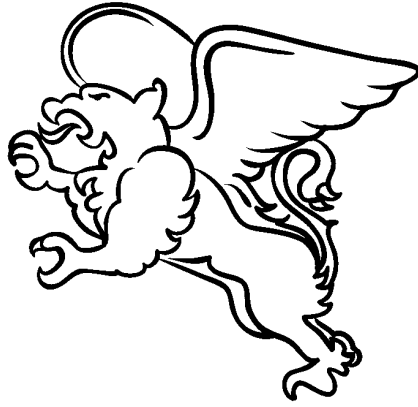
Retention Policy

Each grade level has specific Expectations for Promotion that students must achieve in order to be promoted to the next grade level.

Middle School Promotion Standards

- Students must pass all core classes (Communication Arts, Math, Science, Social Studies) - "No D's or F's";
- Students must pass 2/3 of all classes taken during the year;
- Students must have 95% attendance;
- At times when deemed in the best interest of a student, specific promotion requirements may be substituted with grades and/or attendance earned through additional or alternative learning experiences. (A written special consideration must be presented to the principal co-signed by the student's parent(s) and/or guardian(s) for prior approval), and;

- Students must be recommended for promotion by their grade level team and principal based on satisfactory classroom performance throughout the current academic school year. Note: The final decision must be approved by administration.



Graduation Requirements

Graduation requirements for University Academy Charter School are a minimum of 26 units of credit completed during grades nine (9) through twelve (12). One-half (½) credit in Personal Finance and one-half (½) credit in Health are required for graduation beginning with the 2009-2010 school year.

Communication Arts (includes .5 unit of Oral Communication)...	4.5 units
Math.....	3.0 units
Science (Two of the three units must be taken in Biology, Chemistry, or Physics).....	3.0 units
Social Studies.....	3.0 units
Fine Arts.....	1.0 unit
Practical Arts.....	1.0 unit
Personal Finance.....	0.5 unit
Physical Education.....	1.0 unit
Health.....	0.5 unit
Advanced and General Electives (from English, Math, Science, Social Studies, Fine Arts, or Foreign Languages).....	6.5 units
Foreign Language.....	2.0 units
Total:	26 units

A college preparatory certificate from the State of Missouri will be presented at graduation to students who complete these academic requirements, attain a grade point average in core subjects of 3.0 and score above the national norm on the ACT or SAT.

Guidance Counselors

University Academy counselors assist students with class scheduling, personal/social matters, testing information, and career planning. Counselors can also provide information on occupations, study skills improvement, and information on colleges and career information.

College Counseling

The college counselor helps students understand the importance of developing academic and career goals and helps them assess their individual interests, talents, abilities, and personality to help them attain those goals. Activities are planned for each grade level that culminates with all juniors and seniors taking Junior and Senior Seminar; a year-long program that focuses on how to enter and succeed in college. University Academy staff works with individual students and their parents to plan for college and guide them through the entire process.

University Academy's guidance does not end when our students graduate from high school. Parents and students sign an agreement enabling University Academy staff to follow-up on University Academy graduates while they are in college and to provide guidance as necessary.

Homework Policy

Homework will be assigned to support and reinforce the information taught by instructors during the academic day. Failure to complete and submit assigned homework on time will have a negative impact on a student's grades.

Recess Policy

Teachers are responsible for taking students to recess at the time allotted in their schedule. Discretion will be used when taking children outside in extremely cold weather or inclement weather. Recess will be held indoors in the event of precipitation (rain, snow, sleet, etc.) and/or the temperature outside is below 25 degrees Fahrenheit.

Outdoor recess will be held **without restriction** if the temperature exceeds 32 degrees Fahrenheit (including wind chill factor).

Parents need to make sure children are dressed for the temperature of the day, as all students must attend recess unless excused by a physician or the school nurse. In that case, the student will be left in another classroom.

Field Trips

Field trips and excursions are available as a part of the students' learning. All such activities are carefully planned, organized, and approved by the principal. Parents will be notified where the child is going, at what time, and the approximate time of return. Parents are often asked to volunteer to accompany classes on field trips to help supervise smaller groups of students. If you are able to help in this role (or even if you are just accompanying the trip in a non-supervisory role), please be aware that it is expected that other children, who are not part of the class trip, cannot and will not be with you.

Classroom Parties

Teachers are requested to protect instruction time and limit parties. Parents wanting to bring treats for special occasions should contact the classroom teacher ahead of time. Please bring in healthy treats for students if at all possible. Treats must be store bought and pre-packaged; no homemade treats are allowed to be distributed at University Academy. Classroom parties may only be held in a specified location in the Forum (cafeteria) between the hours of 1:30 p.m. and 2:30 p.m.

Out of consideration for all students in a classroom and at a grade level, students should not distribute invitations for personal activities at school or on the bus.

Withdrawing Students

If a parent/guardian wishes to withdraw their student from University Academy, the parent/guardian shall contact Student Services for the necessary paperwork.

Internet Usage Policy and Technology Agreement

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

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

A complete copy of the University Academy technology use guidelines is available from Central Office and the individual Academy Administrative Offices.

Media Policy

Throughout the year, University Academy will publish student photographs, video and/or audio clips, student quotes, and student writing and artwork, which have been deemed “Directory Information.”

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that University Academy, with certain exceptions, obtain written consent from a parent/guardian prior to disclosure of personally identifiable information from your child’s educational record. University Academy **may** disclose appropriately designated “Directory Information” **without** written consent, unless you have advised the District to the contrary. As stated above, the primary purpose of Directory Information is to allow University Academy to include certain information about your child in school publications. Examples include:

- The annual yearbook;
- Honor roll;
- Graduation programs;
- A theatrical playbill;
- Sports activity sheets; and
- Newsletters and other District publications

If you do not want University Academy to disclose Directory Information from your child’s education record without your prior written consent, you must **opt-out** on the Acknowledgement on page 29 of this Handbook and complete the appropriate form available from Central Office. For additional information, see the FERPA section of the Handbook or contact the school at 816.412.5900.

Dress Code Policy

Students are required observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. This expectation includes the school day and school-sponsored extracurricular activities.

Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating drugs/alcohol, or other illegal activities is permitted. Further, no clothing or personal grooming that disrupts or can be reasonably forecasted to disrupt the educational environment is permitted.

The Dress Code Policy also stipulates, among other things, that:

- Students must wear a white or navy blue polo-style shirt or button-down oxford style shirt. School logo shirts may be purchased from Central Office. Shirts worn by students must be buttoned and show no cleavage.
- Shirts must have no visible logos, such as those for sports teams, or decorations or names, other than that of University Academy.
- Students are only allowed to wear white or navy blue t-shirts under their polo shirts.
- Shirts must be tucked in at all times.
- Pants must be uniform-type pants in either khaki or navy blue.
- Pants must be belted at the waist at all times.
- Sagging/bagging violates the Dress Code Policy and is not allowed.
- Knee-length skirts, below-the-knee Capri pants or walking shorts (no more than 2 inches above the knee) are acceptable.
- Flip-flops, hats, or coats (inside the building) are not allowed.
- White or navy cardigan-style sweaters (without hoods) may be worn during cold weather. No jackets will be allowed to be worn in the building.
- No large-hoop earrings, bangles, or excessive jewelry.
- No sweatshirts, with the exception of UA sweatshirts, may be worn.
- Body art (tattoos) or body piercings (other than ears) may NOT be displayed at any time.
- Backpacks must be kept in lockers upon arrival at school each day.

Students who are in non-compliance with the Dress Code Policy will be referred to their principal's office.

Telephone and Cell Phone Usage

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. **Cell phones are not allowed to be used in the building.** Students bringing cell phones to school must place them in their locker and keep them there until the end of the school day. Cell phones are to be turned off upon entering the building and are to remain off until after dismissal. Cell phones seen, used, or heard (includes text messaging) during the day will be confiscated. Using a cell phone to take pictures or audio/video recording is not allowed during the school day, on school transportation, or at any school events that occur during the school day. Cell phones are not the responsibility of the faculty and staff at University Academy. Students who disregard the cell phone policy are subject to discipline as outlined in the University Academy Discipline Policy.

PLEASE DO NOT CALL OR TEXT YOUR CHILD'S CELL PHONE, as it is against school policy for students to use them during school hours.

Library Policies

The mission of the Library Media Program is to provide resources that support and enrich the school's instructional goals and afford opportunities for students and staff to become effective users of information.

The Collection:

The library subscribes to a wide range of online databases for student and staff use. It has nearly 18,000 items.

1. Materials with the "J" (Juvenile) prefix are recommended for Lower School students.
2. All other materials may be considered for Middle and Upper School students.

In addition, our library catalog provides guidance for grade level suitability and other reading program indicators. Although teachers and librarians are committed to offering the best readers' advisory assistance to our students, parents are encouraged to take an active role in monitoring their student's use of library resources. Reading competency may be at a level not necessarily compatible to a book's content for some students.

Library Hours:

Monday – Thursday: 8:00 A.M. - 4:30 P.M.

Friday: 8:00 A.M. - 4:00 P.M.

Students are welcome to use the library during these hours when accompanied by a staff member, or with their class. School rules apply to library usage.

Circulation:

Elementary School (Grades K-5)

- Books are checked out for 1 week – limit 2 books.
- All books checked out must be returned before checking out new books.

- Students may return books before due date and check out 2 new books.
- Lost or damaged books require replacement costs.

Middle (6-8) and Upper School (9-12)

- Books are checked out for 2 weeks – limit of 2.
- A fine of \$.05 per book per day is charged for overdue books.
- Lost and damaged books require replacement costs.

Library obligations must be resolved for grades to be issued each semester.

Computer Lab

The Library has two computer labs for classroom usage. Classroom teachers will schedule computer lab time. Individual computer stations are available for students to use, as long as they have written permission from their teachers to use the library's computer resources during class time.

Administering Medication at School

University Academy recognizes that some students may require medication for chronic or out-of-school illness/injury during the school day to enable them to remain in school and participate in their education. For proper administration of student medication at school, the following procedures should be followed:

1. All prescription medications must have a physician's order or the pharmacy label containing the following information:
 - Student name;
 - Medication name;
 - Dosage;
 - The time medication is to be given; and
 - How the medicine is to be administered and any special instructions.

It is the parent's responsibility to maintain an adequate supply of medication at the school for the duration of the student's dosage requirements. The student is responsible for coming to the nurse's office to take scheduled medication.

2. All non-prescription medications, including over-the-counter (OTC) drugs, must be in their original container, *with the student's name affixed to the label* and accompanied by written and signed instructions from the parent/guardian. **NO phone instructions or tablets in a "Ziploc or plastic sandwich bag" will be accepted.** All instructions for non-prescription medications must include:

- Student name;
- Medication name;
- Dosage;
- The time medication is to be given; and
- How the medicine is to be administered and any special instructions.

When sending over-the-counter medication, a parent/guardian must complete an “Authorization for Medication” form, which may be obtained from the school nurse, prior to the medication being distributed to the child while at school.

3. It is against State law to transfer medications from one bottle to another; therefore, please bring medications in an appropriately labeled container prepared by your pharmacist with the number of tablets as stated on the pharmacy label. It may be a good idea to ask your pharmacist to put your prescription in two separate containers, one for school, and one for home.
4. **Parents/guardians must personally bring medications into the school. Please do NOT send them in with your child. NO MEDICATIONS ARE PERMITTED ON THE BUS!**
5. These rules apply to **all medications**, including creams such as Neosporin, Calamine Lotion, etc., as well as cough suppressants and cough drops. Please remember that no alcohol-based medications that are to be taken internally will be accepted.
6. Only trained designated school personnel may administer medications in the school.
7. Certain medications in tablet form, such as: stimulants, sedatives, barbiturates (anti-convulsant), narcotic analgesics and psychotropic drugs must be counted when brought to the school.
8. Any non-prescription medication instructions, which differ from the manufacturer’s recommended dosage(s), must have a physician’s prescription.
9. Any student in grades 9-12, deemed developmentally and behaviorally responsible, may self-administer medications. These students must have a signed form, signifying parental permission, on file in the school office. *In case of prescription medications, permission from the physician is also required.* These students may carry only enough medication for one (1) school day. If medication is required for longer than ten (10) school days, a written request from the parent/guardian must be on file.

It is the school's policy that students shall not have any medication, even OTC's, in their own possession. Therefore, all medication must be kept in the nurse's office.

10. When your child participates in field trips, his/her medication(s) will be transported in the original containers. Please send a smaller container with either the pharmacist's or manufacturer's label following all of the above criteria with one (1) day's supply of medication for the trip. Your child may not be allowed to participate in the field trip if the school does not have an appropriate-sized container.
11. If your child needs half a tablet, please break the tablet *before* the medication comes to school; or, if the tablet needs to be crushed, please bring a "pill crusher" to the school. These can usually be obtained at your local pharmacy.
12. ***ALL MEDICATIONS MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR BY PARENTS OR GUARDIANS WITHIN FIVE (5) DAYS OF THE LAST DAY OF SCHOOL. ALL MEDICATIONS NOT PICKED UP WILL BE DISPOSED OF ON THE 6TH DAY FOLLOWING THE LAST DAY OF SCHOOL PER DISTRICT POLICY.***

Student Illnesses

The nurse is available in the Health Center for student emergencies. If the student becomes ill, he or she should obtain a Nurse's Pass from the teacher to report to the Health Center. If the nurse is unavailable, students should return to class; or if it is an emergency, report to the principal's office.

Parents will be contacted if their child becomes ill or injured at school. If the parent cannot be reached, the person whom you wish called in case of emergency will be notified. If the accident or illness necessitates the services of a physician, we will call the physician you have listed on the emergency information form. If the listed physician is not available, the local hospital will be used. **(Please keep your child's home phone, address, and emergency contacts up to date.)**

University Academy Wellness Center

The UA Wellness Center, operated by Children's Mercy Hospital medical professionals, provides school-based health care service for our students. Several hundred UA students are registered with the Wellness Center. The Wellness Center is located behind the Central Office reception area and shares space with the UA Health Center. For more information and/or to register your child, please call (816) 412-5978.

Hearing Screenings

State law requires that all children in grades Kindergarten, first, and second be screened for potential hearing loss. This process consists of an initial screening for all children in those grades during the months of September and October. Follow-up screenings for children who fail the initial screenings are held in November and December. The District will provide parents of children who either fail the initial or follow-up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow-up.

Non-Discrimination on the Basis of Race, Ethnicity, Disability, Religion, or Gender

The Board reaffirms its belief that every student regardless of race, creed, color, sex, cultural, or socioeconomic status or disabling condition be given equal opportunity for educational development. The Board is committed to providing an educational environment free from unlawful harassment. Specifically, the school and its employees shall not participate in any harassment based on gender, race, or nationality or other basis impermissible under the law. Further, no student shall be allowed to participate in any harassment based on gender, race, or nationality or other basis impermissible under the law.

Harassment (including Sexual Harassment)

It is the policy of University Academy to maintain a safe learning environment for all students. UA prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of School policy for any student, teacher, administrators, or other school personnel of this School to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by School policy.

It shall also be a violation of School policy for any teacher, administrator, or other school personnel of this School to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by School policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school.

For purposes of school policy, sexual harassment is defined as unwelcome sexual advances or requests for sexual favors, can be verbal or physical, and contains one or more of the following elements:

- submission to sexual advances is made (explicitly or implicitly) a condition of a student's academic status;
- submission or rejection of sexual advances is used as a basis for evaluating a student's performance;
- interferes with a student's educational performance; or;
- creates an intimidating, hostile, or offensive educational environment.

Prohibition Against Drugs and Alcohol

The use of controlled substances, alcohol, and substances represented to be such, as well as the possession of drug paraphernalia, is prohibited at all times and is subject to disciplinary action.

Prohibition Against Smoking

The use, sale, transfer, and possession of tobacco products at school and at school activities are strictly prohibited. University Academy is a smoke-free campus. This includes vehicles parked on the premises.

Prohibition Against Firearms and Weapons

Possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.

For purposes of school policy, "school premises" includes all University Academy buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of on-site and off-site school activities, whether or not those school activities are conducted on University Academy property.

Law enforcement officials will be notified and the individual violating this policy will be directed to leave the premises. Students will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent (or her designee) may modify such suspension or recommendation for expulsion on a case-by-case basis. Non-students will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in additional school-related restrictions.

Student participation in school-sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto premises of any school-sponsored activity.

Nothing in school policy shall prohibit the school from permitting a Civil War re-enactor from bringing a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

We reserve the right to perform random safety screenings throughout the year. These screenings may include, but are not limited to, the use of metal detectors and/or bag checks.

**No Child Left Behind Act (NCLB) Federal Programs Parent/Guardian
Notification**

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds:

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the District will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the District must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days (30) after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

Missouri Parent Information Resource Center (PIRC)

The following website is to inform parents and parent organizations of the existence and purpose of the Missouri Parent Information Resource Center (PIRC) <http://www.missouri-pirc.org> .

Professional Qualifications of Student's Teachers

(also under No Child Left Behind Act Of 2001)

For any student attending a school receiving Title I funds, University Academy will provide information regarding the professional qualifications of a student's teacher consistent with applicable legal requirements. Upon your request, the District is required to provide to you in a timely manner the following information:

- When the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether your child is provided services by paraprofessionals and, if so, their qualifications; and
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents/guardians request, the District must provide each individual parent/guardian the following information:

- Information on the achievement level of the parent's/guardian's child in each of the state academic assessments, as required under this part; and
- Timely notice that the parent's/guardian's child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

School Improvement Letter

Under the Federal No Child Left Behind (NCLB) Act of 2001, the school district must provide notice to the parent(s) of each student enrolled in a school building if that building does not make adequate yearly progress (AYP) and is identified for school improvement.

No Child Left Behind (NCLB) requires that specific procedures be followed for filing and resolving complaints against any programs administered by the Department of Elementary and Secondary Education (DESE) under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department of Education may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local District policy. The policy of University Academy is as follows:

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board actions or operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. *Teacher*
2. *Principal*
3. *Superintendent (or her designee)*
4. *Board*

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure of how complaints are resolved may contact local district or DESE personnel.

**Please note: Parents of any student attending a school receiving Title I Funds may request information regarding the professional qualifications of the student's classroom teachers.*

Public Notice

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

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

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

University Academy has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Superintendent's Office between 9:00 A.M. and 4:00 P.M., Monday through Friday. This notice will be provided in native languages as appropriate.

**Notice Provision of the Family Educational Rights and Privacy Act
(FERPA)**

University Academy is mandated to inform each parent/guardian or eligible student that “Directory Information” may be released by school officials, including print and electronic publications of the District. Such information is also considered a “public record,” which must be released upon demand to any person who requests it under the Missouri Sunshine Law. “Directory Information” is information designated by the District which, if disclosed, would not generally be considered harmful or an invasion of privacy. University Academy designates the following items as Directory Information:

1. **Students in Kindergarten through Eighth Grade**
Student’s name; parent’s name; date of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the District; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

2. **High School and Vocational School Students**
Student’s name; parent’s name; date of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the District; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Federal law requires school districts that receive federal funds under the No Child Left Behind Act of 2001 to provide military recruiters upon request Directory Information unless parents have notified the District that they do not want the information disclosed without their prior consent.

Student Records (As They Apply To Military Recruiters)

University Academy may notify parents/guardians of secondary schools students that it is required to release the student’s name, address, and telephone listing to military recruiters and institutions of higher education upon request. Parents/guardians of eligible students may request that the District not release this information and the District shall comply with the request.

Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made to the Missouri Division of Family Services.

After School Enrichment Program

The After School Enrichment Program (ASP) is available at University Academy to provide quality care for students in Kindergarten through 8th Grade, primarily to meet the needs of working parents.

ASP is in operation from **3:30 p.m. – 5:30 p.m.** during school days with the exception of early release days.

The minimal non-refundable fee is \$40 per month, per student, with a \$10 per month discount for siblings. This fee is due at the time of enrollment and on the 1st Monday of each month thereafter. If payment is not received by the first Wednesday of the month, the student will be dropped from the program and placed on the waiting list if reinstatement is desired. Students dropped from ASP must be picked up by a parent/authorized person or ride the school bus home at the end of the day until he/she is readmitted to ASP.

Students remaining after 5:30 p.m. will incur a late fee of \$10 every 5 minutes. This fee must be paid before the student may return to the After School Program.

The University Academy student code of conduct as stated in this Handbook applies in ASP as well. Students experiencing behavior problems may be dropped from the program without advance notice.

Transportation is not provided for the After School Program.

THIS PAGE INTENTIONALLY LEFT BLANK.

University Academy



Discipline Guidelines 2011-2012

Introduction

University Academy has the authority to control student conduct that is detrimental to good order, maintaining discipline, or the carrying out of the mission of the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities that affect school discipline.

Students forfeit their right to a public education by engaging in conduct prohibited by school policy. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events); removal for up to ten (10) school days by the principal; and long-term suspension by the Superintendent/designee or expulsion from school by the Board.

Standards of Student Conduct

All students attending University Academy are expected to display the highest standards of behavior. Students are encouraged and taught to:

- Exercise self-control;
- Demonstrate a positive attitude;
- Respect the rights and feelings of others;
- Take responsibility for school property; and
- Support the learning process.

Supervision of Students

All school personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school or in any vehicle when that vehicle is used to transport students for the school during school-sponsored activities or during intermission or recess periods.

Scope of Authority

The provisions of the Discipline Guidelines apply in all situations in which students are involved, including:

- Activities on school property;
- Travel on school buses or in any vehicle when that vehicle is used to transport students for the District;
- Off-site school sponsored activities;
- While walking to or from school, waiting for school-provided transportation or waiting for or riding on public transportation to and from school, if the student's conduct is the result or cause of disruptive behavior on school grounds; and

- Acts of behavior, which occurs off school property and poses a threat to the safety of students and faculty or disrupts the learning environment.

Off-campus misconduct that is not school-related and adversely affects the educational climate or materially disrupts the education process will also be subject to school-related disciplinary consequences (i.e., long-term suspension and/or expulsion).

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

Student Accountability

All students attending school will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with University Academy's Discipline Guidelines and Policies. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus, which materially and adversely disrupts the education of District students, will be subject to discipline up to and including expulsion.

Student's Responsibility for Items in Their Possession

Students are responsible for any contraband found in their possession. Contraband is defined as drugs, weapons, alcohol and/or other materials deemed illegal or unauthorized under Missouri and Federal law, school board policy, or the Discipline Guidelines and Policies. For purposes of the Discipline Guidelines and Policies, items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (i.e., pockets, jackets, shoes, socks, etc.), student's purse/book bag, student's desk, student's locker, and/or student's automobile located on school property.

It is each student's responsibility to check his/her person and personal belongings for possible contraband before entering school property, any school bus going to or returning from school or any vehicle when that vehicle is used to transport students for the District and school sponsored activities. Students may not use radios, cellular phones, iPods, MP3 players, compact disc players, pagers, portable gaming systems, or other electronic devices in school or on school premises.

Violations of this policy will be handled by appropriate school personnel. The device may only be retrieved, in person, by a parent or legal guardian.

Prohibition Against Bullying

Any form of bullying or intimidation by students toward School personnel or students on school grounds, at a school sponsored activity, on a school bus, or in a school-related context is strictly prohibited. Bullying is defined as intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including, but not limited to: face-to-face, telephone, writing, electronic communications, or Internet postings with the intention to intimidate or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm.

Notice Provisions, Requirements, and Definitions under the Missouri Safe Schools Act

By State law, school administrators are required to report acts of school violence to teachers and other District personnel with a “need to know.” School personnel with a “need to know” refers to school personnel who are directly responsible for the student’s education or otherwise interacts with the student on a professional basis while acting within the scope of their assigned duties. School administrators will report to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act which, if committed by an adult, would be one of the following felonies if committed on school property, including, but not limited to, actions on any school bus in service on behalf of the District or while involved in school activities:

- First Degree Murder under RSMo.565.020;
- Second Degree Murder under RSMo.565.021;
- Kidnapping under RSMo.565.110;
- First Degree Assault under RSMo.565.050;
- Forcible Rape under RSMo.566.030;
- Forcible Sodomy under RSMo.566.060;
- Burglary in the First Degree under RSMo.569.160;
- Burglary in the Second Degree under RSMo.569.170;
- Robbery in the First Degree under RSMo.569.020;
- Distribution of Drugs under RSMo.195.211;
- Distribution of Drugs to a Minor under RSMo.195.212;
- Arson in the First Degree under RSMo.569.040;

- Voluntary Manslaughter under RSMo.565.023;
- Involuntary Manslaughter under RSMo.565.024;
- Second Degree Assault under RSMo.565.060;
- Sexual Assault under RSMo.566.040;
- Felonious Restraint under RSMo.565.120;
- Property Damage in the First Degree under RSMo.569.100;
- Possession of a Weapon under RSMo.571;
- Child Molestation in the First Degree under RSMo.566.067;
- Deviant Sexual Assault under RSMo.566.070;
- Sexual Misconduct Involving a Child under RSMo.566.083; and/or
- Sexual Abuse under RSMo.566.100;
- Trespass on a school bus RSMo.569.155.

The appropriate law enforcement agency will be notified in all situations where a student's conduct violates state law or municipal ordinances. The District will fully cooperate in any investigation and encourages personnel to prosecute students who are involved in conduct that causes physical harm to them.

In addition, if the District is notified by the juvenile officer that a petition has been filed alleging that a student has committed a serious offense against persons or property, teachers and other District personnel with a need to know will be notified of that information. **Any information regarding serious offenses will be kept confidential and will only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a student.**

If a student's Individualized Education Plan (IEP) includes an indication that the student's condition includes violent behavior or a behavior disorder that information will be provided to teachers and other District personnel with a need to know.

I. Mandatory Discipline for Certain Weapons Violations

If a student is determined to have brought any of the following weapons to school or upon school property in violation of this and other District policies, the student shall be suspended for a period of not less than one (1) calendar year or recommended for expulsion, except that the superintendent may modify such suspension or recommendation for expulsion on a case-by-case basis: firearm, blackjack, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, brass knuckles, machine gun, projectile weapon, rifle, shot gun, spring gun or switchblade knife. For purposes of this section, a "knife" means a dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury

or death by cutting or stabbing a person. In determining whether a student will be subject to a mandatory one (1) year suspension, a “knife” shall not include any ordinary pocketknife with a blade of four inches in length or less. However, an ordinary pocketknife with a blade of any length is a “weapon” as that term is used in this and other District policies and the possession, sale, use or transfer of a pocketknife on school property will subject a student to disciplinary action, including, but not limited to, suspension and/or expulsion.

II. Serious Violations of the District’s Discipline Policy

All Class III and IV Offenses of the Discipline Guidelines and Policies are considered serious violations of the District’s Discipline Policy.

III. Violent Acts

Pursuant to the Safe Schools Act, the phrase “act of school violence” or “violent behavior” means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the District or while involved in school activities. “Serious physical injury” is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body. For example, assaulting a student, teacher or any other employee of the District and third degree assaults are considered violent acts.

IV. Corporal Punishment

Corporal punishment means any act of physical force upon a student for the purpose of punishment. No person employed by or volunteering on behalf of University Academy shall administer or cause to be administered corporal punishment upon a student. A staff member may, however use reasonable physical force against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the District.

Discipline Rubric

University Academy has developed discipline guidelines and a rubric that identifies inappropriate and unacceptable behaviors and the corresponding consequences for engaging in these behaviors. The rubric is designed as a guide for District and the individual Academy administrators. Additional information regarding specific disruptive and inappropriate behaviors, behavior

intervention strategies, and discipline consequences specific to a certain grade level are available from the Academy Principals. Consequences may be modified to developmentally appropriate levels on a student-by-student basis.

Class I Offenses

1. **Defiance of Authority** – A student’s refusal to comply with a reasonable request from school personnel or outside volunteers, or disobeying any general classroom and/or school rule/expectation. Blatant behavior becomes a second office referral.
2. **Academic Dishonesty** – Cheating on tests, copying assignments or papers, signing parent/guardian or teacher’s signature on a document. Consequences in addition to consequences listed below: zero score on specific assignment by the teacher and a mandatory parent conference.
3. **Possession, Exhibition, and/or Distribution of Obscene Literature or Material** -Possessing, exhibiting, or distributing materials that offend common decency or morals.
4. **Disruptive Behavior in the Classroom, School or During School Activity** - Intentional acts or conduct in the classroom or in the school building or upon school grounds, which disrupt the education process. Throwing items within the classroom, making noises or causing the teacher to stop instruction to address student misconduct is considered a disruption, In addition, students are prohibited from bringing disruptive items to school such as, but not limited to, toys, trading cards, large amounts of money, beepers, cellular phones, radios, televisions, iPods, MP3 players, computer games, or other personal audio and electronic equipment. Any item brought to school that is not school related will be confiscated by school personnel and will be turned over to a school Administrator. The Administrator will determine when confiscated items will be returned to the student and/or parent/guardian.
5. **Misuse of Computer** - Any misuse of inappropriate computer and/or network practices. Computer privileges will be automatically suspended, in addition to consequences listed.
6. **Detention Failure** – Student refuses and/or fails to serve a detention.
7. **Tardiness** – Any unexcused lateness to class beyond the scheduled time that the class begins. Excessive tardies of 5 or more in a year is considered truant behavior.

8. **Display of Affection** – The physical demonstration of affection while in the view of others, includes but not limited to: hugging, holding hands, kissing, etc.
9. **Failure to Wear Student Identification** – Failure to wear or improperly display student ID.
10. **Failure Conspiracy to Commit a Class I Offense** - An agreement and/or concerted effort by two or more persons to commit a Class I Offense.
11. **Cell Phone & Other Electronic Device Usage During School Hours** – uses of the aforementioned items are prohibited during school hours. 1st Occurrence – Verbal warning and/or confiscation of the device;
2nd Occurrence – Confiscation of device, parent must pick up
3rd Occurrence – Conference with parent; possible In or Out of School Suspension.

Class I Consequences

1st Occurrence K-5th	2nd Occurrence K-5th	3rd Occurrence K-5th
<i>Teacher Options w/in the Classroom:</i> Administrative Conference, Recovery Room, and/or Character Service	Administrative Conference, Recovery Room, 1-5 day Out-of-School Suspension, and/or Character Service	Recovery Room, 1-10 day Out-of-School Suspension, and Character Service

1st Occurrence 6th -12th	2nd Occurrence 6th -12th	3rd Occurrence 6th -12th
<i>Teacher Options w/in the Classroom:</i> Administrative Conference, Detention, Recovery Room, 1-3 day Out-of-School Suspension, and/or Character Service	Administrative Conference, Detention, Recovery Room, 1-5 day Out-of-School Suspension, and/or Character Service	Character Service, and 1-10 day Out-of-School Suspension

If “Teacher Options w/in the Classroom” are imposed on the first occurrence, students will receive any of the remaining “1st Occurrence” consequences if he or she is referred to the principal’s office for not correcting misconduct.

Class II Offenses

1. **Use of Abusive, Obscene, Offensive or Profane Language and/or Gestures** - The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures which is offensive to modesty or decency. Any slurs, innuendos, or other verbal or physical conduct reflecting on an individual's gender, race, color, religion, ethnic or natural origin, sexual orientation or disability, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Consequences may also include referral to law enforcement authorities.
2. **Gambling** - Participation in games of chance for money and/or other things of value.
3. **Unauthorized Entry** -Allowing or assisting any individual(s) to enter the school or grounds other than through designated entrances and with approval of school personnel.
4. **Dangerous Behavior** - Behaving in such a way that could cause injury to a student, teacher, or other staff member (e.g. running in the building, horse playing, wrestling, inappropriate use of equipment or materials, etc.). This includes violation of posted vehicle restrictions including violation of directional signs, speeding, and parking in unauthorized areas.
5. **Truancy** - Any intentional unauthorized absence from compulsory schooling. These are absences caused by students of their own free will, and does not refer to legitimate "excused" absences, such as ones related to a medical condition as communicated by a parent/guardian to school officials. Students who are truant will be assigned Saturday School Detention in addition to any other school consequences. Any student who misses Saturday School may not return until a parent conference is held and they attend Saturday School Detention.
6. **Conspiracy to Commit a Class II Offense** - An agreement and/or concerted effort by two or more persons to commit a Class II Offense.

Class II Consequences

1 st Office Occurrence	2 nd Office Occurrence	3 rd Office Occurrence
-----------------------------------	-----------------------------------	-----------------------------------

K-5 th	K-5 th	K-5 th
<i>Teacher options w/in the classroom,</i> Administrative Conference Recovery Room 1-3 day Out-of-School Suspension, and/or Character Service	Administrative Conference, Recovery Room, 1-5 day Out-of-School Suspension, and/or Character Service	Recovery Room 5-10 day Out-of-School Suspension Character Service

1 st Office Occurrence 6 th -12 th	2 nd Office Occurrence 6 th – 12 th	3 rd Office Occurrence 6 th -12 th
<i>Teacher options w/in the classroom,</i> Administrative Conference Recovery Room 1-5 day Out-of-School Suspension, and/or Character Service	Administrative Conference, Recovery Room, 1-10 day Out-of-School Suspension, and/or Character Service	Recovery Room 5-10 day Out-of-School Suspension and/or Character Service

If “Teacher Options w/in the Classroom” are imposed on the first occurrence, students will receive any of the remaining “1st Occurrence” consequences if he or she is referred to the principal’s office for not correcting misconduct.

Class III Offenses

1. **Stealing** - Taking something that does not belong to you. Knowingly receiving stolen property or possession of stolen property is included in this offense.
2. **Vandalism** - Willful or malicious damage to any school building or property, or damage to the property of an employee or another student. This includes damage to neighborhood property when on a field trip or on any school activity away from the school.
3. **Extortion** - Obtaining money, other articles of value, or information from someone by coercion or intimidation.
4. **Possession and/or Use of Tobacco** - The use or possession of tobacco or tobacco products by students in the school building, on school grounds, and at school-sponsored activities is prohibited by law.
5. **Possession of Cigarette Lighters and/or Matches** – The use or possession of a cigarette lighter, matches, or other device that can be utilized to start a fire, while not in the possession of cigarettes or tobacco products.
6. **Inciting to Fight and/or Contributing to a Disruptive Situation** - A student provoking another student with the intentional purpose of disrupting any school function or classroom. This offense includes,

but is not limited to verbal or physical harassment. Consequences may also include referral to law enforcement authorities and/or long-term suspension (11-180 school days) or expulsion.

7. **Chronic Misconduct** - The combination of more than four (4) office referrals for Class I and/or Class II Offenses during an academic school year.
8. **Conspiracy to Commit a Class III Offense** - An agreement and/or concerted effort by two or more persons to commit a Class III Offense.

Class III Consequences

1st Occurrence K-5th	2nd Occurrence K-5th	3rd Occurrence K-5th
Parent Conference, Recovery Room, 1-3 day Out-of-School Suspension, and/or Character Service	Parent Conference, 3-5 day Out-of-School suspension, Character Service, and Possible Referral for Hearing	Parent Conference, 5-10 day Out-of-School suspension, Character Service, and Possible Referral for Hearing
1st Occurrence 6th -12th	2nd Occurrence 6th -12th	3rd Occurrence 6th -12th
Parent Conference, Recovery Room, 1-3 day Out-of-School Suspension, and/or Character Service Possible Referral to Law Enforcement	Parent Conference, 3-5 day Out-of-School suspension, Character Service, and Possible Referral for Hearing Possible Referral to Law Enforcement	Parent Conference, 5-10 day Out-of-School suspension, Character Service, and Possible Referral for Hearing Possible Referral to Law Enforcement

Class IV Offenses

1. **Bullying** – Any ongoing bullying activity as defined on p. xx of the University Academy Parent and Student Handbook.
2. **Possession of Identifiable Drug Paraphernalia** - Possession of items used to pack, weigh, store, or contain a controlled substance at school, on school property, or during ANY school activity. In all instances, the item(s) will be confiscated.
3. **Alcohol/Drug Possession and/or Consumption** - Possession of, or using controlled substances at school, on school property, or during

ANY school activity. In all instances, the items will be confiscated from the students and turned over to local law enforcement agencies. In no case will the student be allowed to attend school or classes under the influence of drugs or alcohol. (See "Prohibition Against Drugs and Alcohol") on page 36).

4. **Possession and/or Use of Toxic Substances** -Use of intoxicants, which cause a loss of control or inebriation (e.g. glue, solvent, etc.) at school, on school property, or during ANY school activity.
5. **Possession of Drugs with Intent to Sell/Distribute** - The possession of a controlled substance that by virtue of the quantity, packaging or other circumstances demonstrates intent or effort to sell or distribute at school, on school property, or during ANY school activity.
6. **Possession and/or Use of a Simulated Weapon** – The possession, concealment, or display of a simulated weapon including, but not limited to, toy guns and/or cap guns.
7. **Possession of Non-Controlled and Controlled Substances** - All controlled (prescription medication) and non-controlled substances (over the counter medicine) must be turned into the school office prior to the start of a school day. Parents/ guardians must complete and turn in to the Nurse's Office a form requesting administration of medication by school personnel. Students may not self-administer any medications including cough drops. Possession, distribution, attempt to distribute, or possession with intent to distribute a non-controlled or controlled substance will merit consequences. Consequences may also include referral to law enforcement authorities and/or long-term suspension (11-180 school days) or expulsion.
8. **Distribution and/or Purchase of Non-Controlled or Controlled Substance (as explained on the previous page)** - The Kansas City Police Department will be notified and informed of the offense. School Administration will follow their recommendations for further action.
9. **Threatening Another Student or School Personnel** -Verbal or physical threat to do violence to another student or school personnel.
10. **Fighting** – Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.
11. **Assault of Another Student or School Personnel** - A student's participation in any actual act or intentional touching or striking of

another student or school personnel causing physical harm, or an attempt to do the same or placing a person in apprehension of immediate physical injury. **Note:** This offense includes, but is not limited to, biting, spitting, kicking, stepping on, stabbing/slashing, pushing/throwing students against a locker, wall, or to the ground, cutting another student's hair, and/or urinating on another student.

12. **Sexual 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 or depiction at school, on school property, or during ANY school activity. Sexual jokes or comments, 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.
13. **Sexual Misconduct** - An actual and intentional touching or fondling, which would constitute sexual contact. This offense also includes any heterosexual or homosexual act. A student's consent or voluntary participation in any sexual act or form of sexual misconduct is irrelevant, and all students found to have engaged in sexual misconduct will receive the same consequences.
14. **Possession, Use, and/or Sale of Explosives** - The carrying, concealing, use, sale of a bomb, dynamite, or other deadly explosives including fireworks. An explosive is defined as any explosive, incendiary, or bomb or similar device designed or adapted for the purpose of causing death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting a weapon (e.g. fireworks, gas bombs, smoke bombs, stink bombs, fire bombs, etc.).
15. **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.

In compliance with the "Gun Free Schools Act" (Federal) and RSMo. 160.261: 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 one (1) year or 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 readily be assembled.

16. Possession and/or Use of Weapon Other than a Firearm - Possession and/or use of an instrument, device, or projectile that could reasonably be used to attack or defend against another person; or any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person. A weapon may include but is not limited to the following:

- Knife (e.g. pocket, pen, anything with a blade.)
- Projectile weapon (e.g. pellet gun, BB gun, slingshot, bow, crossbow, etc.)
- Blackjack
- Brass knuckles
- Pepper spray
- Mace
- Laser pointer
- Normal school supplies, household items, or other materials (e.g. scissors, nail file, chains, etc.), which are used for attack, defense, to threaten, intimidate, or inflict physical injury or harm to another person.

17. False Alarms - Pulling a fire alarm when there is no fire or smoke and/or making false bomb reports or intentionally dialing 911.

18. Arson - Starting a fire or causing an explosion with the intent to damage the personal property and/or buildings (e.g. setting papers/books on fire, placing lighted matches or burning paper in trash container, exploding fireworks/bombs, setting property or buildings on fire, etc.).

19. Conspiracy to Commit a Class IV Offense - An agreement and/or concerted effort by two or more persons to commit a Class IV Offense.

Class IV Consequences

1 st Occurrence K-5 th	2 nd Occurrence K-5 th
Parent Conference, 5-10 day Out-of-School suspension, Character Service, and Referral to law enforcement (if applicable)	Parent Conference, 10-day Out-of-School suspension, Character Service, Possible Referral for Hearing, and Referral to law enforcement (if applicable)

1 st Occurrence 6 th - 12 th
5-10 day Out-of-School suspension, Character Service, Possible Referral for Hearing, and Referral to law enforcement (if applicable)

Explanation of Consequences

Administrative Conference

The Administration will meet with the parent/guardian to discuss particular student offenses and to develop a plan of action to prevent future occurrences. The Administration's decision shall be final unless overturned through the appeal process (explained below).

Detention

After notice to the parents/guardians and approval of the building administrator, a student may be temporarily detained beyond the length of the regular school day or during regularly scheduled recesses or breaks. Failure to serve a detention will result in further disciplinary action, which may include an out-of-school suspension.

Detentions for Middle School and High School students may be served during lunch times. This will be dependent upon the principal's discretion.

Expulsion

Exclusion from school for more than one hundred eighty (180) school days. The School Board must approve the student's re-admission into University Academy.

Hearing

An administrative proceeding with the Superintendent (or his/her designee), to determine additional consequences for student's commission of Class III and Class IV Offenses.

In-School Suspension

The interruption of classroom attendance and separation from regular school participation by official directive from the building administrator or the designated representative for a period of time not to exceed five (5) consecutive days for each offense. This does not include placing the student in another regular classroom.

Long-term Suspension

The exclusion from school for a period of eleven (11) to one hundred eighty (180) school days. A long-term suspension always follows an Out-of-School suspension.

Out-of-School Suspension

Removal of a student from school by the principal or his/her designee for a period of time not to exceed ten (10) consecutive school days for each offense. Parents/guardians will be notified prior to imposition of suspension.

The student will not be allowed to attend school or school-sponsored activities or come upon school premises during the suspension period.

Probation

After notice to, or a conference with, the student and parents/guardians, a student may be placed on probation and required to meet certain standards in specific areas (i.e., academics, attendance, and/or behavior) where adjustment must be shown and maintained for continued placement. Probation may last until the end of the marking period or the end of school year.

Restitution

After notice to, or a conference with the student and parents/guardians, a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost, or stolen school property. Restitution can also include an assignment of work or responsibilities on school premises that are given and served as consequences for violation of the standard of behavior. Responsibilities may include, but are not limited to, removing writing from walls, picking up paper from floors and school grounds, removing trays from cafeteria tables, sweeping floors, dusting erasers, washing chalkboards, grounds keeping, etc. A student, who is performing restitution, must be supervised by a member of the school staff. Transportation will be the sole responsibility of the parents/guardians.

Suspension of Computer Privileges or Forfeiture of Access to Computer

Any student found responsible for misuse or inappropriate network practices may have access privileges suspended for a specific period. This will preclude students from having access to the District mainframe, Internet or any other network services.

Appeal Process

Parents may appeal administration decisions to the superintendent. The Superintendent or his/her designee will review the matter and render a determination regarding the decision by the appropriate administrator. The decision of the superintendent, or his/her designee, may be appealed by the parent to the Board. A parent shall have seven (7) calendar days to appeal an administrator's decision; however, punishment may be imposed prior to the expiration of the seven (7) day appeal period.

Procedures for Suspensions And Expulsions

I. Out-of-School Suspension (10 School Days or Less)

Principals or their designees, subject to the appropriate due process procedures and state statutes, may summarily suspend any student for up to ten (10) school days for violation of the Discipline Guidelines and Policies. Any suspension shall be immediately reported to the superintendent. The superintendent, or her designee, may revoke the suspension at any time.

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

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

If the student is not a special needs student, the principal or his/her designee should proceed as discussed below.

2. Inform the student, verbally or in writing, of the charges against him/her and give him/her the opportunity to admit or deny the allegations.
3. If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the incident before any consequences are imposed.

4. If he/she deems it necessary, the principal or his/her designee may conduct a further investigation into the matter before imposing a disciplinary suspension.
5. The suspended student's parent, or legal guardian, shall be notified of the suspension within twenty-four (24) hours of the decision, which starts the seven (7) day appeal period.

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

Emergency Suspension

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

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

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

During the conference, the student is subject to the following due process safeguards:

1. The student shall be given oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis for the proposed suspension.

3. The student shall be given an opportunity to present his/her version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his/her behalf.
4. Prompt notification will be given to the student's parents/guardians of the administrator's actions, the reasons for such action and the right to a hearing before the Board of Directors.
5. Students do not have the right to be represented by legal counsel at a disciplinary conference; however, a parent or legal guardian may be present.

This notice shall be provided at the conclusion of the hearing or made by certified mail, addressed to the student's parents/guardians at their last address shown in school records.

Right to Appeal

Parents/guardians may appeal the decision of the superintendent (or his/her designee). The appeal **must** be in writing **and** filed with the Superintendent within seven (7) calendar days of notice of the suspension. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

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

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

III. Expulsions

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

the Board of Directors must make a good faith effort to notify parents/guardians. In all Board of Directors' hearings for expulsions and/or appeals of long-term suspensions, the following procedures will be adhered to:

1. The parents/guardians will be notified in writing of:
 - a) the charges against the student;
 - b) their right to a Board of Directors hearing;
 - c) the date, time and place of the hearing;
 - d) their right to counsel; and
 - e) their procedural right to call witnesses, enter exhibits and cross-examine adverse witnesses.

All such notifications will be addressed to the student's parents/guardians and mailed by certified mail and regular mail to the student's parents/ guardians at the last address shown on student records.

2. Prior to the Board of Directors' hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the school administration.
3. The hearings will be closed unless specified by the Board of Directors. The hearing will only be open with parental consent. At the hearing, the administration or counsel for the administration will present the charges and testimony and evidence to support such charges. The student, his/her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Directors shall deliberate in executive session and shall render a decision to dismiss the charges, suspend the student for a specified period or expel the student from the District's schools. The administration or its counsel, by direction of the Board of Directors, shall promptly prepare and transmit to the parents/guardians written notice of the decision. Written notice of the decision will also be submitted to the principal and superintendent.

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

Further, students on suspension for any of the offenses listed under District policy or state law shall have as a condition of his/her suspension the requirement that the student is not allowed, while on suspension, to be within one thousand (1,000) feet of University Academy unless the student:

- is under the direct supervision of his/her parent/guardian;
- is under the direct supervision of another adult designated by the student's parent/guardian, in advance, in writing, to the principal of the school which suspended him/her;
- is in an alternative school that is located within one thousand (1,000) feet of a school in the District where the student attended school; or
- resides within one thousand (1,000) feet of University Academy, in which case he/she may be on the property of his/her residence without direct adult supervision.

Any student violating the condition of suspension required pursuant to this section may be subject to expulsion or further suspension pursuant to District policy. In making such determination, the District shall consider whether the student poses a threat to the safety of any student or school employee and whether the student's unsupervised presence within one thousand (1,000) feet of the school is disruptive of the school's disciplinary policy. Removal of any student with a disability is subject to state and federal procedural rights.

Note: Students with special needs (i.e., disabilities, IEPs or Section 504 Plans) must be disciplined in accordance with federal and state law, as well as District policy.

Due process procedures applicable to removal, suspension, or expulsion of students from public schools under state law shall be afforded to qualified students in accordance with Board of Directors policy on Student Suspension and Expulsion. For a copy of those policies and procedures, contact your child's Special Education Case Manager.

Parent/Guardian and Student Acknowledgement

University Academy expects all parents/guardians and students to read and understand the Parent and Student Handbook and the Discipline Guidelines (collectively, the “Handbook”) and to follow the rules and regulations set forth in the Handbook. Therefore, parents/guardians are required to review every page of the Handbook with their child. Discussions and reviews of the Handbook conducted by school staff are in addition to, not instead of, the parents/guardians’ review. Both students and parents/guardians must acknowledge that they have received and reviewed the Handbook. Failure to read the Handbook or sign the Acknowledgment will not prevent students from being held accountable for their behavior and receiving consequences listed within the Handbook but could limit their access to certain programs at University Academy

Parents/Guardians Acknowledgment

I certify that I, _____, received a copy of the 2011-2012 Parent and Student Handbook and reviewed the Parent and Student Handbook with my child.

I understand and agree to the District's Technology Use Policy, and understand that additional information regarding the policy is available in my student's principal's office. Further, I understand that I may choose to opt-out* of the Technology agreement, by initialing below, and that this will limit my student's ability to use technology and access the Internet while at University Academy.

I understand that University Academy may occasionally published newsletters, reports, and promotional materials that contain Directory Information from my child. If I have an objection** to this, I have signified it below by initialing the "Media Opt-Out."

I have reviewed the Disciplinary Guidelines. I understand that the consequences rubric is a guideline for Administrators, and that the administration shall have discretion to impose consequences outlined in the rubric in a manner that is developmentally appropriate based on the age of my student.

Parents/Guardian's Signature

Date

***Technology Opt-Out**

_____ - By initialing here, I am **opting-out** of the District Technology Agreement and understand that this could limit my child's ability to utilize District technology and the Internet (**Initial only if you do NOT want your child to have access to the school's computers**).

****Media Opt-Out**

_____ - By initialing here, I am stating that I understand the District's media policy and do **NOT** want my child's Directory Information published in any form by University Academy. Further, I will complete the appropriate forms available in Central Office.

Student Acknowledgment:

I certify that I, _____, received a copy of the Parent and Student Handbook and reviewed each page of the Parent and Student Handbook.

Student's Signature

Date

Once this Acknowledgement page has been signed, please have the student return it to his or her teacher. The signed acknowledgment will be maintained at the school building in the student's file.

SCHOOL OFFICAL USE ONLY:

Received: _____/_____/_____

By (Initial): _____

University Academy



Transportation Handbook 2011-2012

University Academy Transportation Handbook 2011-2012

STUDENT TRANSPORTATION SERVICES

The safety of University Academy students is a shared responsibility. Parents should consider the climate of the neighborhoods in which they live or use for their students' transportation pick up and drop off. If parents believe their neighborhood or other designated pick up/drop off location is unsafe, they should take the necessary precautions to ensure the safety of their children while walking to and from the bus stops and/or while waiting for the bus to arrive.

SAFETY TIPS

It is important that all students riding the bus follow the safety rules while on the bus. Students who do not obey the rules put themselves and others in danger. All students and their parents should be aware of and follow these basic safety tips:

- Parents are not allowed on the bus
- Arrive at the bus stop at least 5 minutes early
- Wait for the bus in a safe place
- Sit down upon boarding the bus and stay seated during the entire ride
- Keep hands, arms, and head inside the bus at all times
- Follow the bus driver's directions
- Do not distract the bus driver
- No horse-playing on the bus
- Leave the bus carefully
- Never walk behind the bus; wait for the driver's signal to cross and look both ways before crossing
- Do not bend down near or under the bus

ELIGIBILITY FOR DISTRICT PROVIDED TRANSPORTATION

University Academy may provide free school bus transportation to its students based on the following criteria:

- Only students living one (1) mile or more from the school will be provided transportation. Transportation will not be provided to any location within one (1) mile of the school, including childcare facilities.

- Students who are eligible for transportation will not be required to walk more than six (6) blocks to/from their bus stop location.
- Only one address may be used for both morning and afternoon transportation. Students may not be picked up at one address and returned to another.

For safety reasons, Kindergarten students will not be allowed to leave the bus during the afternoon drop-off unless a parent or other designee is at the bus stop, or the student is accompanied by an older sibling(s)/relative(s). When no one is at the bus stop to greet a Kindergarten student, he/she will be returned to the school at the end of the bus run and a parent or other designee must come pick the student up by 5:00 p.m.

- Any Kindergarten student returned to the school *one time* will receive a 5-day transportation suspension
- Any Kindergarten student returned to the school *two times* will receive a 10-day transportation suspension
- Any Kindergarten student returned to the school *three times* will be considered for transportation suspension for the remainder of the school year.

Notice of Change in Regular Dismissal Plan (bus rider): When a student will not ride the bus home as is the regular routine, parents/guardians must contact the school office no later than 12:00 noon. When picking the student up, parents/guardians are to report to the Central Office to receive their student(s). Parents/guardians are **NOT** to go to the bus loading area to retrieve students.

Special Needs and Circumstances

Students with IEPs, who require transportation, shall be provided such transportation as outlined in their IEP.

Students with a documented condition that prevents the student from walking the required distance to the nearest bus stop may qualify for special transportation arrangements. (Note: a documented condition is one that is verified by physician signature; specifically noting the student's inability to walk the required distance.) All special transportation requests will be evaluated by Student Services to determine eligibility based on Section 504 of the Voc Rehab Act of 1973. **If granted, special transportation accommodations will only be valid for one school year.** Special Transportation Requests must be submitted annually. The Special Transportation Request form may be obtained in Central Office.

Foster Homes/Emergency Shelters/Homeless

If parents/guardians find their family in any of these situations, Student Services should be contacted at 816-412-5900 for assistance. Upon request from the Director of Student Services, transportation will be scheduled to assure students are able to get to and from school.

Medical Emergency Transportation

Parents are responsible for arranging transportation for their student in the event the student becomes ill during the school day. School bus services will not be used for this purpose.

Routing

Requests for Transportation: A Request for Transportation must be submitted for any student that will use school provided bus service. Requests must be submitted annually.

Routing: Routes are developed by the contracted transportation provider and are based on home addresses and/or transportation addresses. New route stops will only be added when there is not an established stop within six (6) blocks of a student's transportation address.

Changes in Routes or Stops: Should a need develop for any changes in a designated bus route or stop, the parents/guardians must submit a new transportation request. Transportation change requests will be reviewed and assigned within five (5) business days. Students will be re-routed to the existing stop nearest the new transportation address. If there is no stop within six (6) blocks of the new transportation address, a stop will be created. Transportation will be the parent's responsibility until the new stop is created.

The Chief Operations Officer will work with the bus company for the establishment of new stops when warranted. **The bus company cannot authorize new route stops.**

Route Change Communications: The bus company will provide copies of route changes to the school as they are made. Route change information will be forwarded to parents, in writing, via distribution to students.

New Students: All new students wishing to use school provided transportation must complete a Transportation Request form. New students will be assigned to existing bus stops when possible. If there is not a stop available within six (6) blocks a stop will be created. Transportation will be the parent's responsibility until a new stop is created.

Suspended/Cancelled Route Stops: If there are no students at a stop for ten consecutive days, the stop will be suspended from the route. Parents may request that the stop be re-instated and this will take up to five (5) business days

Inclement Weather: School buses will make every attempt to adhere to established routes during inclement weather. In instances where access to a routed stop poses a threat to the safety of all students on board (i.e. ice covered steep incline), students will be dropped off at the safest location nearest the designated route stop. Parents of students with approved special transportation arrangements will be contacted with drop off information so arrangements can be made for pick up.

Bus Status: For information on the status of a bus (location, late arrival, etc.), parents, or guardians should contact Apple Bus at 816-252-8800.

School Contact: University Academy shall provide a contact person for one hour after the school buses depart to assist with questions from parents.

School Bus/Transportation Service Complaints: Complaints should be reported to the Chief Operations Officer at 412-5900. Upon receipt, the complaint will be forwarded to the appropriate individual for review and action.

Note regarding student data: University Academy will provide updated general data to Apple Bus Company upon request. This will be in electronic format and will only contain reference to a student's name, grade, address, telephone number, and secondary or emergency contact information.

Communications

School Cancellation/Inclement Weather: School cancellations will appear on Kansas City's primary media stations, KMBC-9, KCTV-5, FOX-4, and KSHB-41. Additionally, phone notification will be made to the home telephone number of record for each student.

School Cancellation/Other: The Superintendent of University Academy or designate will notify families of any other emergency school cancellation as soon as possible via phone notification.

School Bus Accidents and Incidents

The handling and management of school bus related accidents and incidents are very important and will be treated with priority by all staff.

Accidents and incidents are sensitive issues and are to be reported to the school transportation department immediately. This is critical in order to notify all parties concerned and to ensure that these events are handled in a prompt and professional way.

The Kansas City, Missouri Police Department will be dispatched to the site of a school bus accident. If students sustain injuries that require medical attention, they will be transported to the nearest hospital by ambulance. School officials will be notified by the contracted transportation provider of the hospital receiving the students. The school will notify the parents of school bus accidents. Non-injured students will be transported to/from school when released by investigating authorities.

Drivers are not qualified to make medical determinations. Students who believe they have been injured should notify the proper authority at the scene of the accident in order to be properly treated.

ALL MEDICAL AND INJURY DIAGNOSES MUST BE MADE BY THE KANSAS CITY, MISSOURI POLICE DEPARTMENT OR OTHER MEDICAL PERSONNEL AT THE SCENE.

Parents/guardians that would like to report incidents which occur on the bus (i.e. driver misconduct, student misconduct--bullying, harassment, etc.) should contact the school principal or transportation department at 412-5900.

School Bus Conduct & Discipline

Students, parents/guardians, bus drivers and school officials must all work together to provide for the safe transportation of students. Students who fail to observe District rules or fail to contribute to a safe transportation environment will be subject to disciplinary action, including but not limited to suspension of the privilege of riding the bus. In the event of any class violation on the bus, the driver shall submit, in writing, a statement of the incident (conduct card) by the next school day. The principal will review the conduct card and take action pursuant to school policy. The parent/guardian and the bus company will be apprised of any disciplinary action. Notice of bus suspensions will be forwarded to parents indicating the suspension period and the date the student may resume riding the bus. All bus suspensions include field trips and extra-curricular trips of any type.

All District students are required to follow the school bus rules, which have been established to ensure safe transport to/from school and/or school-sponsored activities. A student's failure to adhere to the rules puts the driver, other students and the public at risk of danger and will not be tolerated.

Conduct Notices—when a student receives a notice of misconduct, the parent will be notified.

The following are basic regulations that will be enforced for those riding the bus:

- Students being transported are under the authority of the bus driver.
- Fighting, wrestling, or horse-playing is prohibited on the bus.
- Students shall be on time for the bus and should arrive at the designated pick up location five (5) minutes prior to the pick-up time. Those students who have door pick up are also expected to be outside, ready to board the bus at the designated pick up time each day.
- Students shall not bring animals on the bus.
- Students shall not bring firearms, weapons or other potentially hazardous materials on the bus.
- Students shall remain seated while the bus is in motion.
- Students may be assigned seats by the driver and are expected to sit in the assigned seat.
- Students shall not extend hands, arms, or heads through the bus windows or throw objects from the bus windows.
- Students shall submit a written request from a parent to leave the bus at any location other than his/her assigned route stop. The transportation department will make verification before approval is granted.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Students shall not eat or drink on the bus.
- Students shall not open or close windows without the permission of the driver.
- Students shall keep the bus clean and refrain from damaging it.
- Students shall not touch the emergency doors or windows without instruction from the driver or in case of an emergency.
- When necessary to cross the street, students shall cross in front of the bus or as instructed by the bus driver.
- Students will not intimidate or inflict physical, emotional or mental harm without legitimate purpose or physical contacts with another person with the intent to intimidate or to inflict physical, emotional or mental harm (bullying). (Class IV offense)
- Students are not to mark/draw/or write on or in any way damage any area of the school bus (vandalism). (Class III offense)
- Students shall not bring firearms, weapons or other potentially hazardous materials on the bus. (Class IV offense)
- Any student who has any physical altercation with another student for

any reason may be removed permanently from having bus privileges (Class IV offense).

School rules and regulations not specifically articulated above still apply while students are on the bus.

Students who continue a pattern of inappropriate behaviors on the bus are subject to long-term loss of riding privilege as noted below:

- **Elementary students receiving TWO bus discipline referrals will lose bus-riding privileges for thirty (30) days.**
- **Elementary students receiving THREE bus discipline referrals will lose bus-riding privileges for the remainder of the school year.**
- **Middle and Upper school students receiving TWO bus discipline referrals will lose bus riding privileges for the remainder of the school year.**

Note: If a student causes damage to the school bus, he/she may lose bus riding privileges up to an entire school year and restitution will be sought from parents/ guardians.

Frequently Asked Questions About Bus Transportation

How do I get my student assigned to a bus route?

You will need to complete a Transportation Request form. The form can be obtained on line or in the Central Office. It generally takes 5 business days to get a student assigned to a route.

How do I get a new route assignment if I move?

To get a new route assignment you will need to complete a Transportation Request. Since you have moved, you will also need to submit a Change of Address form and provide documentation that verifies your new address and confirms that it is in the Kansas City, Missouri School District. A new route will not be assigned until all the required paperwork is submitted to the Central Office.

What do I need to do to change my transportation address only?

If you want your student picked up and dropped off at a new location, you will need to complete a Transportation Request.

STUDENTS ARE ONLY ALLOWED ONE (1) TRANSPORTATION ADDRESS. STUDENTS CANNOT BE PICKED UP AT ONE LOCATIN AND DROPPED OFF AT ANOTHER.

IF A STUDENT IS NOT TO RIDE THE BUS HOME AND THAT IS HIS/HER REGULAR DISMISSAL PLAN, NOTIFICATION MUST BE MADE TO THE SCHOOL OFFICE BY 12:00 noon. THIS WILL ASSURE SUFFICIENT TIME TO NOTIFY ALL PARTIES AND ASSURE THAT THE STUDENT IS IN THE CORRECT LOCATION AT THE END OF THE SCHOOL DAY.

I have located a more convenient stop on my child's route; can I just switch to that location?

You will need to contact the Director of Transportation if you want to change to a different stop on your current route. Please do not take your student to the new stop without first obtaining approval.

How do I make temporary transportation arrangements if I am out of town or have an emergency?

You will need to contact the Director of Transportation who will advise you of your options in emergency or unusual situations.

I need to report an incident that occurred on the bus—who do I contact?

You may contact the Director of Transportation or the School Principal to report incidents that occur on the bus.

My bus stop is too far—how can I get it changed?

University Academy works directly with the bus company to route stops that are as convenient for all students that ride the bus as possible. No student should be assigned to a route that is more than six walking blocks from his/her transportation address. You may contact the Director of Transportation to see if there are other stops nearer to your transportation address but as a rule, your stop will not be changed because it is too far.

Why do some students get picked up and dropped off right in front of their house?

Students may, due to extenuating circumstances, receive a door stop. If you believe your student has an extenuating circumstance to warrant a door stop, please contact the Director of Transportation.

Why is my bus stop at someone else's house?

In our efforts to group students together for pick up efficiency, students may be assigned to be picked up and dropped off at a door stop that is designated for a student with extenuating circumstances.

What do I do if my student's bus runs late or doesn't show up at all?

Contact the Apple Bus Company at 816-252-8800.

My child complains of being bullied/harassed/ threatened by bigger kids on the bus; what should I do?

If your student reports bullying, harassment, or threats from other student on the bus, please contact the Director of Transportation. You should try to get as much information from your student (i.e. name of student, gender, grade) to assist in an investigation of your complaint. All complaints will be investigated and parents will be advised of the outcome of the investigation as quickly as possible.
