



**DELASALLE**

*Opportunity Powered by Education*

**DeLaSalle Charter High School  
STUDENT/PARENT HANDBOOK  
2017-2018**

Revision

- Established 1971 -

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**DELASALLE CHARTER HIGH SCHOOL**

**Vision Statement**

**We envision a community in which all young people achieve a quality education that fosters and stimulates their true potential.**

**Mission Statement**

**The mission of DeLaSalle Education Center is to provide a holistic environment that offers students an opportunity to improve learning and life skills.**

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## **CORE GUIDING PRINCIPLES**

**Alternative School System:** In order to have the greatest impact on the long-term success of young students, DeLaSalle is structured as an alternative school.

**Alternative Education:** Students who enroll in DeLaSalle's programs require an innovative and evolving alternative approach to education that includes small class size, comprehensive services, intensive counseling, experiential, integrated studies, project-based learning, and school-to-career practices.

**Culture of Excellence:** In order to achieve an on-going culture of excellence that provides its students the best possible education, the DeLaSalle Charter High School emphasizes the importance of governance, its funding base and its staff and faculty.

- **Governance:** The DeLaSalle Education Center is a charter school, serving only students who cannot be served adequately in other schools. This organizational status allows DeLaSalle to effectively reach the children it targets and influence the larger educational community without compromising its ability to provide quality programming. Further, DeLaSalle provides its independent Board of Directors exposure to the most current and best practices in alternative education as well as to effective practices in setting Board policy and non-profit management.
- **Funding:** DeLaSalle offers its supporters a variety of funding opportunities and interactions with its programs, staff and students in order to engage and educate contributors about the students served at DeLaSalle Education Center and the innovative programs employed at the Center's sites. These actions support the enhancement of a diverse funding base.
- **Staff and Faculty:** DeLaSalle prepares its staff and faculty for excellence by emphasizing a supportive work environment and innovative compensation approaches. In addition, DeLaSalle encourages the full involvement of its staff and faculty in creating and tailoring programs to meet the needs of its students through the utilization of a site-based management model.

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## **CONTRACT FOR STUDENT ADMISSION**

The faculty and staff of DeLaSalle believe we can play a significant role in the lives of students whose previous traditional school experiences did not adequately address socialization needs and academic deficiencies.

We agree to provide each student with opportunities for academic, personal, and social success by providing unique, individualized, programs of instruction while serving as positive role models. The DeLaSalle program encourages high academic achievement, which incorporates learning skills necessary to enable the student to become a successful, productive, and contributing member of society.

The choice to enroll at DeLaSalle represents a student's desire to recommit him/her to social and academic success. It is up to each student to take advantage of opportunities available at DeLaSalle. Our staff works in cooperation with students to develop these skills and support those attitudes, which ensure success. Students' self-discipline and high expectations make all this possible.

### **Expectations of students entering the DeLaSalle Program:**

1. Students will accept personal responsibility for behavior which includes:
  - a. Regular school attendance. Expected attendance rate is 85%.
  - b. Complying with all dress code regulations
  - b. Arriving to all classes on time
  - c. Being prepared for class and have a POSITIVE attitude.
  - d. Completing all assigned work to the BEST of your ability
  - e. Agreeing to work with all staff members to seek real solutions to problems which may arise (academic, social and personal)
  - f. Complying with all Student Handbook rules and procedures
  - g. Working in a respectful, cooperative manner with other students and staff members
  
2. Students will show continued academic progress in the program by:
  - a. Setting personal contract and graduation goal
  - b. Consistent academic progress in all classes
  - c. Demonstrating a willingness to prepare for post-secondary education, vocational training, or employment through vocational exploration activities
  - d. Willingness to accept civic responsibility by participating in community volunteer service projects

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### **CODE OF CONDUCT:**

Students are expected to follow the Handbook Rules & Regulations. All student actions are regulated by the school's Handbook. Every student is expected to follow rules of conduct and show respect for other students and school personnel and to obey persons in authority. The handbook emphasizes that behavior which disrupts the learning environment is unacceptable and will be subject to disciplinary action. A student who engages in an inappropriate activity listed in the handbook or violates school policies is subject to discipline which may include a parent contact/conference, student contracts, ReDiscovery, out of school suspension (OSS), referral to Team of Care (TOC) or dismissal.

### **SCOPE OF AUTHORITY:**

The provision for the Code of Conduct applies in all situations in which students are involved, including:

- Activities on school property
- Travel on school buses or in any vehicle that is used to transport students.
- Off-site school sponsored activities
- Walking to and from school, waiting for school-provided transportation, or public transportation to and from school, school grounds and the surrounding area
- Acts of behaviors which occur off school property and pose 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 consequence including long-term suspension or expulsion.

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## **ENROLLMENT AND WITHDRAWAL**

DeLaSalle prohibits discrimination against any potential student on the basis of race, color, ethnicity, national origin, religion, disability, gender, sexual orientation, gender identity and expression, income level, proficiency in the English language or any other legally protected characteristics. DeLaSalle commits to the principle of equal opportunity, especially in all aspects of student services.

### **The follow requirements and procedures are followed in the process of enrollment:**

1. The student must live within the Kansas City Missouri School District boundaries.
2. The student cannot be currently expelled from the last school attended.
3. A DeLaSalle Charter School Letter of intent must be completed in full and accepted by the Admissions Coordinator.
4. If you have a student who is coming from another state it is the parents' responsibility to supply all required school records before your child can be enrolled.

DeLaSalle Charter has a lottery system in place to select students from our waiting list. If there are no openings, the Letter of Intent will be placed on a waiting list and a lottery system will be used to determine which students will be admitted. For more information on the Lottery system, contact Admissions at (816) 561-4445, ext. 230.

Once you have successfully completed the DeLaSalle Charter School Letter of Intent, the Admissions Coordinator will set up an appointment time to complete the enrollment process. If you are notified by mail of your accepted Letter of Intent, please contact Admissions at (816) 561-4445, Ext. 230 to make an enrollment appointment. The Parent/Guardian along with student must attend the enrollment appointment.

There are specific documents that are required at the time of enrollment. To ensure a speedy enrollment process, please bring the following to your enrollment appointment:

1. Birth Certificate
2. Social Security Card
3. Two (2) current Proof of Address (Utility Bill, Rental/Lease Agreement)
4. Shot Records (up-to-date)
5. Unofficial or Official copy of:
  - a. Withdrawal Form from previous school (if your student is going into the 9<sup>th</sup> grade from 8<sup>th</sup> grade proof they were promoted.)
  - b. Transcripts
6. Discipline Records

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7. Attendance Records
  8. All Testing – EOC's – End of Course Exams. (obtain from former school)
  9. IEP and Diagnostic/Evaluation/504 Plan – if applicable
  10. Parent/Guardian ID

\*\*If the student resides with someone other than the legal parent/guardian, a notarized letter of guardianship must be presented to the school.

\*\*Residential facility representatives please contact Admissions Coordinator for specific enrollment details.

Once enrollment is complete, the following steps will occur:

1. Student will be assigned to an orientation. To ensure a satisfactory completion of orientation- all days are required.
2. On the last day of orientation, students will be given an exit exam in which they must pass at 80%.
3. Students will be assigned to a counselor and will be given an official start day by the Orientation Instructor.
4. On the first day, the Orientation Instructor will introduce all new students to their identified counselor. Their counselor will review the student's transcript and provide the student with their academic schedule for classes.

### **Student Withdrawal**

It is the responsibilities of the Parent/Guardian/Students of age to physically withdraw from DeLaSalle Charter. To withdraw from DeLaSalle Charter, the Parent/Guardian/Student of age should contact the Admissions Coordinator to complete the withdrawal process. The Admissions Coordinator should be notified (in person) and provided a specific reason for withdrawal.

Information requested from another school/institution will not be sent unless the Parent/Guardian/Student of age follows the above mentioned procedure to withdraw. If successfully withdrawn, the Admissions Coordinator will respond within five (5) business days to requests by other schools for the records of students transferring from the school. All requested records will be transferred.

When requesting transcripts, please allow the Admissions Department 2-3 business days to process your request. You may request your transcript via phone or email. Due to the high volume of transcript requests, we are not able to process "walk-in" requests. Thank you for your cooperation and understanding.

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## **DISCOVERY PROGRAM**

Discovery is designed to inform and engage the students into the DeLaSalle Charter model. The facilitator will foster this learning by urging students to subscribe to the model through various means. It is our vision that every young person achieves a quality education that stimulates their true potential.

**Mandatory Requirements** - Discovery is an intensive 2-day process in which students are required to have PERFECT ATTENDANCE and NO TARDINESS. **Students must arrive promptly in the DISCOVERY room before 7:45 a.m. Students arriving after 7:45 a.m. will be dismissed for the day.** The facilitator will make expert decisions to determine if the student is fit for Discovery class and ultimately if the student is suitable for DeLaSalle. Students who violate these policies will be referred to the Discipline Office for assignment in the next Discovery class or possible dismissal. Discretion may be used in extreme cases and the final decisions will be determined by administration. :

**Each student is expected to participate in all required activities each day. Students are required to pass their final exam with a 80% or better, and complete all required assessments and assignments in order to successfully meet the criteria of the Discovery Program.**

### **Information Covered in 2-day Discovery Program:**

- Standardized Testing
- Introduction of Facilitator
- The Six P's
- Attending Skills
- Redirect Policy
- Conflict Resolution
- Five Steps to Problem Solving
- Synergy Team Building (cooperative learning)
- Anger Scale
- Life Stories (rough and final draft)
- Drug and Alcohol Prevention
- Final Exam

## **ReDISCOVERY PROGRAM (RED)**

This program is designed to keep students in the educational setting. ReDISCOVERY will allow the students to receive consequences for their behavior away from the regular classroom setting, while still staying on track with their required coursework. Students in ReDISCOVERY will also be assigned regular school coursework from their current class schedule and will receive full credit for completed work.

In the ReDISCOVERY Program, students will briefly visit issues that have caused them to continually violate school policies, and confront surrounding concerns that have not been addressed. Students will also touch base on learning skills necessary for appropriate social interaction and revisit the Discovery model.

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In the event that your child should be placed in the ReDISCOVERY program, they will be responsible for completing all academic and behavioral expectations. It is mandatory that your child attend the exact assigned days of ReDISCOVERY without tardiness, absence, or any behavioral problems. Once the student has completed the ReDISCOVERY Program without incident, including all required coursework, they will return to their regular school schedule. If the student fails to complete the ReDISCOVERY Program, a mandated parent conference will be required for the student to return to school.

**Students must arrive promptly in the ReDISCOVERY room by 7:45 a.m. Students arriving after 7:45 a.m. will not be credited with the day in ReDiscovery. Regular dismissal time will be 2:42 p.m. Only absences excused with proper documentation may be rescheduled without penalty. All electronic devices must be surrendered to the ReDiscovery instructor prior to arrival in the ReDISCOVERY room, and may be retrieved by students upon dismissal – NO EXCEPTIONS. When assigned days in ReDiscovery, these must be completed consecutively (no missed days). Unless there is proper documentation why a student couldn't come, the time starts over.**

## **SPORTS PROGRAMS**

### **Philosophy of Athletics at DeLaSalle Charter High School:**

At DeLaSalle Charter High School, we consider athletics an integral part of the educational experience. Athletics provides opportunities that will help students develop physically, mentally, and emotionally. We view the competition of athletics as a healthy educational and physiological activity because it challenges each student to excel, to discover his or her physical limits, and to work cooperatively with team members. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of contests.

### **Governing Bodies:**

DLS currently offers Boys Varsity and Junior Varsity Basketball as well as Girls Varsity Volleyball. New sports are planned for the future. DeLaSalle belongs to the Great Plains Conference (GPC), which is comprised of area schools located in the Greater Metropolitan Area. We also compete against teams from other leagues, and these are referred to as “non-league” opponents.

All student-athletes will be required to maintain a 2.5 GPA, have a specific attendance rate and there will also be a \$20.00 participation fee for all participants.

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## **DeLaSalle Charter High School Parent Involvement Plan**

DeLaSalle Charter High School will take the following actions to involve parents in the joint development of improvement of student academic achievement and school performance.

1. Parents are required to attend two Parent-Teacher conferences a year. One is scheduled during the fall and one is scheduled in the spring.
2. One Family Night is scheduled during the school year. Family night is termed "Together We're Better." The purpose of this event is to unite parents, students, and community.
3. Two Parent Surveys will be distributed throughout the school year during the Parent-Teacher Conferences.

## Graduation Requirements

Following the guidelines provided by the Missouri Department of Elementary and Secondary Education, a student graduating from DeLaSalle Charter High School must earn a minimum of 24 credits in the following areas:

Subject Area	Amount of Credit
<b>English</b>	<b>4</b>
<b>Social Studies</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• 1 credit in American History (1/2 can be in African American History)</li> <li>• ½ credit in American Government</li> <li>• Pass U. S. Constitution Test &amp; Missouri Constitution Test</li> </ul>	
<b>Mathematics</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>Practical Arts</b>	<b>1</b>
<b>Fine Arts</b>	<b>1</b>
<b>Physical Education</b>	<b>1</b>
<b>Health Education</b>	<b>.5</b>
<b>Personal Finance</b>	<b>.5</b>
<b>Electives</b>	<b>7</b>
<b>Post-Secondary Exploration &amp; Enrichment (for Seniors) (Elective Credit)</b>	<b>.5</b>

**All graduates must:**

- **Complete Post-Secondary Exploration & Enrichment requirements (only Seniors participate in this course)**
- **Continue math and English courses yearly to assure maximum academic achievement**
- **Demonstrate 80% mastery of course requirements**
- **Complete required State EOC assessments**
- **Complete required ACT**

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## DeLaSalle Charter High School Educational Model

The educational model used by DeLaSalle Charter High School is one that concentrates on individualized and differentiated instruction. Students are accepted into the school throughout the school year and come to us at various academic levels. All students, 9th – 12th grade, are in classes together. Since DeLaSalle is a small learning environment, students and teachers form bonds and create community which helps establish relationships, allowing the most effective instruction to take place.

All instruction is driven by a guaranteed, viable written curriculum grounded in the MO Learning Standards Curriculum Pacing Guides show how the curriculum will be taught and mastered. The curriculum focus will be demonstrated through continued commitment to a guaranteed, viable written curriculum that drives our daily instruction. Guaranteed means it can be covered effectively for student mastery; and viable means the time frames set are achievable and intentionally designed to allow students opportunity to make learning visible. Our curriculum is a developed set of written course plans grounded in the Missouri Standards. Archived in our adopted pacing guide template, it will provide a unit by unit guide of what content will be covered over the course of our academic school year, the depth at which it will be covered, and the time planned for adequate student achievement of content standards.

This written curriculum will be effectively aligned to daily content instruction. Our instructional focus will be effective planning of daily lessons designed to maximize class time. This focus will allow students to fully engage with the content, each other, and the teacher through an intentionally designed lesson cycle. Teachers will develop their skills in planning effective lessons using a campus wide standard lesson plan model.

Finally, this year we will continue to improve the alignment of our curriculum and instruction to quality assessment practices. The assessment focus will bridge the gap between campus wide assessment practices and state/standardized assessments. This simply means our assessment practices will show our commitment to creating assessments as opportunities for students to show mastery on what has been taught.

All professional development for teachers is scheduled with student/teacher needs in mind. Teachers will be supported in maintaining the integrity of the alignment our curriculum, instruction, and assessment through a professional development plan that focuses on the high leverage MO DESE teacher standards (MO DESE teacher evaluation system) that fall in these 3 areas. The PD plan is developed to allow teachers to be engaged year round as learners. The professional learning process will be grounded in growth plans co-created by academic services leadership and teachers. Furthermore the process is

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individualized and gives teachers opportunities to drive their own learning through goal setting.

Throughout the year teachers are involved in professional development, both at the school and at conferences, which enhance classroom instruction, management, understanding of student behavior, formative and summative assessments, crisis prevention and research of instructional strategies.

This year DeLaSalle will become a school where everybody is learning every day!

Teachers employ differentiated instruction and data-driven instruction to help each student reach his/her highest academic potential. Students also develop important post-secondary life skills and experience character development throughout the educational process at DeLaSalle Charter High School. We offer credit recovery through PLATO (a computerized system) and we offer extensive academic assistance to those who may require it.

Mental health services are also offered to assure all students are as ready to learn as possible because needs are being met in this critical area. English Language Learners receive services and support through an ELL teacher. Special Education students receive services and support through Special Education teacher and para-professional. Various other academic courses and tutoring are offered in an after-school setting.

Each classroom at DeLaSalle Education Center may appear as a one-room schoolhouse where students are learning through various levels of instruction and students and tutors are helping in the class. Besides the Core classes, students are required to take courses in Fine Arts, Practical Arts, Personal Finance and PE/Health. Twenty-four credits are required for graduation; and, No student is allowed to earn credit until he/she has mastered the curriculum being taught to him/her at 80% proficiency.

Students at DeLaSalle Charter High School also participate in the State-wide testing done each winter and spring. Students are expected to demonstrate proficient or advanced mastery on the Algebra I, Algebra II, Biology, Government, and English II End of Year (EOC) assessments. Test scores are published annually.

DeLaSalle Charter High School is fully accredited by AdvancEd – the largest accrediting association in the world.

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## **Assessments**

Assessment is a critical component of DeLaSalle's teaching and learning model and is essential to ensure quality classroom instruction and learning for all students. The ongoing use of assessment helps educators monitor student learning, adjust instruction, provide intervention strategies, and improve programming. Feedback from assessments also helps students and parents by communicating progress toward mastery of content and skills, highlighting areas of strength, and identifying possible opportunities for growth. DeLaSalle's assessment plan addresses the needs of students and provides insights to teachers regarding what learning has and has not been mastered. Data from assessments is used to diagnose areas of strength and to customize instruction to address student needs.

### **Assessment Attendance Expectations:**

Assessment windows are vital moments in the educational experience at DeLaSalle. Students are expected to be present during the assessment windows and to report to class on time to make the most of each testing hour. Students should be well-rested and ready to make their learning visible.

### **School-wide and State-wide Assessments:**

Below are the windows for each school-wide and state-wide exam to be given. Exact dates for each class/subject will be determined at a later date.

<b>Assessment Name</b>	<b>Participating Students</b>	<b>Purpose</b>	<b>Assessment Window</b>
Algebra I End of Course Exam (EOC)	Students enrolled in Algebra I	<b>Graduation requirement.</b> To measure individual and group achievement in Algebra I.	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)
Algebra II End of Course Exam (EOC)	Students enrolled in Algebra II ( <i>who completed the Algebra I EOC in middle school.</i> )	To measure individual and group achievement in Algebra II. <b>Graduation requirement for students who completed Algebra I in middle school.</b>	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)
Biology End of Course Exam (EOC)	Students enrolled in Biology.	<b>Graduation requirement.</b> To measure individual and group achievement in Biology.	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)
English II End of Course Exam (EOC)	Students enrolled in English II.	<b>Graduation requirement.</b> To measure individual and group achievement in English II.	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)

American Government End of Course Exam (EOC)	Students enrolled in Government.	<b>Graduation requirement.</b> To measure individual and group achievement in Government.	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)
Geometry End of Course Exam (EOC)	Students enrolled in Geometry	To measure individual and group achievement in Geometry.	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)
English I End of Course Exam (EOC)	Students enrolled in English I.	To measure individual and group achievement in English I.	Fall Window (12/4-12/8) or Spring Window (4/23-5/11)
United States and Missouri Constitution Exams	Students enrolled in Government.	<b>Graduation requirement.</b> To determine knowledge of the US & Missouri Constitutions.	As needed (Fall or Spring)
WIDA ACCESS for ELLs	9 – 12 English Language Learners	To determine English language proficiency attainment.	February 2018
Missouri Statewide ACT	11	To determine college and career readiness.	To Be Determined
Accucess Mathematics and Reading Comprehension Assessment	9-12	To measure individual and group grade-level growth in mathematics and reading comprehension.	Winter (1/3-1/19) and Spring (5/14-5/17)

**Classroom Mid-Term and Final Assessments:**

Each classroom teacher will give regular assessments to determine student learning. Larger assessments will be given twice each quarter to determine student mastery of the content standards. The general assessment schedule is listed below.

- Quarter 1 Mid-Term Window (9/6-9/8)
- Quarter 1 Final Window (10/4-10/5)
- Quarter 2 Mid-Term Window (11/7-11/9)
- Semester 1 Final Window (12/13-12/14)
- Quarter 3 Mid-Term Window (1/31-2/2)
- Quarter 3 Final Window (3/6-3/7)
- Quarter 4 Mid-Term Window (4/11-4/13)
- Semester 2 Final Window (5/16-5/17)

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### **EOC Pretests and Post-tests:**

Classes that participate in End of Course exams will take pre-tests and post-tests based on the schedule below. These assessments will help teachers determine the students who are in need of intervention and formulate a plan for that intervention. Below are the windows for each exam. Exact dates for each class/subject will be determined at a later date.

- Pre-test Window (8/29-9/9)
- Post-test Window (2/21-3/3)

### **DRESS CODE POLICY - PURPOSE**

The DeLaSalle Charter High School administration, faculty and staff strive to maintain a safe and disciplined learning environment. The primary purpose of these dress guidelines is to ensure a school atmosphere where optimal student learning can take place. With frequent changes in clothing styles and fashion, the delineation of specific examples of inappropriate school clothing can only serve as a guideline. Extremes in wearing apparel or personal appearance that the administration feels disrupts the learning process or interferes with the intended function of the school will not be acceptable.

Whenever student attire causes a disruption to the learning process or, in the reasonable opinion of the building administrator is inappropriate or is likely to be a threat to one's safety or health, the student will be requested to change to more appropriate attire. The dress codes apply to the regular school day as well as extra-curricular events.

### **Clothing Guidelines**

The following clothing is inappropriate for school and will not be allowed:

1. **Headwear including but not limited to hats, bandannas, any type of scarves (styling head scarfs are permitted however, not covering the whole head), hair picks, combs, curlers, shower caps, stocking caps, do-rags, bonnets, hair nets, berets and hoods are NOT PERMITTED. Headwear for religious reasons is permitted.**
2. **No tank tops, halter tops, cut out tops, "wife beaters", tube tops and spaghetti straps.**
3. **Clothing exposing navels, belly, cleavage, backs, midriffs.**
4. **"Sagging" pants (All pants must be worn at waist level.)**
5. **Clothing with excessive tears and holes in the upper thigh area must have something underneath so no skin is showing. (at least 4 inches below groin)**
6. **Shorts, skirts and dresses are allowed. They all need to be below the knee length or longer. Dresses or skirts with high slits are not allowed. Dresses cannot be "form fitting" or skin tight.**

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7. **Pants such as leggings/jeggings/tights/joggers/leotards/yoga/exercise pants ARE NOT allowed.**
  8. **No flip flops, slides and open heeled sandals. All sandals must have a back strap.**
  9. **House shoes and pajamas**
  10. **Items making reference to profanity, sex, alcohol, tobacco, drugs, racism, obscene gestures or pictures, weapons, gangs and violence, and no shirts with RIP.**
  11. **Chains, as well as jewelry and/or accessories with spikes, points or sharp edges.**
  12. **Sunglasses on face or head.**
  13. **Sweatpants are allowed as long as they are not sagging. Sweatpants that are skin tight are NOT allowed. Sweatpants need to be loose fitting.**

DeLaSalle Charter desires to keep schools free from the threats or harmful influence of any gang groups which advocate drug use, violence, disharmony or disruptive behavior. Wearing apparel and communicating activities related to gangs or groups which intimidate students, staff members or patrons and threaten their safety is prohibited.

#### **CONSEQUENCES FOR NON-COMPLIANCE OF DRESS CODE**

All teachers and support staff are expected to report all Dress Code violations to the administration. Anyone dressing inappropriately will be asked to correct the problem, call parent for a change of clothes to be brought up to school. If the change is made at school the item will be turned in to the administration for the day. If no changes are made violators will spend the day in ReDiscovery

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## **ATTENDANCE POLICIES**

### **Absence Policy**

Students are expected to make wise decisions about the use of available absences. Students are expected to keep their attendance at 85% or higher. Meetings are held with administration and counselors to discuss student's whose attendance has fallen below the expectation of 85%.

Appropriate notes or documentation are required for all absences within 48 hours of absence. The following guidelines are going to be followed in cases of absences:

1. Phone call will be made to the student and parent the day the student is absent.
2. In person meeting with the student once the student returns to discuss the importance of attendance.
3. 3 days of unexcused absences will result in a parent conference.
4. If attendance falls below 80% the student will be placed on an attendance contract. Parent will have to be involved to sign the contract.
5. 5 days of missed school and a home visit will be scheduled.

Continued absences may result in truancy court involvement.

If a student is not attending due to parent/guardian requiring them to babysit, do housework, run errands, etc. this may be hotlined to the state in regards to educational neglect.

The absence policy may be suspended due to extreme circumstances related to family need (substantiated by parent contact, note or conference). Exceptions must be advocated by the counselor and approved by the administration.

Automated phone calls go out daily to parents to inform them of their student's absence or tardy for that day.

### **MEDICAL/MATERNITY LEAVE POLICY**

Students who miss school due to excused medical reasons will have the following options:

1. Students may take a leave of absence during their education at DeLaSalle Charter High School. During the leave of absence, the student will be un-enrolled, but may return when the leave of absence is complete.
2. Parents/guardians who request a medical/maternity leave for their child must have written documentation faxed from a physician. (816) 561-0285

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3. The student may elect to make up work missed and receive full or partial credit based on the amount of work completed during the leave of absence. An individual academic plan will be developed with the student, parent and counselor. The plan will outline the frequency, duration, and terms on completing work while on leave.
  4. If the student elects not to make up missed work, the student may take a medical leave and an “incomplete” in all classes. An individual plan will be developed upon return to make up the incomplete work. This plan will be developed by the student, parent and counselor.
  5. Students placed on medical leave must have a written release from a physician prior to returning to DeLaSalle Charter High School. The student will not be allowed to attend classes until the release is turned into the Admissions office.

*Documentation from a physician must be faxed to the Admissions Office at the beginning and end of medical leave.  
(Fax all documents to the attention of Christle Reed @ 816-561-0285).*

### **RESPONSE TO POTENTIAL SUICIDAL BEHAVIOR**

The Administration of DeLaSalle Charter High School believes that school staff members are in a unique position to assist students and staff members in dealing with threats of suicide. Indicators of suicide must always be taken seriously, and intervention should be immediate. Based on the level of risk assessed, different interventions may be put into place.

All school employees have the responsibility to act upon information regarding attempted, threatened, or suspected suicidal acts by following school procedures outlined below. In addition, school employees are required by law to make formal contact with a member of the Team of Care as quickly as can reasonably be expected.

Staff members who have information regarding attempted, threatened, or suspected suicidal acts should adhere to the following procedure:

- Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to a staff member trained in administering the Suicide Assessment Checklist (counselor, social worker, social work intern).
- The student will not be left alone at any time.
- Suicide Assessment Checklist will be completed by a professional social worker, school counselor, or social work intern.

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- Social worker, counselor, or social work intern will notify student's parent/guardian/family, and will implement appropriate interventions based on the level of risk, in conjunction with the student's parent/guardian/family.

A follow-up plan will be created in conjunction with a member of the Team of Care, the student, and the student's parent/guardian/family. Re-entry into the school will be contingent on the formation and implementation of a Safety Plan, which will include the identification of support systems, coping skills, risk management, and any changes in medication. Additionally, every effort will be made to assist the parent/guardian in identifying community resources that provide the appropriate care.

The issue of confidentiality does not apply in the event of a life-threatening situation.

The Suicide Assessment Checklist is not a diagnostic tool, as suicide is a behavior rather than a medical diagnosis. This tool is also not predictive as there is no tool that can be demonstrated to predict suicide. Rather, the Suicide Assessment Checklist is a semi-structured instrument that the social worker or counselor can follow to ensure that the most common risk factors known to be associated with suicide in young people have been assessed. The tools provide the social worker or counselor with an overview, allowing this person to make a best judgment call as to the level of risk for imminent suicide. Furthermore, the Suicide Assessment Checklist provides documentation to be shared with mental health professionals for the purpose of evaluating the student's level of safety and providing support.

## **SAFETY POLICIES**

### **WEAPONS**

Possession or use of a weapon by a student on school premises or at any school sponsored activity (whether occurring on or off school premises) is prohibited at all times. Any student violating this prohibition shall be subject to disciplinary action including long term suspension or expulsion, and/or legal action.

### **DRUG AND ALCOHOL POLICY**

Drug or other substance use on campus or at any DeLaSalle function is strictly prohibited. Students are expected to be clean and sober on campus and exhibit no side-effects of previous intoxication or substance abuse. Students suspected of drug and/or substance abuse may be placed in ReDiscovery or suspended from school and a parent contact made. A conference will be held to determine the nature and extent of the problem and the status of the student as a continuing student at DeLaSalle. In collaboration with parents, the staff at DeLaSalle may require the student to submit to drug testing, personal counseling, group counseling or other interventions to address the issue. The actions to be taken will depend on the commitment, attitude and desire of the student to address his/her substance issues. Students may be mandated to

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participate in the PROUD program.

**PROUD PROGRAM-** (Pupils Recovering Over Use of Drugs)

Outpatient Supported Recovery / Substance Abuse Treatment

Description of Services

- Individual counseling regarding their issues with substance abuse; which includes drugs, alcohol & tobacco.
- Group education which addresses a variety of topics such as: How Drugs Affect Today's Students, Drug Use over the Years, Tobacco's Effects, Tobacco, Disease & Death, Why People Use Tobacco, Decision Making Skills, and Alcohol Debate etc.
- Individual counseling regarding their issues with substance abuse, which includes drugs, alcohol & tobacco
- Mandated counseling on a case by case basis per administration
- Drug Screens are also conducted.
- The counselors make outside referrals on an as needed basis.
- The student's parents or guardians can also be a part of the program
- Along with substance abuse counseling, the counselors also incorporate the academic piece which is relevant to the student's success over drugs/alcohol and their goal of a high school diploma.

A lack of commitment to deal with one's substance issues will result in the student being dismissed from DeLaSalle.

**GANG POLICY**

The purpose of DeLaSalle Charter High School is to provide students with a "second chance" in a safe, nurturing environment. Any form of gang activity destroys this learning environment of DeLaSalle.

1. DeLaSalle will remain a safe zone by:
  - Not permitting any gang related colors/symbols to be worn on campus
  - Not permitting any form of intimidation of students on campus
  - Not permitting any gang related signs or gestures on campus
2. If a student violates any part of this policy, his/her parents will be notified,

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documentation will be gathered and a meeting will be conducted between the school administration and the parents to determine the extent of the student's gang related activity. The parent, student and school officials will determine the kind of action necessary for the student to remain in school and/or to get support for the student from various agencies/individuals in the community.

3. Any student who continues to violate this policy will be dropped from the program based on DeLaSalle Board policies related to harassment and disruption of the learning process.
4. Any gang related activity which takes place in the community and can be traced to an incident which happened on the DeLaSalle campus, may result in the student being dropped from DeLaSalle after due process and a meeting with his/her parent(s) or guardian.
5. A referral may be made to law enforcement agencies.

### **CODE of CONDUCT VIOLATIONS and CONSEQUENCES**

DeLaSalle Charter High School and its administration work to create a safe environment for all students. DeLaSalle works with the student's and their families to provide fair and meaningful consequences. Depending on the severity of the violation will affect the type of consequence given. As a Trauma-Informed School, we try our best to not use out of school suspension as a consequence. We have other consequences that may be used such as detention or in school suspension.

### **BULLYING**

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

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 intentions to intimidate or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacting another person with the intent to intimidate or to inflict physical, emotional, or mental harm.
- A referral may be made to law enforcement agencies.

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## **HARASSMENT and DISCRIMINATION POLICY**

All students and staff, regardless of ethnicity, race, culture, religion, national origin, gender, sexual orientation, gender identity and expression, or handicapping disability will be treated with respect and be protected from intimidation, discrimination, physical harm and/or harassment.

Harassment and discriminatory behavior that denies civil rights or access to equal educational opportunities will not be tolerated at DeLaSalle. This behavior includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that demeans the ethnicity, race, culture, religion, national origin, gender, gender identity and expression, sexual orientation or handicapping disability of the individual or individuals. Behavior creating an intimidating, hostile, or demeaning environment for education is also considered harassment. Individuals or groups in violation of this policy may be on school grounds, at school sanctioned activities or in vehicles dispatched by the school.

### **Some examples of harassment are:**

1. Make demeaning remarks directly or indirectly, such as name-calling or racial slurs or jokes, or physically threatening to harm to an individual.
2. Display visual or written material or deface school property or materials, to demean individuals or groups.
3. Threaten to or actually damage, deface, or destroy private property of any person because of their differences.
4. A referral may be made to law enforcement agencies.

Any student who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment, or physical harm to another student or staff member will be required to attend a meeting with his/her parent(s) or guardian, counselor and discipline coordinator. The student will be subjected to disciplinary action.

School support is an integral part of educational and personal success for young people. DeLaSalle remains committed to the safety of all of its students, and all staff seeks to ensure that no student experiences an unsafe or unwelcome learning environment. DeLaSalle requires all staff to acknowledge and respect the gender identity that each student consistently and uniformly asserts. No medical or mental health diagnosis or treatment is required in order to have a student's gender identity recognized and respected.

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DeLaSalle staff is committed to using the name and pronouns preferred by a student, unless otherwise required by law. Staff must address the student by the name and pronoun that corresponds to their gender identity even in the absence of a court order legally changing their name or parent/guardian permission. Staff may only change a student's name and gender marker on official records when the name of the student is changed by appropriate court action; however, to the extent the school is not legally required to use a student's legal name or gender on school records or other documents, all staff must use the name and gender preferred by the student.

Students will be allowed to use the restroom or locker room facilities in which they feel most comfortable and safe. If other students report feeling uncomfortable sharing a restroom with a transgender student or if a student has a need or desire for increased privacy, the school must allow the student(s) access to a single stall restroom, a gender neutral restroom, or the opportunity to visit the facility when other students are not present.

Transgender student athletes must have equal opportunity to participate in sports. Transgender students shall participate in physical education classes according to their gender identity asserted at school. In order to participate in extra-curricular athletic programs, transgender students must submit a written statement affirming the consistent gender identity and expression to which the student self-relates. Additionally, students must submit documentation from a medical doctor stating that they have been on hormone replacement therapy for at least one year.

## **EXPECTATIONS AND KNOWABLES FOR THE STUDENTS AND PARENTS**

The DeLaSalle staff members are committed to establishing a cooperative relationship with all students. Working with the staff and other students in the following areas will improve chances for success.

### **Academic Progress**

At mid-term the progress of student's grades that fall below a mastery level will have an opportunity to increase their grade 80% or better. Parents/guardians will be notified of a student's progress that falls below an 80% mastery level. Every nine weeks a grade card will be generated of student progress. A copy is mailed to the parent/guardian. At this time, we are unable to provide electronic documents of grade cards, attendance or discipline records. However, these records will be available to be viewed through the school's parent portal at a later date in the school year. The school will notify parents/guardians once this web based system is functional for the parents and students use.

### **Allergies/Asthma**

Parents/guardians are responsible for notifying the school of any known allergies

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pertaining to their child. If students have asthma they must carry an inhaler in case of an emergency situation. Students who have allergic reactions and have epinephrine (EpiPen auto injector) must also carry those items with them or have one located in the school in case of emergency situations.

### **Behavior in the Classroom**

Students are responsible for knowing the expectations of teachers. Students are expected to be in the classroom and in their seats on time. Attending Skills, along with the redirect policy, will be used to enforce classroom discipline. Students need to follow the classroom rules.

### **Bus Passes**

Bus passes will be given out the first week at the beginning of the month.

### **Books and Homework**

DeLaSalle provides most student materials with the exception of paper and pencil. Meaningful homework will be assigned. Students are not permitted to take any books or workbooks out of the classroom without the teacher's written permission. Library books will be checked out under the discretion of the librarian. If a textbook is needed for homework, a deposit for the cost of the book will be required. The deposit fee will be refunded when the book is returned in good condition.

### **Change of Address/Contact Information**

In an effort to keep all records and student information current and updated, any change in residency, telephone numbers, emergency contact information, medical status, etc., must be immediately reported to the admissions office. It is extremely important in cases of emergency that all student records are accurate. Parent/Guardians must update records when there are any changes in address, home or work phones, guardianship, a student names change, medical records, etc. In the case of returned mailed documents, current address must be proven within 48 hours of notification by the school. The student will be unenrolled until which time the current address is verified by lease agreement or utility bill with current address.

### **Children in School**

We do not encourage any student to bring a child to school, unless they are enrolled in our daycare program (PACES). Those students who break this rule will be asked to leave and return without the child. This policy applies only to a student parent with children (not siblings, cousins, friends, etc.).

### **Electronic Devices**

Students may have their electronic devices and electronic paraphernalia (i.e. ear phones, cases) in their possession but they are not to be seen or heard. If these devices are visible/audible/ or in use, they will be confiscated and returned at the end of the school day. The **only** time students may have their phones out during

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the day will be when they are in the cafeteria during breakfast and lunch. **No phone calls or music (without headphones) are allowed.** Once the student leaves the cafeteria, the phone needs to be put away.

**1<sup>st</sup> offense**

- Student will turn in their phone to their primary counselor.
- Student will have detention after school (45 minutes) and their phone will be returned at that time.
- Parent will be notified.

**2nd offense**

- Student will turn in their phone to their primary counselor.
- Call to the parent to have the phone picked up by the parent after the detention is served. Parent is the one who will get the phone back.

**3<sup>rd</sup> offense**

- Parent meeting is required and student will remain in ReDiscovery until the meeting takes place.
- Phone will not be returned until the parent comes to the meeting.

Any refusal by the student to give up their phone automatically moves them to the 3<sup>rd</sup> offense.

**DeLaSalle is not responsible for lost or stolen electronic devices.**

**Emergency Procedures**

Detailed instructions for fire and tornado procedures are posted in every classroom and will be discussed with all students. There will be emergency drills to prepare students for disaster situations.

**Emergencies**

All emergencies will be reported to the student's counselor and/or the Attendance/Discipline coordinator immediately. After appropriate action has been taken (notification of parent/guardian or mentor), a written report will be given to the Education Administrator by the staff person(s) involved.

**Food and Drink**

**Students will not be allowed to bring food or drinks into school.** Items taken will not be returned. Students may bring their own breakfast or lunch. All food must be non-perishable and keep in a temperature controlled container. No refrigeration is available for student lunches. Breakfast and lunch will only be eaten during those assigned times. Students are not allowed to eat or drink in classrooms or outside the building on campus grounds. Students are not allowed to take any items out of the cafeteria. Students may bring in a water bottle (empty) and get water from the water fountains to drink.

**Illness**

Students becoming ill while at school will be referred to their counselor who will

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alert appropriate administrative personnel and notify the student's parent or guardian. Students living on their own may return home with the approval of the principal or attendance/discipline coordinator.

### **Horseplay**

Pushing, shoving and mock fighting are not tolerated. Verbal abuse and horseplay typically lead to fighting which may be cause for dismissal from the school.

### **Lunch**

**Students may not leave campus during the lunch period. No carryout food should be brought into the school by a third party (family, friends etc.).**

### **Leaving School Grounds**

Students are not to leave the building once they have entered. Students may only leave the building during school hours with a PASS from the discipline team and/or counselor with authorization from the parent/guardian. Without approval from the parent/guardian a student may not leave school grounds. Students are to leave school grounds immediately upon dismissal unless given a pass by authorized staff allowing the student to remain on campus. Students leaving without proper authorization are subject to disciplinary action pending a parent conference and or suspensions.

### **Loitering after School**

Students are to exit the building after retrieving personal items. Student must exit the building within 10 minutes of the school day unless they are involved in a school organization, a sponsored activity, or under the supervision of a teacher or administrator. Students who remain on school grounds or in the building after the 10 minutes, without supervision, may be subject to disciplinary action. Students will be allowed to remain in the foyer area during inclement weather to wait on rides. Any remaining students will not be allowed into the main building.

### **Medication**

All medications must be in the original prescription bottle. Non-prescription medication must also be in the original purchased container. All medication which the student is scheduled to self-administer during school hours must be verified with a written document from a physician. DeLaSalle will only have Band-Aids and Cough Drops and other items for first aid. No other medication will be available for students.

### **Parent/Mentor Conferences**

Parent/Guardian conferences will be held at the direction of the Education Administrator, Attendance and Discipline Coordinator or Counselors. Parents/Guardians are encouraged to request a conference at any time. Conferences may be scheduled by calling the school at 816-561-4445 and speaking with the student's counselor.

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## **Parking**

Students are allowed to park in the DeLaSalle staff parking lot. There is a section on the north side of the lot that they are to park in. Also, students will be able to park on the street in front of the parking lot on Troost Ave or behind the school on Forest Ave.

## **Passing Time**

There is a 4-minute passing period between classes. Students are responsible for watching the time. The official time is on the teacher's computer. Students are not allowed in the halls during class time. Students are not to be in the hallways without a pass. This is the time to use the bathroom or make appointments with counselors and/or teachers. Teachers will close their doors at class time; anyone late will be counted as tardy unless they have a pass. Students who accumulate 2 tardies per week will result in an after school detention. Occasionally, there will be a need for a hall freeze. Any student found in the hallway after the hall freeze horn will be collected by support staff in the hallway will receive an after school detention.

## **School Cancellation**

In case of school cancellation due to inclement weather, students should watch the local television stations and look for DeLaSalle Charter High School for closure.

## **Student Identification Cards**

All students will be given a student ID. The ID must be worn throughout the school day. The first student ID will be provided for free. Replacement ID's will cost \$5.00 (cash only). Temporary paper ID's will be \$1.00. If student can't pay the cost at that time the fee will be added to their transcript. An invoice will be mailed home at the end of quarter if your student has fees added to their transcript.

## **Student's Possessions**

Students are responsible for all of their belongings and keeping them safe. Do not leave your items unattended. Students are advised not to bring valuable items to school. **The staff at DeLaSalle will not search other students or classrooms for lost, stolen or misplaced items.**

Students should check their own personal belongings before entering the school, the school bus, or any vehicle transporting them to and from school. Students are also responsible for any contraband found in their possession. Contraband includes drugs, weapons, alcohol and/or other materials deemed illegal or unauthorized under Missouri federal law, or school policy. If the items are found in any of these places: student's clothing, student's purse/book bag or billfold, their desk, and/or their automobile located on the school's property.

## **Suspended Students**

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Suspended students are not allowed on the DeLaSalle Campus or within 1000 feet of the campus. This distance includes the metro bus stops anytime during intake or dismissal time while on suspension for any reason. If it is found that suspended students are in any of these prohibited areas they will be subject to additional discipline consequences.

### **Tardies**

Students are to be on time. Being on time is a valuable habit in the world of work. Tardies will be taken seriously and continued tardies may result in disciplinary action which may include after school detention or ReDiscovery.

### **Telephone/Cell Phone Usage**

Students are not permitted to make telephone calls except in an emergency. The counselors can authorize a student to use the telephone. Cell phones will not be permitted to be used during school. **Please do not call or text your child's cellphone during school hours.** Counselors will handle emergencies, please call 816-561-4445 and ask for your child's counselor, they will find your student and let you talk to him/her.

### **Team of Care**

Any student who has a history of mental illness or is suffering from high stress situations and/or crisis can be referred to one of our in-house counselors for support /counseling services. In some cases if a student develops a pattern of behavior that cannot be counseled in-house, that student may be referred for outside assistance and may be unable to return to school until an assessment and/or treatment are done or a scheduled appointment with our in-house psychiatrist will be mandated.

### **Use of Video Surveillance/Metal Detectors**

Students and parents should be aware that as part of our overall security plan video security cameras have been placed in designated locations inside and outside of the building. Metal detectors are used at the front entrance of the school. All students, parents and guest are required to pass through the metal detectors successfully. All bags will be checked.

### **Use of Tobacco**

The use of any tobacco products is strictly prohibited in the building and on school grounds. Students who are found smoking will result in disciplinary action, including dismissal. **Any and all tobacco products found during entry into the school building will be taken and disposed of. This also includes lighters and matches.**

### **Visitors**

Parents/Guardians and guests on official business are the only visitors received into the school. All visitors must sign in at the reception desk. Visitors will be escorted throughout the building. Former students must have an appointment

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with a staff member in the building. Those visits will be allowed only after school has been dismissed for the day.

**Failure to conform to these expectations may result in your dismissal.**

**DeLaSalle-Provided Transportation**

**Who Is Eligible?**

- All students will be issued a 31-day Metro bus pass that will be handed out at the beginning of each month.

**SCHOOL BUS DISCIPLINE**

Although DeLaSalle uses public transportation, we still expect for our students to display a high level of respect and dignity. Any issues that occur on public transportation and are reported to the school, will be handled by our Team of Care. Frequent issues on public transportation could result in your student losing their privilege to receive a bus pass.

If problems occur in a student with disabilities, the student's IEP will be reviewed and alternative transportation will be considered by the Team of Care. If the behavior is determined not to be related to the student's disability, student will run the risk of losing their privilege to receive a bus pass.

**Every Student Succeeds Act (ESSA)**

**Federal Programs Parent/Guardian Notification**

**Every Student Succeeds Act (ESSA) of 2015 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.

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4. Within thirty days 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.
  5. 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.

For any student attending a school receiving Title I funds, DeLaSalle Charter High School 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 qualification 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 qualifications or licensing criteria have been waived;
- Whether your child is provided services by paraprofessionals and, if so, their qualifications; and
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.

In addition to the information that parents/guardians request, a school receiving Title I.A funds must provide each individual parent/guardian the following information:

- Information on the achievement level and academic growth of the parent's/guardian's child, if applicable and available, one each of the State academic assessments required under Title I.A.; and
- Timely notice that the parent's/guardian's child has been assigned to or has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**The Every Students Succeeds Act (ESSA) 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 Every Student Succeeds Act (ESSA).**

A complaint is a formal allegation that a specific federal or state law or regulation had been violated, misapplied, or misinterpreted by school district personnel or by Department of Education (**Department**) 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 DeLaSalle Charter High School is as follows:

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*Although no member of the community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administration 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. Education Administrator*
- 3. Executive Director (or 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 Department 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.*

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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## 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. DeLaSalle Charter High School 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.

DeLaSalle Charter High School 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.

DeLaSalle Charter High School 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 Education Administrator'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.

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**FERPA**  
**NOTICE PROVISION OF THE FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT**

DeLaSalle Charter High School is mandate to inform each parent/guardian of 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 requires 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. DeLaSalle Charter High School designates the following items as Directory Information.

High 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)**

DeLaSalle Charter High School may notify parents/guardian of secondary schools students that is it required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. Parents/guardians or eligible students may request that the District not release this information and the district shall comply with the request.

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## **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 Children's Division.

### **Educational Rights of Homeless Students**

**Under the McKinney-Vento Act, children in homeless situations have the right to:**

- Go to school, no matter where they live or how long they have lived there
- Attend either their school of origin or their local school
- Receive associated transportation services
- Enroll in school immediately, even if missing documents normally required for enrollment, such as:
  - birth certificate,
  - proof of residence,
  - school records,
  - Immunization (shots) or medical records
  - proof of income
- Have immediate access to free lunch (without filling out forms)
- Engage in all the same programs and services that are available to all other students

### **Who Qualifies for Services?**

Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

- Children and youths who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in emergency or transitional shelters; or
  - abandoned in hospitals;

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- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
  - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - Migratory children who qualify as homeless because they are living in circumstances described

### **Services and Supports**

Homeless children may require the following:

1. School Transportation
2. School supplies and backpacks
3. Uniforms for school
4. School Activity and Field Trip Fees
5. Before and after school tutoring
6. Case Management
7. Resource Referrals

### **Definition of Limited English Proficient**

The term 'limited English proficient', when used with respect to an individual, means an individual

- who is aged 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the

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English language may be sufficient to deny the individual —

- the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
- the ability to successfully achieve in classrooms where the language of instruction is English; or
- the opportunity to participate fully in society.

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## **INSTRUCTIONAL SERVICES**

**Policy 6320**  
**Revised 9/18/12**

### **Libraries, Media and Technology Services**

#### **Internet Safety Policy**

##### **A. Introduction**

It is the policy of the DeLaSalle Charter LEA to: (a) prohibit user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prohibit unauthorized access and other unlawful online activity; (c) prohibit unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

##### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

##### **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

##### **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**E. Supervision and Monitoring**

It shall be the responsibility of all School employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of DeLaSalle Charter LEA Network Administrator or designated representatives.

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**DeLaSalle Education Center  
Team of Care  
Academic Contract**

**Student/ID#:** \_\_\_\_\_ **Date/Quarter:** \_\_\_\_\_

**Counselor:** \_\_\_\_\_ **# of classes:** \_\_\_\_\_

**Contract Start:** \_\_\_\_\_ **Contract End:** \_\_\_\_\_ **Review:** \_\_\_\_\_

**List of Classes:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I \_\_\_\_\_, am being placed on an Academic Contract because I am behind in credits due to \_\_\_\_\_.

I am aware that I must earn at least \_\_\_\_\_ credits and/or maintain an 80% average in all classes listed above by \_\_\_\_\_. If I fail to comply with the requirements documented above, I risk being dismissed from DeLaSalle Charter High School.

I have read and understand the above requirements. In signing below, I certify that the information has been discussed with me and I agree to the terms of this contract.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Counselor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attendance/Discipline:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments/Results:**

\_\_\_\_\_  
\_\_\_\_\_



**DeLaSalle Charter High School  
Attendance Contract**

It is important that all students attend school on a regular basis. School attendance is required by Missouri law for all school-aged children and school authorities are obligated to report violations. In addition, the state of Missouri requires our school have a cumulative attendance percentage of 95% or higher. This contract is an agreement between the student, the school, and the family to improve school attendance.

Conference Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

1. My attendance problem is:

- 
2. I agree to do the following to resolve my attendance problem:
- A. I will make every effort to be in school every day.
  - B. I understand that school will contact my parent/guardian if I am absent or tardy.
  - C. I will get to school on time every day.
  - D. I will attend all of my classes.
3. We (student, parent/guardian and school) understand that if we have a breach of this contract:
- A. If the student has another unexcused absence they will be assigned 5 days of detention (2:45-3:30).
  - B. If there are any more days missed or they refuse to attend detention, a ticket will be written for truancy and the court will become involved. This may result in court citations and fees for continued absences.

\_\_\_\_\_  
Student Signature                      Date of Birth                      Date

\_\_\_\_\_  
Parent Signature                      Date of Birth                      Date

\_\_\_\_\_  
Counselor Signature                      Date

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DeLaSalle Education Center  
Team of Care  
Behavior Contract

Student/ID#: \_\_\_\_\_ Date/Quarter: \_\_\_\_\_

Counselor: \_\_\_\_\_

Contract Begin: | \_\_\_\_\_

**Expectation(s):**

1. Student will have an attendance rate of better than 80%.
2. Student will attend all counseling groups and individual therapy sessions recommended by DLS staff.
3. Student will be required to attend all classes and complete daily assignments.
4. Student will not use offense language in class.
5. Student will have NO altercations with any other student/staff.
6. Student will have no more than 2 referrals per quarter.
7. Student will be required to follow all DLS rules and expectations.

I \_\_\_\_\_, agree to the terms of this contract. In signing below, I certify that the information has been discussed with me. I further understand that failure to comply with the above may result in the following:

**Rediscovery,  
Suspension,  
Or Discharge from DeLaSalle**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Results:

\_\_\_\_\_  
\_\_\_\_\_



This letter signifies that I,

\_\_\_\_\_ / \_\_\_\_\_ have  
been given and informed of the rules and regulations of DeLaSalle Charter Handbook with a  
representative from DeLaSalle Charter High School. By signing you agree to adhere to the  
student handbook rules and regulations.

Student

Date

\_\_\_\_\_

\_\_\_\_\_

Parent

Date

\_\_\_\_\_

\_\_\_\_\_

DeLaSalle Charter High School Representative

Date

\_\_\_\_\_

\_\_\_\_\_



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