

**Kairos Public School
Vacaville Academy
2014-2015 School Handbook**



**Kairos Public School
Vacaville Academy**

Vacaville, CA

(707) 356-9210
(707) XXX-XXXX FAX

This Handbook Belongs To:

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Table of Contents

KPSVA Mission Statement	2
Attendance Information	2-3
Absence	Make-Up Work
Truancy	Independent Study
Habitual Truancy	Transfer to Another School
Late Arrival	
Tardy & Hall-Pass Policy	
Early Dismissal	
Academic Responsibilities	3-4
Books	Adding/Dropping Classes
Homework	Plagiarism/Cheating
Late Work	
Quarter Grades	
Semester Grades	
Academic Excellence	
Academic Deficiency	
Academic Probation	
Minimal Academic Achievement for Sports/Productions	
Student Leadership	4
Parent Participation	4-5
General Policies	5
After-school Hours	
General Maintenance	
Parent Visitation to Classrooms	
Medicine	
Visitors	
Behavioral Expectations and Consequences	5-7
Behavior Probation	
Consequences	
Uniform Policy	7-8
Electronic Surveillance	8
Law Enforcement Notification	8
KPSVA Sexual Harassment/Non-Discrimination Policy	8

below) will have until the end of the following semester to raise his or her GPA to a 2.0 or above

If a student is placed on Academic Probation at any point, parents and students will be notified. A parent conference will be held to design a plan of action.
Students on Academic Probation will be suspended from any extra-curricular activities until he or she is removed from Academic Probation.

Minimal Academic Expectations for Sports/Productions
– Students must have and maintain a “C” grade or better in any class in order to participate in school-sponsored sports and productions. All students must complete a grade check sheet prior to and during any school auditions. A student may be removed from a sport or production if a grade falls below a “C”.

MIDDLE SCHOOL PORTFOLIO PROMOTION REQUIREMENTS--Eighth Grade Portfolio: All 8th graders at Kairos Public School Vacaville Academy are expected to complete a comprehensive portfolio reflecting their academic achievements during their middle school years. It is imperative that students follow the guidelines for completing the portfolio. Eighth-grade students must satisfactorily complete their 8th-grade portfolio project in order to participate in the 8th grade promotion ceremony and promotion activities.

RETENTION POLICY - Kairos Public School Vacaville Academy is committed to the success of each student. KPSVA has adopted and follows a Student Success Team model (“SST”) to establish and implement student support and intervention strategies in a timely manner. Despite the implementation of such strategies, it may also be necessary to retain a student in the current grade level for the following school year. Students will be identified for retention using criteria objectively based on their inability to meet the minimum Common Core State Standards for promotion in English language arts, reading and mathematics for grades six through eight. A complete copy of the “Kairos Public School Vacaville Academy Retention Policy” may be requested from the front office.

High School Counseling – For any questions regarding high school options or a suggested progression of classes for high school, please make an appointment in the main office.

ADDING/DROPPING CLASSES – Students may only add or drop classes with the approval of administration/designee within the first two weeks of the fall semester.

STUDENT LEADERSHIP

Realizing the necessity for student self-government and understanding the importance of articulating and implementing the views of the student body, the students of the KPSVA may participate in student leadership.

Student Leadership will represent the entire student body of KPSVA.

In order to participate, all students must have at least a 2.5 GPA and not be on academic or behavior probation.

Members hold meetings regularly. The representatives will present meeting reports to the group and seek suggestions and assistance of the student body. They also aid the administration and teachers in carrying out special projects and in improving school climate.

Student Leadership and an advisor plan general activities for the year and are alert to needs as they arise during the year. The advisor will assist the students in conducting meetings and planning the year.

PARENT PARTICIPATION

KPSVA was created as a means of providing parents and students with an expanded choice in the type of educational opportunities available. The school is founded on the belief that active parental involvement in the school's program is a key component to student success. Because the charter's mission is to provide unique learning opportunities to its students, the school needs committed parents who are willing to assist the staff and faculty in making this happen. To this end, the charter requires that all parents sign a contract stating that they will donate at least 30 hours a year to assisting the KPSVA in achieving its mission.

Parents' active participation has been essential to this program's success and is one of the main ingredients that makes our program different. The parent commitment can be fulfilled in many fun and enjoyable ways. Hours can be completed one at a time or in larger increments for a single event or fundraiser. However, KPSVA will not exclude any applicant or student from admission or continued enrollment in the Charter School or school activities whose parents/guardians are unable to fulfill the 30 hours of voluntary participation for financial, personal, medical, or other compelling circumstances. Families unable to fulfill the 30 hours of volunteer service will be required to meet with the Site Administrator or designee to discuss their circumstances requiring a waiver of the requirement and/or alternate arrangements.

As a condition of enrollment in the Kairos Public School, Vacaville Academy and to ensure compliance and facilitation of calculations:

1. Each family must contribute a minimum of 30 hours by May 22, 2015.
2. One-half of the minimum hours (15) must be completed by January 16, 2015.
3. Families failing to achieve one half of their minimum hours by this date shall receive a letter informing them of their deficiency. All families must fulfill its 30 hour obligation by May 22, 2015 or the student may be dismissed from the school unless extenuating circumstances can be presented. In the case of dismissal, your student may be unable to re-enroll in KPSVA participate in the end of the year activities, special trips, promotion exercises, etc.
4. Families of new students (students who enter after the 1st quarter) will be prorated and required to contribute 15 hours per semester from date of enrollment.
5. Siblings are not allowed at the school event during parent volunteer time.
6. If you are unable to work during your designated time, you must notify the advisor or the charter office and arrange for a substitute.

Parent Hours will be tallied and recorded at the end of each month on our online parent hours tracking system – PTO Manager. If there is a discrepancy in your reported hours, please contact the Parent Hours Coordinator via email. The correction will be made at the end of the following month and should show up on your online account once you log in.

Parents are encouraged to add their ideas and talents to a variety of aspects of the school program. It is the philosophy of KPSVA that parents should be a partner in their child's education. It is our hope that you will frequent the campus often to become familiar with the educational process of our program. If you are interested in parent participation opportunities, please contact your parent coordinator. Parent participation information is also available in the online school newsletter and in the office.

GENERAL POLICIES

AFTER-SCHOOL HOURS – All students who remain on campus after school hours must be in a supervised area (club/activity, Detention, etc.). Students will report to a study hall within 15 minutes of the end of the school day. Students who are late may receive a Detention. Any student who is loitering on campus unsupervised may receive an office referral.

GENERAL MAINTENANCE – Students are expected to make every effort to keep ALL school property (including furniture, books, and supplies as well as hallways, restrooms, and garden/lawn areas) as neat and clean as possible. As a courtesy to others and in respect for the environment, students should make all efforts not to waste paper or water or dispose of litter inappropriately. Restitution must be made to KPSVA for any damage to property loaned to or used by students during the school year before a student's records are released.

PARENT VISITATION TO CLASSROOMS – KPSVA welcomes parents to visit classrooms so long as it does not disrupt the learning environment. We do require, however, that you receive administrative approval at least 48 hours in advance if you wish to go into a teacher classroom to observe or assist in a class. Parents must also sign in at the front office and receive a visitor's pass prior to entering the classrooms, even before the start of school or at the conclusion of school. **Do not go directly to a teacher's classroom before signing in at the front office.**

MEDICINE – Any medication must be checked in at the office and accompanied by a signed medication form from a parent and doctor, including dosage. This includes all over-the-counter medication, such as Tylenol and cold medicine, as well as prescription medication. Possession of medication may result in suspension from school.

VISITORS – During school hours, **ALL** visitors (including parents) must sign in at the office to receive an identification tag.

BEHAVIORAL EXPECTATIONS & CONSEQUENCES

The guiding philosophy of the KPSVA consists of four principles:

1. Our students will be responsible, productive citizens of society.
2. All participants in our school (adults and children) will show mutual respect.
3. All involved with our school will have an awareness of and an appreciation for individuals, cultures and ethnicities as well as an understanding of the differences and similarities in all people.
4. Adult-child relationships and opportunities will cross in mutually meaningful ways. All adults involved with the Charter School believe that all students can develop morally, ethically, intellectually, culturally, socially and emotionally to their fullest potential.

Schoolwide Discipline Plan

The teacher is the front-line authority in the scope of discipline. Teachers and students should try to handle problems first through classroom rules.

The administration may provide “Suspension Equivalency Days” (SED) or “Suspensions on Record” in lieu of home suspension.

The following behaviors will result in a Detention. Each Detention equals one day of After School Detention:

- Eating food, candy, gum, liquids other than water etc. in class

NOTE: Chewing gum on campus will result in the assignment of gum scraping duty during lunch and one after school detention.

- Arriving late to class (unexcused tardy)
- Disruption of classroom and/or school activities
- Excessive talking/socializing and/or writing notes
- Breaking class rules
- * Failure to attend detention for any reason other than absence from school.
- NOTE: This list is not all inclusive. This does not list all possible offenses or disruptions to the learning environment.

NOTE: If at any time a student owes three (3) unserved DETENTIONS, he/she will be suspended one day [actual or SED] from school.

A second referral for any offense, and each referral thereafter, will result in a suspension from school.

BEHAVIOR PROBATION

A student will be placed on Behavioral Probation for one semester if he/she accumulates five (3) suspension days. The student will be suspended from extra-curricular activities until he/she is off Behavior Probation. **If a student receives one or more suspension days while he/she is on Behavior Probation, the student can jeopardize placement at KPSVA.**

CONSEQUENCES

The following behaviors will result in immediate suspension from KPSVA on the first offense and/or a mandatory expulsion from the school unless the Director finds, and so reports in writing to the Governing Board, that the expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident.