



Liberal USD 480

FOCUS Program

“Formal Opportunity Created Uniquely for Students”

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FOCUS School Purpose

- To provide an alternative placement opportunity for students that have demonstrated chronic/severe behavior in regular classroom settings.
- Offers students an opportunity to stay on track academically in a highly structured environment.
- Provide emotional/social support and services to students in a structured environment which supports growth, fosters self-esteem, and rewards desirable behavior.
- To ensure that all students have quality learning opportunities that will lead to successful completion of graduation requirements.

Placement into FOCUS

The following categories of students may be assigned to the FOCUS Program for disciplinary purposes:

- Students who have documented history of repeated discipline problems;
- Students who commit acts which endanger the life, health or welfare of students and/or staff;
- Students who commit acts which substantially disrupt the educational process.

Referrals to FOCUS must be based upon a documented need for placement by the school, parent, legal guardian or custodian. The principal or assistant principal, after consultation with the student's parents or legal guardian, will recommend to the Director of Secondary Education that a student be assigned to the FOCUS program for discipline. This recommendation shall include the following:

1. The student's class schedule and grades;
2. Documentation of the student's discipline history;
3. Documentation of discipline measures used for the student in the past;
4. Documentation that the student and the student's parent or legal guardian has been notified of the recommendation
5. Recommendation for duration of assignment to FOCUS

After a student is placed into FOCUS, they will participate in character education lessons in a group and/ or individual counseling session with a licensed school social worker.

Length of a Placement

FOCUS duration is determined by the building administration. However, a student must meet exit criteria before returning to regular classes at their home school. Length of stay can be extended if the student's progress is not satisfactory as measured behaviorally and academically.

Reinstatement Procedures

Students must meet the following qualifications in order to be released from their FOCUS placement:

- Completion of all academic assignments to the satisfaction of FOCUS instructor
- Attended the required number of days
- No significant behavior concerns
- Participation in social/emotional sessions with school social worker

FOCUS Agreement

Student Name: _____

Date: _____

Grade: _____

Home School: _____

	Student	Parent
FOCUS Service offered are at the will of the USD 480 Board of Education, therefore, the daily actions of the students have an impact upon its operation.		
Online coursework completed while in FOCUS will be issued letter grades with standard weight. The decision to issue credit is made by the FOCUS teacher and based on completion/overall score.		
Visitors are not allowed in the FOCUS classroom		
Attendance is vital; student parents/guardians must call in prior to 8:30 AM on the day absent.		
Parent and/or guardian attendance at all meetings regarding academic achievement or behavior is mandatory.		
A student may be sent home for the day if not producing academically or participating in disruptive behavior. A conference with the building principal is required before the student may return to class.		
Students will abide by the rules and policies in the FOCUS Program Handbook.		
Students are only permitted to be at FOCUS and not allowed on any other USD 480 properties.		

As a condition for admission into the FOCUS Academic program, the student and the student's parent or guardian shall be required to sign the FOCUS Program Agreement and to follow all the rules outlined in the handbook.

*****Failure to follow the FOCUS Program Agreement, the FOCUS Handbook and the general Student Handbook may result in suspension or expulsion of the student.*****

Parent/Guardian Signature _____

Student Signature _____

Principal Signature _____

RECOMMENDED DURATION OF PLACEMENT: _____

FOCUS Placement

General Education Student

- The building principal shall schedule a meeting, to be attended by the building principal or assistant principal, FOCUS coordinator, the student, and the student's parent or guardian.
- Meeting will outline the recommendation for placement in the FOCUS program.
- FOCUS Coordinator will go over the handbook and agreement.
- The student shall be placed in such program beginning the school day immediately next following the date of the meeting.

Special Needs Student

If the building administrator believes a special needs student with an IEP should be placed in the FOCUS program, the building administrator shall first contact the Director of Special Education and discuss the proposed placement of the student. If the Director of Special Education concurs with the recommended placement of the student into the FOCUS program, the SPED director shall schedule such meetings as may be necessary or required by the student's IEP (i.e. manifestation determination hearing). If the Director of Special Education believes the student can still be placed in the FOCUS Program, the Director shall then notify the building principal and provide any limitations or conditions as necessary. If the special needs student is to be recommended to attend FOCUS:

- The building principal shall schedule a meeting, to be attended by the building principal or assistant principal, FOCUS coordinator, the student, and the student's parent or guardian.
- Meeting will outline the need and recommendation for placement in the FOCUS program.
- FOCUS Coordinator will explain the handbook, agreement, and establish two goals with students and parent/guardian.
- The student will begin at FOCUS the school day immediately following the date of the meeting.

GENERAL INFORMATION, GUIDELINES AND PROCEDURES

Attendance

Hours: 8:00 a.m. to 3:30 p.m.

- School attendance is the responsibility of the student and their parent/guardian.
- Students are expected to be in attendance every day.
- If a student has a valid reason (personal illness, unavoidable medical or legal appointments, special, unusual, or hardship situations) for being absent the school must be notified by 8:30 a.m. on the day he/she will be absent.
- No call/ No show absences will be unexcused.
- Chronic absences, as defined by the middle school or LHS handbook, will require a parent conference and a special attendance contract.

Failure to abide by the attendance policy of FOCUS may result in suspension or expulsion of the student from USD 480 per district policy and student behavior guidelines.

Behavior

At all times, students are expected to follow district guidelines regarding appropriate behavior. Due to the nature of the FOCUS program, different disciplinary measures will be implemented at FOCUS than those implemented at the middle or high school level.

To learn more about each policy, please refer to the student handbooks or the BOE Policy Manual, both available at Central Office or on the district website (www.usd480.net).

Metal Detector

A metal detector (AKA the wand) will be used at the discretion of the FOCUS certified teacher.

Telephone Usage

School phones may be used by students after obtaining permission from a staff member.

Cell phones are not permitted to be used by students during the day. Students are required to place their cell phones in a central location during morning check in

Transportation

FOCUS students must provide their own transportation to and from the school site. Students may drive to school if they have a valid driver's license.

In extenuating circumstances, parents of middle school students may request transportation for their child. The building administrator and the transportation director must approve this request.

Cafeteria

Meals will be provided within the FOCUS setting from the district cafeteria. Students will be permitted to bring a sack lunch in lieu of a school lunch.

Music

Students are not permitted to listen to music (or watch videos unrelated to lessons) while working on their assignments.

Dress Code

- **Immodest Dress:** The straps of blouses, shirts, tops and dresses must be at least two inches across on both shoulders. Sleeves must be hemmed. Shirts, pants, and dresses that are excessively tight and/or short are prohibited. Sheer and see through garments are prohibited. Any garment exposing midriffs will also be in violation of school dress code.
- **Garments must be of a modest length:** Dresses, skirts, shorts, tunic tops or any such primary garment must a minimum of fingertip length. The garment length must be at or beyond the fingertips.
- **Trousers: (Pants, jeans, etc.)** are to be belted or adjusted and worn at waist level. Wearing trousers in a low riding/bagging position is NOT acceptable. Overall straps and suspenders are to be worn over the shoulder and buckled. Sleepwear (pajamas) will not be permitted
- **Hair:** Hair must be neat, clean, and not interfere with the educational and/or school activities. All hairbrushes, rakes and rat-tailed combs are not to be worn by students in their hair. Wearing hats, headgear, or sunglasses inside the building without a medical reason is not permitted. Headbands must not exceed 1 ½ inches in width and must serve a functional purpose.
- **Outdoor Jackets:** Teachers may ask students to remove outer coats/jackets when it is the teacher's opinion the outer garments are distracting from the educational process.
- **Shoes:** Students are required to wear shoes. Appropriateness of footwear will be determined by administration.
- **Other dress wear:** Students will not wear medallions, patches, monograms or other articles that may be considered dangerous, cult, vulgar, obscene, suggestive, racist, symbolic of gangs, have double meanings, advertise alcohol, tobacco, drugs, or any item that could project an offensive or negative attitude.

Any method of dress, other than those listed, that attracts undue attention, and presents security concerns, disrupts, or interferes with the normal education process is not permitted. If, in the professional opinion of teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, or is clearly inappropriate and in poor taste, that student will be referred to the office.

Character Education/Individual/Group Social-Emotional Support

Social/Emotional support is an important and mandatory part of the FOCUS program. The function of character education is to guide students to making better decisions and life choices. The program is led by the school social worker and will cover topics such as drugs/alcohol use, bullying, sexual harassment, anger management, goal setting, careers/college, communication and other topics to be determined by the social worker as needed.

Though credit is not given for the program, non-participation is not an option. All students will participate in the program and activities: there are no exceptions to this policy under any circumstance.

ACADEMIC INFORMATION

Edgenuity Online curriculum

Edgenuity provides a full suite of initial credit courses for middle and high school students in English language arts, math, science, and social studies. Self-paced learning allow students to spend more time on what they need and less time on content they've already mastered so students can catch up and graduate on time.

- During work time, students are expected to remain silent unless working with an instructor or instructional assistant. Because all students are assigned to online courses, collaborative learning with peers is not necessary.
- Students are expected to remain seated during work times unless working with a teacher or when taking a teacher-approved bathroom or drink break.
- Access to personal telecommunications devices is not permitted during work time.
- In collaboration with the FOCUS teacher and building administrator, a series of individual goals will be established to identify a plan for completing coursework. Progress throughout the year shall be tracked by the teacher in collaboration with the student and parent.
- When completing coursework, students are expected to exhibit active course participation through the form of notetaking.

Liberal High School Students ONLY: Graduation Information

- Students must meet the minimum number of credits as required by the board of education (24 credits)
- Twenty (20) hours of community services are required before a student can graduate from Liberal High School or any its programs.
- Any student who earns more than one-half of their total credit requirements at FOCUS will not be allowed to participate in commencement exercises at LHS.
***Any student completing any part of their senior year at FOCUS may participate in commencement exercises at the discretion of the building principal.*

Course Information

Courses completed for credit through Edgenuity are added to a student's transcript at the end of each semester. Grades are only given for courses completed for credit. Student grades at FOCUS are not immediately accessible on PowerSchool. Student progress is monitored and parent/guardian shall be provided bi-weekly progress reports.

Extracurricular Activities/Athletics Information

Students are permitted to be only on the FOCUS site facility. While attending, students are not eligible to participate in any extracurricular activities (including athletics) at USD 480 schools.

Assessment Participation

Students will be required to take all state assessments, MAP tests, and any other district mandated formal tests, at their grade level.

Appendix A:

USD 480 Board of Education Policies

<u>GAAF</u>	Emergency Safety Interventions
<u>JCDBB</u>	Weapons and Dangerous Instruments
<u>JCDA</u>	Student Conduct
<u>JCDAD</u>	Drug Free Schools and Communities; Tobacco/Alcohol/Drugs
<u>JCAB</u>	Searches of Property
<u>JDD</u>	Suspension and Expulsion Procedures
<u>JDDC</u>	Bullying
<u>JHCAA</u>	Gang Activity
<u>JGECA</u>	Racial Harassment and/or Discrimination
<u>JGEC</u>	Sexual Harassment and Discrimination