

# USD 480 Academy



USD 480 Academy

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**PLAN** FOR TODAY    **VISION** FOR TOMORROW    **PURPOSE** FOR LIFE

# USD 480 Academy Guidelines



## USD 480 Academy Staff

|                    |                                  |
|--------------------|----------------------------------|
| Doug Melton        | Alternative Education Instructor |
| Brent Goodwin      | Focus Instructor                 |
| Blessing Hernandez | Instructional Support            |

## USD 480 Mission

USD 480 provides a safe, quality, and caring learning experience for every learner, every day.

## USD 480 Vision

Every learner will be empowered to discover their potential, become leaders of tomorrow, and make a difference in a world yet to be imagined.

## USD 480 Academy Purpose

The USD 480 Academy will serve the students of USD 480 who are at risk of dropout or not completing credits in a timely manner and are interested in earning their high school diploma. The USD 480 Academy will also serve the students who were previously placed in FOCUS for disciplinary reasons. The USD 480 Academy will provide all students with computer-based instruction through Edgenuity that meets the graduation requirements at Liberal High School. This computer-based platform will allow students flexibility in their studies that can be performed off-campus or to enroll in individualized elective classes to be completed at the students desired pace. The staff at USD 480 Academy will work with each student to develop a learning plan tailored for that student.

## Purpose of this Handbook

The purpose of this handbook is to assist students and their parent/guardian in the understanding of the expectations regarding enrollment and attendance of the USD 480 Academy. All students and parents/guardians should be familiar with the guidelines set forth in this handbook.

## **USD 480 Board of Education**

Mr. Alan Brown, President  
Mrs. Sarah Foreman, Vice President  
Mr. Mike Brack  
Mr. Steward Cauble  
Mrs. Kathy Fitzberald  
Mr. Nick Hatcher  
Mrs. Naomi Vargas

## **USD 480 Central Office Administration**

Mrs. Renae Hickert, Superintendent  
Dr. Todd Carter, Associate Superintendent  
Mr. Jerry Clay, Director of Business and Finance  
Mrs. Lana Evans, Director of Elementary Education  
Mrs. Vicki Adams, Director of Special Services  
Mr. Chad Mease, Director of Operations  
Kristyn Reust, Director of Human Resources  
Rusty Tuman, Director of Technology

## **Liberal High School Administration**

Ashley Kappelmann, Principal  
Chad Baalman, Associate Principal  
Troy McCarter, Assistant Principal  
Carter Kruger, Assistant Principal

## **USD 480 Academy Student Handbook**

Students are expected to conduct themselves in accordance with the Liberal High School Student Handbook or the FOCUS handbook depending on the student's placement. All policies and procedures contained in the Liberal High School Student Handbook or FOCUS handbook as well as USD 480 School Board Policy also apply to USD 480 Academy students. **While not all-inclusive, policy highlights are below.**

### **Admission Criteria**

For a student to be admitted to the USD 480 Academy, the student must fit one or more of the following criteria:

- Student is significantly behind their cohort in credits earned
- Student is being placed in FOCUS
- Student has been expelled
- Student has a combination of behavior problems or has transferred between districts and lost significant credit
- Student has a severe health impairment
- Student has extenuating circumstances not listed, but is approved by the superintendent
- Student is a sophomore who is over the age of 17
- Student is 16, behind 6 or more credit AND fits one or more criteria above
- Student is 17 AND fits one or more criteria above
- Student is 18 AND LHS dropout or LHS student who transferred to home school/non-accredited institution of who cohort class has not already been counted for graduation (by Sept. 19<sup>th</sup> of the graduation year)

Once a student has been admitted to the USD 480 Academy (Alternative School), they will not be allowed to return to Liberal High School. Students placed in FOCUS at the conclusion of their consequence.

### **Contractual Criteria for Alternative School Placement**

- School Attendance is mandatory
- Students must follow all set rules and teacher directions while in attendance
- Failure to complete work or cooperate with teacher will result in disciplinary action
- Consistent, measurable progress must be made in classwork
- Students will be required to take all state assessments at their grade level

### **Graduation Policy**

**Students will be required to complete 26 units of credit for graduation or 21 credits with an industry recognized certification, community service hours completed, completed internship or work study, and a completed individual plan of study.** Passing grades must be earned in classes for credit to be granted. USD 480 Academy staff, administration, and USD 480 Board of Education will determine specific course requirements. No student will be allowed to participate in graduation exercises unless all graduation requirements have been met.

## Work Study

In addition to earning credit for school, students will have the opportunity to gain credit from a work-study program. Students will be able to earn a maximum of 4 credits from the work study program. These opportunities will be set up through the instructor at the USD 480 academy in conjunction with the Liberal High School internship coordinator.

## Attendance

1. **Attendance Responsibility:** Regular school attendance is the responsibility of the student and the parent/guardian. USD 480 Academy/Liberal High School attendance is to be notified immediately of any changes in address or phone number.
2. **Attendance Expectations:** USD 480 Academy students are expected to be in attendance every day for their required time. Students attending the USD 480 Academy may attend courses at SCCC, but need to notify the USD 480 Academy of their schedule at SCCC.
3. **Parent Call-In Responsibility:** For an absence to be considered excused at USD 480 Academy, a parent/guardian may call the USD 480 Academy/Liberal High School office at \_\_\_\_\_ by 3:30 pm the day the student is absent. USD 480 Academy will not accept phone calls from student, relative, etc. Parents will be contacted if the student is not in attendance 15 minutes after the day is scheduled to begin. The absence will be recorded as unexcused until there is a phone call from the parent/guardian. The absence will remain unexcused if there is not a phone call by 4:00 pm on the day the student is absent. In some cases, a verification note (doctor's note, court documentation, etc.) may be required. If a verification note is required and is not received on the day the student returns to school, the absence will remain as unexcused.
4. **Notification of Absences:** Student absences will be entered into PowerSchool for parent/guardians to review. There may be occasions when USD 480 Academy personnel will notify the parent/guardian concerning attendance issues.
5. **Excused Absences:** (1) personal illness, (2) professional appointment, (3) serious illness or death of immediate family, (4) religious observances, (5) school activity, (6) prearranged and/or approved by USD 480 Academy teacher/LHS administration, (7) activity duty personnel/deployment.
6. **Unexcused Absences:** An unexcused absence is any absence from the USD 480 Academy or SCCC which is not determined excused. The USD 480 Academy teacher and LHS administration retains the right to determine absences as excused or unexcused. The following are examples of unexcused absences: translating, babysitting, hair appointments, missing bus, overslept, skipping school, shopping, etc. **Three unexcused absences from the USD 480 Academy will require a parent conference for the student to continue at the USD 480 Academy.**
7. **Truancy Procedure:** If a student has three consecutive days of unexcused absences, a total of five unexcused absences in one semester, or seven unexcused absences in a school year (K.S.A. 72-1113), the parent will be notified. On the next unexcused absence following notification, the student will be referred to the truancy authorities. USD 480 Academy will not accept any documentation for student absences after the required day (see call-in policy above).
8. **Late Arrivals/Tardies:** Students must arrive on time according to their scheduled attendance time. Keeping a consistent schedule promotes responsibility and it is an essential life skill. If a change of attendance time is necessary, the parent/guardian must notify the USD 480 Academy personnel in

advance for approval. Students arriving after their schedule time will be considered tardy. Chronic tardiness will be subject to disciplinary action and possible dismissal from the USD 480 Academy.

**\*Failure to abide by the attendance policy of the USD 480 Academy will result in disciplinary action and potential dismissal from the USD 480 Academy.**

### **Student Behavior**

Students are to conduct themselves in a responsible manner. Students have made the choice to be here to learn and succeed in high school. Any behavior that is not conducive with this goal will not be tolerated.

1. Students must show significant, measurable progress toward set goals in order to continue at USD 480 Academy. Students are attending the USD 480 Academy to recover credits; they must complete courses to attain this goal. Student progress will be monitored periodically in order to determine whether adequate progress is being made. Providing a student's progress becomes inadequate, a conference will be held with the student, parent/guardian, USD 480 Academy instructor, and LHS administration to determine if the student needs place in FOCUS alternative school.
2. Misuse of a communication device(texting, social media, videos, games, excessively loud music, etc.) will result in the following procedure:
  - a. 1<sup>st</sup> offense: communication device will be confiscated from the student and the violation will be recorded. Parent will be notified and the student will be given the device when they leave the USD 480 Academy at the end of the day.
  - b. 2<sup>nd</sup> offense and subsequent offenses: communication device will be confiscated from the student and the violation recorded. Parent will be notified and the student will be given the device when they leave the USD 480 academy for the day. Student privilege will be suspended for one (1) week, to be reinstated following the suspension. During this week, student must either surrender their device when they arrive at school, or they must leave the device at the home or in their car. If student violates the policy during the suspension period, parent will be notified and a conference will be required. At the conference, the parent/guardian and the student will be notified that the student's privilege of having a communication device may be revoked for the remainder of the semester.
  - c. Severe Clause: If a student violates the policy after their second offense, the above procedure will be followed and a meeting with an administrator will be required to determine if the student will remain at the USD 480 Academy or sent to FOCUS Alternative School.

### **Course Information**

1. Individual course work on Edgenuity requires an 80% mastery for credit

2. Students will be required to take notes in every subject. Students will not receive credit for a class until and unless they hand in their notes
3. Courses completed for credit at the USD 480 Academy are added to student's transcripts on a regular basis
4. Grades are only given for courses completed for credit
5. Students grades at the USD 480 Academy are accessible on PowerSchool. Student progress is monitored weekly. Parents who wish to check their students progress are welcome to call the USD 480 Academy at any time.
6. Edgenuity courses that are not completed by the end of the school year will be evaluated by an LHS administrator, an LHS counselor, and the USD 480 Academy instructor to determine if partial credit can be carried over to the next year.

### **Hours of Attendance**

1. USD 480 Academy hours are from 8:00am – 3:20pm
2. Lunch will be provided to students at the USD 480 Academy as long as they submit their lunch order in the morning

### **High School Athletics and Activities**

1. USD 480 Academy students are eligible to participate in athletics upon USD 480 Academy director and LHS Administration approval. They must agree to and abide by "Liberal Athletic Participation Contract" which is an addendum to the USD 480 Academy Contract
2. USD 480 Academy students may attend any function at Liberal High School which is open to the public
3. USD 480 Academy students are eligible to attend the Jr/Sr Prom at Liberal High School as long as they are in good standing at the USD 480 Academy and their attendance at prom is approved by the LHS principal. All fees must be paid by the student and they must have their appropriate number of community service hours.
4. USD 480 Academy students who meet graduation requirements are allowed to participate in Baccalaureate and Commencement exercise at Liberal High School and will receive a Liberal High School Diploma.

## **USD 480 Academy Contract**

The USD 480 Academy is a program that is designed for students to recover high school credits. Students must follow the application/approval process which consists of a parent/student conference with the USD 480 Academy Instructor. The goal of the USD 480 Academy is to enable students to:

1. Recover credits that had been lost through their time at Liberal High School
2. Recover drop out students and grant them an opportunity to complete graduation requirements
3. Recover a MAXIMUM of 11 credits in a school year with an additional 2 credits in Summer School if applicable
4. Learn life skills and gain the Angy Red Advantage
5. Prepare for their next educational or life step

USD 480 Academy is NOT designed for students who:

1. Require one-on-one attention. There is 1 full time teacher to assist students who are each working on a wide variety of subjects in a credit recovery computer program. The teacher is a guide and education facilitator. Each student must have self-motivation and take initiative to make their experience in the USD 480 Academy a successful one.
2. Cannot maintain classroom discipline. If a student does not have a self-control to conduct themselves appropriately in a regular classroom, he/she will NOT be successful at the USD 480 Academy as it is an individually based credit recovery program. Student misconduct will NOT be tolerated.
3. Have trouble with attendance. It is crucial that all students be present AND on time every day for credit recovery to be successful. USD 480 Academy students must complete at least 1.5 times the work that regular students do in order for them to catch up.
4. Students will not be allowed to listen to music during class. No wireless headphones. Headphones are encouraged to be plugged into the Chromebook to listen to the lectures/activities within the Edgenuity program. Phones may only be used during breaks and lunch. They are to be turned off or on silent during work time and either left in a backpack or student's pocket.
5. See guidelines above for those that can be admitted

USD 480 Academy will:

1. Offer a safe environment with knowledgeable, caring staff to help students be successful
2. Expect nothing but a student and parent/guardians best effort in all aspects of maintaining a successful education
3. Maintain contact with parents/guardians, juvenile services, probation officers and law enforcement agencies to assist in maintaining a successful education for the student
4. Set milestones for individual student credit recovery. Each student will have a plan for credit recovery each semester based on his/her needs. These plans will be monitored regularly to ensure that the student is putting forth the effort and has the guidance to achieve success.
5. Keep parents/guardians involved in the educational process of each student. Parent/Guardian and teacher conferences are REQUIRED as a way for parents, teacher, and students to voice concerns or to



celebrate accomplishments. There will be one conference at the beginning and midpoint of each semester. These conferences are required for a student to remain active at the USD 480 Academy.

6. Follow all rules and regulations set forth by Liberal High School and the USD 480 Board of Education.

I \_\_\_\_\_ understand and commit to uphold this USD 480 Academy Contract.  
(Student)

I \_\_\_\_\_ understand and commit to uphold this USD 480 Academy Contract.  
(Parent/Guardian)

I \_\_\_\_\_ understand and commit to uphold this USD 480 Academy Contract.  
(USD 480 Academy Instructor)



Athletic Participation Contract

Student:

Date:

As a student at the USD 480 Academy, I understand that participation in extracurricular and athletic activities at Liberal High School is not allowed unless approved by the building principal. I further understand that eligibility to participate, if permission is granted by the principal, may have additional requirements that would otherwise be required if I was not a student at the USD 480 Academy. Such requirements include, but are not limited to: *Maintaining good attendance, being respectful at all times, following all directives and school rules, maintaining good grades, and meeting KSHSAA eligibility requirements.* I further understand that if I violate this agreement, my participation privileges will be revoked for the remainder of my time at the USD 480 academy and/or Liberal High School.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashley Kappelmann, Principal

\_\_\_\_\_  
Date