

2019 - 2020
Center Alternative School
Student & Parent Handbook



8434 Paseo
Kansas City, MO 64131
Telephone: (816) 349-3440
Fax: (816) 349-3667
www.center.k12.mo.us

Center School District Vision, Mission Statement, and Core Values

Vision Statement

The Center School District strives for excellence in our schools where all students are expected to learn and grow.

Mission Statement

All students will demonstrate high achievement, character, and teamwork in a diverse community.
Together, we achieve!

Core Values

At Center Schools, we value . . .

- High Expectations for Student Success
- Safe and Respectful Schools
- Positive Relationships
- Diversity in Our Schools and Community

Center Alternative School works to support student success and academic achievement while focusing on the Vision, Mission and Values of Center School district.

The Center Alternative School Vision/Mission is:

CAS fosters relationships and promotes academic growth that prepares students to be confident and self-sufficient lifelong learners.

CAS Information

Staff Contact Information

	Staff Member	Room #	Subject/Job	Ext.
1	Anderson, Dameron	202 Recovery Room	Behavior Interventionist	3669
2	Barnes, Adrian	Security Kiosk	Security	3442
3	Colhour, Jay	204	Art	3409
4	Dolly/Deb, Ms.	Kitchen	Chef and Sous Chef	3728
5	English, Steve	Custodian	Custodian	3727
6	Geringer, Jarusha	103	MS Science & Math	3668
7	Gibson, Michelle	207	Social Worker	3662
8	Hamilton, Michele	309	MO Ops, Personal Fin	3465
9	Harris, Audrey	Front Desk	Admin Assistant	3440
10	Harris, Keisha	307	HS ELA	3663
11	Ingersoll, Paula	Clinic	Nurse	3461
12	Jones, Shanitra	209	Counselor	3664
13	McPherson, Tara	206	SPED	3406
14	Miller, Joe	308	HS Math	3404
15	Moore, David	306	HS Science	3425
16	Nelson, Sally	305	HS Business & Marketing	1513
17	Pennington, Iman	310	HS Social Studies	3672
18	Robey, Kate	208	FACS	3395
19	Schloss, Renee	106	MS ELA	3670
20	Snell, Melissa	303	TLC	3436
21	Stokes, Joyce	107	Dean of Students	3403
22	Todd, Matthew	104	MS Social Studies	3671
23	Woolf, Matt	107/300	Principal	3439
24	Wooten, LeDale	Gym/108	PE & Health	3410

Daily Schedule

	Mon, Tues, Thur, Fri	Wed	Early Release
Advisory	8:00-8:25		
1st Period	8:29-9:17	8:00-8:39	8:00-8:39
2nd Period	9:21-10:09	8:43-9:22	8:43-9:22
3rd Period	10:13-11:01	9:26-10:05	9:26-10:05
LUNCH	MS: 11:03-11:33 HS: 11:54-12:24	MS: 10:50-11:20 HS: 11:33-12:03	MS: 10:50-11:20 HS: 11:33-12:03
4th Period	11:03-12:24	10:09-10:48	10:09-10:48
5th Period	12:28-1:16	10:52-12:03	10:52-12:03
6th Period	1:20-2:08	12:07-12:46	12:07-12:30
7th Period	2:12-3:00	12:50-1:30	

Center School District

2019-2020 Calendar



July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2020						
Su	M	Tu	W	Th	F	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- NO SCHOOL - Professional Development
- EARLY RELEASE
- NO SCHOOL
- Make up Snow Days

www.center.k12.mo.us

Adopted by the Board of Education December 17, 2018

Aug 2-6	New Teacher Orientation
Aug 7-13	Teacher Professional Development
August 14	EARLY RELEASE - First day of School
August 19	Early Childhood Center - First Day of School
September 2	NO SCHOOL - Labor Day
September 26	EARLY RELEASE - Professional Development
September 27	NO SCHOOL - Professional Development
October 16	EARLY RELEASE - Professional Development
October 24-25	NO SCHOOL - Fall Break or Conferences
November 5	NO SCHOOL - Professional Development
November 27-29	NO SCHOOL - Thanksgiving Break
December 11	EARLY RELEASE - Professional Development
December 20	EARLY RELEASE - Winter Break
Dec 23 - Jan 2	NO SCHOOL - Winter Break
January 3	NO SCHOOL - Work Day
January 15	EARLY RELEASE - Professional Development
January 20	NO SCHOOL - Martin Luther King, Jr. Day
February 5	EARLY RELEASE - Professional Development
February 17	NO SCHOOL - President's Day
February 18	NO SCHOOL - Professional Development
March 4	EARLY RELEASE - Professional Development
March 16-20	NO SCHOOL - Spring Break
April 10	NO SCHOOL - 6th Snow Day Make-up
May 18	Early Childhood Center-Tentative Last Day of School
May 20	EARLY RELEASE - Tentative Last Day of School
May 21-22, 26-28	Possible Snow Days 1-5 Make-up
April 10*	Possible Snow Day 6 Make-up

174 Student Attendance Days	
Early Release Times	Elementary - 1:15 p.m.
	Middle School - 12:00 p.m.
	High School - 12:35 p.m.
	Alternative School - 12:25 p.m.
Quarter Dates	1st Quarter: Aug 14 - Oct 11
	2nd Quarter: Oct 14 - Dec 20
	3rd Quarter: Jan 6 - Mar 13
	4th Quarter: Mar 23 - May 22
Summer School June 1-25	

Student & Parent Information

Activities & Athletics

- Center Alternative School (CAS) students are encouraged to participate in the activities and athletics offered at Center Middle School (CMS) and Center High School (CHS). Participation eligibility policies apply to all Center School District (CSD) students (see Activity Standards section).
- Activities and Athletics offered include:
 - *Fall*—Boys Soccer, Football, Volleyball, Girls Tennis, Cross Country (Boys and Girls)
 - *Winter*—Basketball (Boys and Girls), Girls Swimming, Wrestling
 - *Spring*—Baseball, Golf, Girls Soccer, Track, Cheerleading, Dance Line
- Students will be transported from CAS to activity and athletic practices at CMS or CHS.

Activity Standards

- In order for students to participate in Center School District extracurricular athletics and activities all students must meet the following requirements:
 - Meet the Missouri State High School Activities Association (MSHSAA) requirement of earning a minimum of 3 units of credit (pass 6 courses) the preceding semester of attendance.
 - Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives) and it is placed on the school transcript.
 - No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
 - Center students must be enrolled in, and regularly attending, courses that offer at least 3 units of credit.
 - Students must be making satisfactory progress toward graduation;
 - Students must maintain a cumulative grade point average of AT LEAST 1.57 or earn at least a 1.57 grade point average the semester previous to participation (per CSD policy);
 - This will include any student nominated for “royalty” for a school event. (Homecoming, Courtwarming, Prom, etc.)
 - MO Option students are not eligible to participate in athletics.

Admission into School Activities/Events

- Any student, parent or outside guest attending CSD must follow the standards of sportsmanship established by CSD and the Missouri State High School Athletic Association. Failure to adhere to these rules and policies may result in individuals being denied entrance to or being requested to leave the activity;
- Students must be in attendance on the day of school that the event is being held in order to be eligible to participate in or be present at any after school activity or event
- Any student suspended on the day of the event (ISS or OSS) is NOT eligible to attend or participate in the event.
- Students, parents and guests must vacate the premises or be picked up within 30 minutes after the conclusion of the event. Failure to do so will result in disciplinary action, possibly including the denial of future attendance or participation.

Standards of Conduct

- Students are subject to disciplinary consequences as described by CSD Board Policy for all after-school, outside athletic practices or while traveling to and from school activities;
- MSHSAA requires that all spectators be seated in bleacher areas. Spectators are not to be seated in stairways of bleachers in the gym or at the stadium. Spectators are not permitted to stand or sit around the floor area.

Advisory

Every student at CAS has an Advisory period daily. Students work with their Advisor to set and monitor individual goals, work on character development, community building, service learning and academic success.

Advisors serve as mentors to their students and provide a direct contact with the student's parents while supporting and encouraging student success and progress.

Attendance

- Regular school attendance is a crucial component of student success and absences should be kept to a minimum. An absence will be considered excused for the following reasons:
 - illness,
 - specified family emergency
 - death in the family
 - dental and medical appointments
 - court appearance
 - pre-approved family activity or event.
- If appointments cannot be scheduled outside of the school day, students are expected to attend a partial day.
- On the day of the absence, a parent/guardian must call Ms. Audrey Harris, attendance secretary, at 349-3440 by 8:00 a.m. to verify each absence.
- If a parent/guardian has not called, parent/guardian contact will be attempted. The absence will be classified as unexcused until parent/guardian verification is provided.
- All absences, which can reasonably be foreseen, are to be approved by the Principal.
- *Unexcused Absence*
 - Students who arrive more than 15 minutes late to school will be assigned an unexcused absence for that class unless a written excused (written by an administrator or administrative assistant) is presented. Students who arrive more than 15 minutes late to class without a pass will be considered truant.
- *Student Release/Checkout from school*
 - In order to ensure the safety of your student, students will not be released or have information provided to anyone other than an authorized individual. An authorized individual is defined as a parent/ guardian or designee of the parent or guardian, or individuals or agencies as permitted by law. This information is listed on a student's enrollment information at the time of residency verification prior to the beginning of each school year. Any person requesting the release of a student must present proper identification. A parent or guardian may revise the list of authorized student contacts by contacting the building secretary at 349-3440.

Bus Transportation

School bus transportation is provided free of charge to eligible students living one mile or more from Center Alternative School. Center School district rules also apply on the bus as well as to and from the bus stop. Students are expected to cooperate with the bus driver and obey all instructions. Riding the school bus is a privilege which will be denied if a student fails to comply with bus rules. All bus requests and or concerns are to be directed to Joyce Stokes, Dean of Students 3403.

Cell Phone Usage

The following is the school cell phone policy for the 2019-2020 school year. All secondary schools in the Center School District (CHS, CMS, and CAS) will adhere to a **Phones Away for the Day** policy. This means that when school begins, **all student cell phones must be turned off and put away** (including earbuds, headphones, and any other electronic devices). Rest assured that much thought and intentionality went into this decision by school and district administration.

Studies show that the powerful computers we keep in our pockets can be distracting for even the most disciplined of adults; let alone, students. The data supports the claim that students in schools where cell phone use is prohibited, perform better academically and learn more than their peers attending schools with relaxed

cell phone policies. If our goal is aimed at providing scholars with the best educational experience in the Center School District, we must eliminate all distractions that may impede learning and student achievement.

Educators can't do this on our own; rather, we need the support of our families. You can help by:

- Talking with your student about this policy and the reasons for it
- Reminding your child the first weeks of school to put the phone away for the day
- Not calling or texting your student during school hours; rather, call the front desk and staff will relay your message.
- Supporting school administration when an infraction occurs
- Model appropriate cell phone use at home

If a student is found to be in possession of a phone during regular school hours, the following consequences may be assigned by administration:

- Warnings: 1 warning will be given during the first 3 days of school. After that, no more warnings.
- Subsequent offenses may result in:
 - Counseling
 - Detention
 - Locking up phone
 - ISS/OSS
 - Parent Meeting
- Please be aware that in cases where suspensions are issued for violations of this procedure, these suspensions can affect students' athletic competitions, events and extra-curricular activities.

In Center School District, the education of our students is our highest priority. In order to achieve success, students must be fully engaged and focused on their learning at all times, without distraction. We thank you in advance for your cooperation and support in reinforcing our **Phones Away for the Day** policy.

Cheating and Academic Dishonesty

Any student caught cheating or engaging in academic dishonesty in any form will receive a "zero" for the assignment. This includes cheating during a quiz, test or exam, copying an assignment from another student and/or the plagiarizing of materials such as books, magazines or periodicals, both in print and in electronic form.

Closing of School

In the case of school closings due to inclement weather or other emergencies please view local television channels and listen to local radio stations to find out if the Center School District #58 is closing. Parents are encouraged to keep contact numbers up to date to ensure prompt communication. The decision to close schools for any reason is made by the Superintendent.

Communication with Staff

Center Alternative School staff will maintain communication with parents and guardians via email and telephone. It is crucial that Parents/Guardians attend school activities such as Back to School Night and quarterly student conferences. **Parents can access student grades and attendance through the parent portal at <https://mocloud1.infinitecampus.org/campus/portal/center.jsp>**. A login, name, and password are required and available through the district technology office. Specific iCampus instructions can be found at <https://www.center.k12.mo.us/parents>

If a parent or guardian would like to speak or meet with a teacher please contact the teacher directly either by telephone or email. Please allow teachers 24 hours to respond to your message or request. Parents are welcome to schedule a meeting with teachers and administration during non-instructional times such as before

and after school or during a teacher's plan time.

Parents are not permitted to sit in with their students' during class time.

Counseling

Student services at CAS provide a wide range of supports for both students and their families. Resources include but are not limited to educational and career planning, personal counseling, support groups and crisis counseling. Students who need to speak with the counselor or social worker should request a pass and make an appointment. If the student is in a crisis situation they need to seek assistance immediately. Parents are also encouraged to consult with the counselor or social worker regarding their child's needs. Michelle Gibson (Social Worker, 816-349-3662) and Shanitra Jones (Counselor, 816-349-3664) are available to support the success of all CAS students.

Credit Recovery Classes

Students who are missing course credits required for graduation may be able to enroll in Credit Recovery classes. These courses are offered online using a computer-based curriculum program. Successful completion of Credit Recovery classes requires self-disciplined students to be able to successfully work independently.

Detentions

There are two types of detentions:

1. *Teacher detentions* are assigned by the teacher at his/her convenience.
2. *Administrative detentions* are scheduled by the administration. Students must come to detention prepared to work on homework or read. Students absent from school will check with the individual who assigned the detention for a makeup time.

Detentions may be assigned before school, during lunch, or after school. A late bus is available at 4:00pm on Tuesday and Thursday.

Discipline Guidelines

Center Alternative School's approach to discipline aligns with the PBIS (Positive Behavior Interventions and Support) program. The focus of this approach involves teachers utilizing effective classroom management strategies to reduce or minimize student behavior infractions that result in time spent outside of the classroom. The 'Level's of student behavior and potential consequences can be seen in the matrix below. PBIS also incentivizes positive student behavior and choices. This approach is implemented in accordance with CSD's Student Code of Conduct.

Level	Description	May include behaviors such as:	Teacher Response (including, but not limited to)
Level 1: Non-Problem	Behavior is confined only to the focus student. Brief in duration Does not interfere with instruction or learning. Self-Correcting	Brief inattention Disrespectful tone/attitude body language(muttering under breath, inappropriate language) Disrespect towards property (slamming textbook, dropping book) Refusal to work Dishonesty/Academic dishonesty Dress Code Violation Inappropriate Use of Technology	Conference with student Think sheet Safe seat Time out/away from activity Parent contact Redirection Proximity control Processing Ignore Academic consequence

<p>Level 2: Minor Problem</p>	<p>Behavior Disrupts others in the student's immediate area Teaching/learning may be affected</p>	<p>Leaving seat Sleeping or doing unrelated work Excessive talking Name calling/teasing Using inappropriate language to another Blurting out comments as the teacher is instructing Unsafe or rough play (not an ongoing issue-stopped) Minor aggression (actions that do not pose a safety risk.) Leaving the class without permission Cheating/academic dishonesty (2nd or more offense)</p>	<p>Scaffold work if it is too difficult Conference with student and parent contact Safe seat/ buddy room Think sheet Reteach and role play appropriate matrix behaviors PLP parent contact Provide Choice Ignore/Attend/Praise Academic Consequences</p>
<p>Level 3: Moderate or Chronic Problem</p>	<p>Behavior disrupts everyone in the class Behavior disrupts activity or learning Minor problems that occur frequently and interrupt teaching/learning</p>	<p>Not following directions Arguing; not accepting feedback Off task Roaming at will Screaming at adult Verbal aggression towards others Refusing to complete work on a consistent basis *Student responds to redirect, is able to move locations and de-escalate.</p>	<p>Parent contact with PLP Buddy room/recovery room(escort is necessary) Re-direct Re-Teach SST referral for chronic issue with data to possibly see counselor and social worker Take away passing periods</p>
<p>Level 4: Major Problem</p>	<p>Behavior disrupts other classrooms or common areas of the school Major referral</p>	<p>Documented Bullying/Harassment Major theft (item located/returned) Vandalism/Destruction of school property Pattern of aggressive profanity Throwing/hitting objects in anger or a threatening manner Verbal assault to an adult Not following implemented SST plan</p>	<p>Office referral</p>
<p>Level 5: Extreme Problem</p>	<p>Behavior causes or threatens to cause physical injury to student or others</p>	<p>Weapons Assault on others Fist fighting Major theft Credible threat of killing someone Drugs/drug use</p>	<p>Office Referral</p>

Dismissal from Class

When a student's behavior endangers himself or others, interferes with classroom instruction, or when the behavior is openly defiant and/or disrespectful, he/she will be removed from that class. Options for students are as follows:

- Safe seat (in room)
- Buddy room (neighbor classroom)
- Recovery room or ISS

- Principals' or Dean's office.
- Students will be expected to process with the sending teacher before returning to class

Dress Code

Students need to come to school dressed in appropriate attire that reflects respect for one's self, family and school. Extremes in dress or personal appearance, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. School dress as defined by District Policy is, dress, which reflects favorably upon a positive instructional and learning atmosphere. The following standards are guidelines for appropriate school dress for school and school functions:

- Shoes must be worn at all times. To prevent injury slippers can NOT be worn;
- Head coverings of any kind are not permitted. This includes, but is not limited to, hoods, hats, caps, doo-rags, shower caps, scarves or bandanas;
- Students are not permitted to wear any clothing or accessory with vulgar, profane or suggestive messages or messages that advertise alcoholic beverages, tobacco products, or other illegal materials;
- Shorts or skirts must extend past the fingertips;
- Clothing that bares the shoulders, back, or midriff is not permitted;
- Students are not permitted to wear sunglasses, biker shorts, "mini" skirts, "Daisy Duke" shorts, mesh net clothing tank tops, clothing off one shoulder or studded items such as gloves/bracelets/necklaces;
- Ripped or torn jeans must not have skin showing above the knee unless leggings are worn underneath; **JEANS WITH HOLES ABOVE FINGERTIP LENGTH MAY NOT BE WORN;**
- Winter coats are to be kept in student lockers;
- Sagging is not permitted. Pants are to be worn at waist level at all times. Students who sag their pants will be offered a zip strip hooked to their belt loops;
- Large bags and backpacks must be kept in the student's locker throughout the school day;
- Long shirts or tops are not permitted. Any shirt worn at school must not extend past the fingertips;
- Pajamas or pajama pants are not permitted.

When, in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate, the student will be subject to consequence according to the board approved Student Code of Conduct (JG-R). Students may be sent home due to inappropriate clothing.

Emergency and Fire Drills

Fire, tornado and intruder drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the room or building will be posted in each classroom. Students will leave the room immediately upon signal. Conversation must be kept to a minimum and students should rapidly move in an organized line to the designated area.

Food, Candy, and Drink during Class Periods

For sanitary and health code purposes, food and drink should be consumed primarily in the cafeteria; this includes breakfast, lunch, and other events. Admin approval is required in order to eat elsewhere. NO food deliveries to students are allowed.

Food Service

- Students are offered breakfast and lunch options in the school cafeteria. Students are encouraged to apply for the free/reduced federal lunch program. Students may charge up to 5 meals on their account before the account is frozen. In such cases, students will be required to make payment to bring their account up to date or be refused a meal. State law does NOT require that a student with a negative lunch balance be given a meal. However, Center School District does provide a sunflower seed butter sandwich to students whose accounts are overdue. Should the student refuse the sandwich the district is under no further obligation. Students who arrive tardy to school and miss the lunch signup may also be offered the Sunflower butter sandwich;
- Students may bring sack lunches from home to eat during the lunch period. No one is allowed to bring students lunch from local restaurants into the cafeteria. Students are not allowed to leave campus for lunch. Parents who would like to have lunch with their son/daughter may do so with prior permission

from the principal. If the parent would like to bring in lunch from a restaurant, the parent and student will be provided with an alternative location in the building for lunch.

Grade Level Promotion

- Middle School--All students in grades 6, 7 and 8 must pass four (4) out of four (4) core courses and three (3) of four (4) electives to be eligible for promotion to the next level. Core courses are English/Language Arts, Mathematics, Science, Social Studies and Reading.
- High School--Students must have satisfactorily earned the following number of units by the first of August for classification purposes throughout the school year:
 - Sophomore (6 units)
 - Junior (12 units)
 - Senior (18 units)

Grading System

The grading system is as follows:

- A 90-100% Superior
- B 80-89% Above Average
- C 70-79% Average
- D 60-69% Below Average
- F 0-59% Unsatisfactory

- Students are encouraged to maintain a C or above in all classes. Math students must earn at least a C to earn credit. Progress Reports listing grades and attendance will be available at conference time after mid-quarter. Grade cards will be mailed to parent/guardians at the end of each quarter. You can always check grades on iCampus at mocloud1.infinitecampus.org/campus/portal/center.jsp

Harassment/Sexual Harassment

Center School District is committed to providing an educational and work environment that is safe and free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors or other verbal physical conduct or communications constituting sexual harassment. Sexual harassment by an employee, student or other person in the district should be immediately reported to a building administrator or counselor.

Health Services Program

Students with an Individualized Education Plan (IEP) will be provided needed school-based service(s), i.e., speech/language, occupational and/or physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services. If your child is or becomes Medicaid or MC+ identified, the Center School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals, by a physician retained by the district to determine medically necessary as defined by Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

Homework Requests

If students are going to be absent for 2 or more days please call the office at 816-349-3440 to arrange for makeup work to be picked up. Please provide the reason for and the dates of the absence and the expected return date. Allow one day for the office to collect the work from the student's teachers. For all absences shorter than 2 days, the student is responsible for obtaining assignments for all classes that are missed.

Incompletes

At the end of a semester any incompletes will be entered as an "I". Requests made for extended time to complete coursework must have prior approval from administration and be completed within 5 school days following the end of the semester. Math classes assign an IP or "In progress" for any student who does not attain a "C" or above. When the work is submitted, incomplete and IP grades will be changed to the earned

grade and the GPA will be re-calculated.

Late Work Policy

Late work will be accepted for full or partial credit depending on the circumstances.

Laptop/Chromebook Use and Care

- Administrators will review the use of technology as stated in the Discipline Policy in Code of Conduct meetings at the beginning of the year. Students should read and follow these guidelines throughout the year regarding your use of technology:
 - Follow your teacher's directions when using the Laptop/Chromebook in each of your classes;
 - Only use the Laptop/Chromebook assigned to you;
 - Do not let anyone else use the laptop assigned to you—each student will be held responsible for any misuse related to their district-assigned machine;
 - Login to your laptop with your username and password—DO NOT SHARE YOUR USERNAME AND PASSWORD
 - Avoid accessing inappropriate websites or material—each student is responsible for the material on her/his machine;
 - Ask your teacher for permission before printing any materials;
- Things to avoid when using the laptops:
 - Do not touch the screen with your hand or any objects;
 - Do not change the settings on the Laptop/Chromebook;
 - Do not remove keys from the keyboard;
 - Never lift the laptop by the monitor
 - Liquids should never be near the laptop;
 - Do not change the settings on the laptop;
 - Do not toss or throw the laptop.

Lockers

Each student will be assigned a locker with a built in combination lock that is changed prior to the beginning of each school year. Lockers and combinations should not be shared with other students. Lockers are school property and school officials reserve the right to access and inspect lockers as deemed necessary. All contents found within a student's assigned locker are considered possessions of that student.

Lost and Found

Students who have misplaced personal items may check with the custodians to identify and reclaim lost articles. Students are urged to safeguard possessions carefully. Students should use caution when bringing valuable personal items to school as CAS is not responsible for lost or stolen personal property.

Make-Up Work Policy

It is the student's responsibility to get all missed assignments from the teachers and turn them in within two class sessions. Teachers may provide students makeup work for out-of school suspension if they choose to do so. Participation points cannot be made up.

Medication Guidelines

All medication to be taken by a student while at school will be delivered to school by a parent or guardian with a completed and signed "Medication Consent Form". Medication must be in a current pharmacy container labeled with: student's name, date, Doctor's name, medication name, quantity, dosage and route of administration. All over-the-counter medicine must be in the original labeled container and accompanied by a letter containing the same information listed above.

MO Option (Missouri Option) Program

- The MO Option program is available for eligible students. Enrollment is limited. Course work includes

direct instruction and independent work. The primary focus will be to help students develop the skills needed to pass all of the content areas of the High School Equivalency Test – Language Arts, Social Studies, Science, and Mathematics.

- All MO Option students must take End of Course Exams, the US & MO Constitution Tests, and the ACT, ASVAB, or Compass Test prior to graduation. See Ms. Michele Hamilton or Ms. Michelle Gibson for further details.

Personal Property

CAS is not responsible for any personal property brought to the school by the students. Valuable personal property should be left home. Personal property should not be left unattended and should be secured in the student's individual locker. CAS is not responsible for the recovery, reimbursement or replacement of lost, stolen or damaged personal property.

PBIS

Center Alternative School is a PBIS school (Positive Behaviors, Interventions, and Supports). PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. In essence, we believe behavior should be taught, practiced, and reinforced just as we do with academic subjects.

If a child doesn't know how to read, we teach.

If a child doesn't know how to swim, we teach.

If a child doesn't know how to multiply, we teach.

If a child doesn't know how to drive, we teach.

If a child doesn't know how to behave, we... teach? ...punish?

Why can't we finish the last sentence as automatically as we do the others?

— Tom Herner (NASDE President, 1998)

Phone Calls

A phone is available at the front desk for student usage. Students may obtain a pass from their teacher and request permission to use the phone for legitimate reasons.

Report Cards

Report cards will be issued to all students on a quarterly basis. Academic achievement will be rated with letter grades on a 4.0 scale. Students and parents may access grade progress via the internet through Infinite Campus. Information on how to access this information may be found on the Center School District website at <http://www.center.k12.mo.us>. Questions may be referred to Technology Support at 816-349- 3452.

Residency

Students enrolled in the Center School District must prove residency at the time of enrollment. By state law and CSD School Board Policy JEA, residency means that a person both physically resides within a school district and is domiciled within that district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military issued guardianship or court-appointed legal guardian. If at any time, the school feels the student may have moved from the boundaries of the district updated residency verification will be required. In extreme cases, a residency waiver may be given that stands in place of regular residency requirements.

Student Driving

Students may drive to school if they hold a valid driver's license. All students must use safe driving practices. Student parking is on the North side of the parking lot ONLY.

Student ID

Every student at both the Middle and High School levels will have a student ID made at the high school or middle school. The student should keep his/her student ID with them during school hours. The ID will allow students to pay student admission to Center School District events.

Student Records

A parent or guardian will have access to all records and information pertaining to his or her child unless that parent has been denied custody or visitation rights. The district will provide access to all such records unless a court order showing the denial of legal custody or visitation is provided to the district.

Suspension

Students may be assigned In-School-Suspension or Out-Of-School-Suspension for behavior infractions. Students are not allowed to attend any school activity either during the ISS or OSS period or after school on the day of the suspension. Students found participating in a school activity may be subject to additional disciplinary actions.

Out-Of-School Suspension (OSS)

OSS is a form of consequence which will temporarily remove the student from the school community. According to Center Board of Education policy, OSS is not an authorized absence and make-up work will not be provided except in the cases of papers, projects and major tests. During the duration of the suspension, students are not permitted to participate in or attend school activities. Students found on school grounds during an OSS will be considered trespassing and may be subject to further disciplinary action.

In-School-Suspension (ISS)

ISS is a form of consequence that will separate the student from the general classroom environment for a specified amount of time. Students are to complete class work during ISS and their absence(s) from classes will not count against their attendance. Students will be given their class work and assignments in ISS and should complete the day's work while in ISS. Admin will inform students of their assignment to ISS. Parents will also be notified. Students need to report to the cafeteria in the morning of their ISS and they will be escorted to the ISS room after breakfast. Cell phone and personal technology use is prohibited during ISS. These items will be confiscated and secured throughout the day and returned to the student after dismissal.

Tardies

Tardies are assessed on a weekly basis. Excessive tardiness to school or class will result in the following disciplinary consequences:

- 4-9 tardies - parent contact
- 10-11 tardies - parent contact and 1 hour detention
- 12-13 tardies - all of above + additional lunch detention
- 14-15 tardies - two 1-hour detentions
- 16+ tardies - Admin referral

Technology Usage

Technology is available in all classes. Each student and parent/guardian must sign a Technology Agreement at the beginning of each new school year showing their agreement to follow school policies regarding technology usage. Inappropriate use of technology will result in the loss of student privileges or disciplinary action as outlined in the CSD Student Code of Conduct (JG-R). Students may not engage in any computer activity that is inappropriate for the school setting. Students may not access, Facebook, Twitter, or Yahoo accounts, maintain personal websites, download music, games, videos, or use the district technology for use not connected to the educational setting.

Textbooks

The district will provide necessary textbooks at the beginning of each school year. Textbooks must be returned to the teacher at the end of each year with only reasonable wear. If the textbook is damaged or lost,

the student will be assessed a fine or charged the replacement cost of the book.

Transcripts

Students may print an unofficial copy of their current transcript through Infinite Campus. Official copies may be requested from the CAS Administrative Assistant at 816-340-3440.

Transitioning to Center High School or Center Middle School

Students who are able to maintain positive grades, behavior, and attendance for several weeks can begin the conversation of transitioning back to CMS or CHS. CAS and the transitioning school will discuss what is in the best interest of the student. CAS staff will utilize input from all parties available to make the decision. Parents and students who disagree with the outcome can appeal the decision to Central Office Administration. Transition typically occurs in stages on a quarterly basis.

Truancy

A student will be considered truant if they:

- are absent from any class for more than 15 minutes
- come to school but are not in their correct class
- leave school without following procedure
- are absent from school without prior permission from their parent or guardian
- obtain permission to go to a certain place at school but do not report in a timely manner. (See attendance policy)

Vandalism of School Property

Any student who defaces, damages, or destroys school property will be required to repair, clean, or replace the damaged item and will face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage done to school property (See discipline policy).