

Student and Family Handbook 2011-2012



CONFLUENCE

PREPARATORY ACADEMY

www.confluenceacademy.com

Notice of Non-Discrimination

It is the policy of Confluence Academies "Confluence" not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. No person shall be excluded from participation in, or be denied the benefits of, any service; or be subjected to discrimination because of race, color, national origin, religion, sex age, or disability. Confluence provides equal access to the Boy Scouts and other designated youth groups as required by the Boy Scouts of America Equal Access Act

To make a formal complaint that the Non-Discrimination Policy was violated, Complainant should prepare, sign and date a written statement of complaint. Complaints should be given to Joyce Jefferson in person, by email, or mail at

Confluence Compliance Coordinator
Joyce Jefferson
611 N. 10th Street, Suite 550
St. Louis, Missouri 63101
(314)588-8554
joyce.jefferson@confluence.edisonlearning.com



Hello Confluence Preparatory Family:

I hope you have found some time to relax and make some fun and memorable moments with family and friends this summer. For all of our new family members, I welcome you to the CPA family; and for our returning families, I welcome you back to the new school year.

I am excited to begin my journey with Confluence Preparatory Academy as Principal. Through the collective energies of all, student achievement has increased. Preliminary scores on our EOC tests from this past year indicate the highest in the history of CPA. I commend you for your continuous efforts to assist our students to SOAR with PRIDE in OUR school!

High expectations and accountability will be top priority for all of us at CPA. We must settle for nothing less than the BEST in OUR school! Success in anything, has one fundamental aspect – EFFORT. To achieve exponential results requires additional EFFORT. Students and staff will be hearing much about our theme for the 2011-12 school year, 212 ~ the extra degree. Our theme evolves from the fact that at 211 degrees, water is hot, very hot. At 212 degrees, water boils. With boiling water, comes steam. And with steam, you can power a train. One extra degree can make a world of difference. We MUST commit to operating our lives at 212 degrees in everything we do...it is time to turn up the heat.

Please know that my door is always open to you. If you need assistance or have questions, please do not hesitate to contact me. I am here to serve you and help ensure each child at CPA receives the best education possible in the safest environment.

Again, welcome to CPA for another year of learning, networking, and PRIDE. We are ready to take it to the next level. At 212 degrees, we will make it happen!

Sincerely,

Kacy Seals, ED.S

Principal

Student and Family Handbook 2011 - 2012



Dear Families,

Welcome to Confluence Preparatory Academy. This handbook has been prepared to strengthen the partnership among students, parents, guardians and the school. Questions regarding policies and procedures should be directed to one of the administrators at your school. All references in the handbook to Confluence Academy apply to Confluence Preparatory Academy students. The District reserves the right to modify this handbook during the school year as circumstances may dictate. **Please read and discuss the information contained in the handbook with your student(s) and then sign the following forms and return to your child's homeroom teacher.**

- Learning Success Compact
- Acknowledgment (below) indicating that you and your student(s) understand the policies set forth by Confluence Academy and Confluence Preparatory Academy
- Technology Acceptable Use Policy

We look forward to a productive and enriching year with your students.

Student and Family Handbook Acknowledgment

We have thoroughly read, discussed, and fully understand the information presented in this 2011-2012 Confluence Preparatory Academy Student and Family Handbook. Any questions, comments, or concerns that I come across, I will address with the proper staff members in order to continuously comply with the expectations of Confluence Preparatory Academy.

Parent/Guardian Signature _____

Student Signature _____

Homeroom Teacher _____

Date _____

2011 - 2012
Confluence Preparatory Academy
Learning Success Compact

By and between (print name on line)

Student

Parent or Guardian

Craig Glover, Chair
On Behalf Of Confluence Academy

Confluence Preparatory Academy is committed to providing the highest quality pre-collegiate education to its students. Our goal is to empower each student to achieve at his or her fullest potential, to become a life long learner and a responsible citizen. Simply put, our aim is success for all our students.

In order to achieve these goals, Confluence works in close partnership with students, parents and guardians. Each partner has an important role to play and must be totally committed to student success and adhering to the school's core values of: wisdom, justice, courage, compassion, hope, respect, responsibility and integrity.

This Learning Success Compact outlines the expectations and responsibilities of each member of our learning community. Please review each statement and initial where indicated to acknowledge your agreement.

Student

As a student at Confluence Preparatory Academy, I understand that I am an important member of our learning community and pledge, by initialing beside each line, that I will:

- Believe that I am capable of learning great things_____
- Do my best in my school work and turn assignments in on time_____
- Attend school every day (no more than 4 absences a year)_____
- Be on time for school and be ready to learn_____
- Read at least 3 books per semester from Confluence Prep's independent reading list_____
- Demonstrate a positive attitude toward school_____
- Engage in safe and appropriate behavior both in and out of school_____
- Adhere to the core values_____
- Accept responsibility for my own actions_____
- Show respect for myself, my school and other people_____
- Exhibit respect for myself and my school by adhering to the dress code policy_____

Parent or Guardian

By choosing to enroll my student in Confluence Preparatory Academy, I am agreeing, by initialing beside each line, to be an active member of the learning community and will:

- Believe that my child is capable of learning great things_____
- Ensure that my child attends school every day (no more than 4 absences a year)_____
- Ensure that my child is on time (arriving no later than 7:25 for 7:30 a.m. start)_____
- Ensure that my child is dressed according to the dress code in the Student Handbook_____
- Provide a quiet place for my child to study at home_____
- Review school work regularly with my child for understanding and completeness_____
- Emphasize the importance of reading and will require that my student reads at least 3 books per semester from Confluence Prep's recommended independent reading list_____
- Attend all Parent / Teacher Conferences and will communicate routinely and constructively with my child's teacher regarding his/her academic and behavioral progress_____
- Support the school in developing positive behaviors in my child by modeling appropriate behavior for my child and encourage a positive attitude toward school_____
- Support Confluence Academy's core values_____
- Show respect and support for my child and school staff_____
- Ensure that a **working** phone number and emergency contact person are always on file at school_____

Confluence Academy

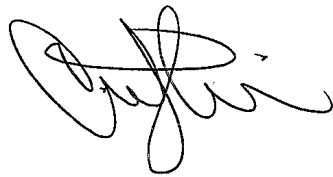
Confluence Academy is committed to the success of each and every Confluence Academy student and, by initialing beside each line, will:

- Believe that each child is capable of learning great things_____
- Provide a safe, pleasant and caring learning environment_____
- Assist each child in achieving academic progress_____
- Respect the uniqueness of each child and his/her family_____
- Adhere to the core values in all aspects of school operations_____
- Provide quality, standards based curriculum, instruction and assessment measures_____
- Communicate regularly with families regarding academic and behavioral progress_____
- Help students learn to resolve conflicts in an appropriate and positive manner_____
- Maintain high expectations for all members of the learning community_____

By signing this Learning Success Compact below, all parties agree to uphold the responsibilities and expectations as outlined above.

Student

Parent or Guardian



On behalf of Confluence Preparatory Academy



Technology Acceptable Use Policy

Access to the computers, network, internet, e-mail, and other technology services is a privilege, not a right. With this privilege, there also is a responsibility to use these technologies solely for educational purposes and not to access or to share inappropriate or unauthorized materials. Although technology resources are vital instructional tools for our students, abuse by any person will not be tolerated.

1. In compliance with the Children's Internet Protection Act (CIPA), Confluence Academy uses filtering software to restrict access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. However, no filtering or blocking device is foolproof. Students are required to notify a teacher or principal if they encounter materials that violate these guidelines. Disabling or evading, or attempting to disable or evade, the filtering software is prohibited.
2. All use of the network, internet, and e-mail services must be in support of education and research. Transmission or copying of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material (for example, movies, videos, music, and video games), threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned, or operated by Confluence Academy, imposes certain responsibilities and obligations on users and is subject to the Code of Conduct and local, state, and federal laws.
3. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. The school's policy regarding hazing and bullying, including cyber-bullying will be strictly enforced.
4. Students may not use or access social networking web sites such as Facebook, MySpace, and/or Bebo, or internet chat rooms.
5. Commercial use of technology resources is strictly prohibited. Students may not use the system for political activities or to seek to impress or impose personal views on others.
6. Students may use technology resources only for instructional purposes.
7. Users are not permitted to download or open unauthorized executable files. Large files should be downloaded during off-peak hours whenever possible.
8. Students will not post or circulate chain letters or any unnecessary message broadcasted to a large number of people.

9. Students will not post personal information about themselves or others, including birthday, social security number, address, telephone number, or other personally identifiable information.
10. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, including, but not limited to, requests to meet in-person or requests for personally identifiable information.
11. Students will not attempt to gain unauthorized access to the e-mail system, the Confluence Academy Web pages, or any proprietary systems. This includes attempting to log in through another person's account, access another person's files, e-mail and/or network access.
12. Students will not use the Confluence Academy system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing Confluence Academy policies or procedures. Reference to such activities, whether intended to be a prank or otherwise, will be treated as threats, and prosecuted accordingly.
13. Students will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges.
14. Students will immediately notify a teacher or administrator if they have identified a possible security problem.
15. Students will not disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
16. Students will not knowingly vandalize or cause damage to Confluence Academy equipment or software.
17. Students will not use technology resources to access or send material that is profane, lewd, vulgar, indecent, libelous, obscene, pornographic, or that advocates illegal acts, violence, or discrimination towards other people.
18. Students who mistakenly access inappropriate information or images should immediately report this to a teacher or administrator, to initiate proceedings to have the materials blocked.
19. Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.



20. Students will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.
21. A student does not have a legal expectation of privacy in the student's electronic communications or other activities involving the district's electronic resources. The district may examine all information stored on district electronic resources at any time. The district monitors student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a student's account, may be intercepted, accessed or searched by district administrators or designees at any time. All district technology resources are school property.
22. Confluence Academy and its affiliates make no warranty, either expressed or implied, for the technology services provided, and will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. Confluence Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

I, the undersigned student, understand and accept the above conditions for the acceptable use of technology resources. I also understand and agree that any violation of these conditions can and will result in disciplinary action, up to and including loss of technology privileges and dismissal. Furthermore, I acknowledge that I will be held responsible with civil or criminal due process for any violations of law or any damages to technology resources resulting from any violation of this acceptable use policy.

Student Signature _____ Date _____

As the parent or guardian of the above student-user, I understand these conditions for acceptable use of technology resources and will support this Technology Acceptable Use Policy. I further understand that I am responsible for any violation demonstrated by the above student.

Parent/Guardian Signature _____ Date _____

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Confluence Academy At A Glance

Contact Information

Please contact school administrators if you have questions about the material in this handbook.

Confluence Preparatory Academy (Grades 9, 10, 11, 12) P: 314.588.1088

310 North 15th Street
St. Louis, MO 63103

Confluence
Preparatory
Academy
At A Glance

School Overview

Confluence Academy is a public charter school system in the City of St. Louis serving students in kindergarten through high school. Governed by a Board of Directors, Confluence Academy is sponsored by the Missouri University of Science and Technology.

Mission Statement

The mission of Confluence Preparatory Academy is to enable and inspire every student to develop fully his or her intellectual capacity and commitment to active citizenship. At Confluence Prep we strive to:

- Prepare every student for admission to a four-year college or university;
- Educate students to achieve ambitious math, science, literacy and other academic goals in a rich educational environment;
- Teach students to respect and positively impact themselves and the global community they are entering; and
- Motivate students to become self-directed lifelong learners.

Confluence Academy Board of Directors 2011-2012

Craig Glover, Chair

Armando Siliceo-Roman, Vice-Chair

Paul Tice, Treasurer and Chair, Finance Committee

Jennifer Kovar, Secretary

Sonya Henry, Chair, Academic Committee

Jeanice L. Baker

James Buford

Dr. Harvey Fields

Tim Rowbottom

Dr. Susan Uchitelle, Chair Emeritus

Dress Code – Uniform Policy

All students will contribute to creating a safe and orderly learning environment by wearing their school uniform at all times. Confluence Preparatory Academy expects students to dress for success. The way a student dresses affects their attitude and behavior. Clothing and accessories that detract from the educational process are not permitted. We expect our students to maintain a level of dress conducive to learning.

All clothing must be the appropriate size for the student. Please remember if a student must tug at his or her clothes to make them fit (whether too large or too small), he or she is out of uniform.

Parents will be notified if there is a special day where students are not required to wear uniforms.

Dress Code Guidelines

Our school dress code for students is as follows:

- **Shirt** - must be a navy blue polo shirt (either with or without the Confluence Preparatory Academy logo).
 - Navy blue or white turtlenecks may be worn under the uniform shirt.
- **Pants/Capris/Shorts/Skirts/Jumpers** - must be khaki
 - All pants must be worn at the waist with a belt.
 - Shorts, skirt and/or jumpers must be no shorter than knee length.
 - No stretch material, stirrup pants, spandex materials, bibs/overall pants, sweat pants, biker shorts, denim material, leg warmers and leggings.
 - Low-rise pants, bare midriffs, tank tops, halter tops and any other items/styles deemed inappropriate by the principal or his/her designee are not acceptable uniform attire.
- **Shoes** - need to be black, brown, navy or white and completely cover the foot. NO FLIP FLOPS
- **Socks or tights** - socks must be worn.
- **Sweaters/Sweatshirts** - navy blue or white sweaters, sweatshirts, or sweater vests may be worn during the school day.

- **Belts** - should be solid black, brown or navy.
- **Jewelry** - earrings no larger than a quarter.
- **Hair accessories** - must be of a functional nature.
- **Hats, caps, hoods, scarves, other head coverings and bandanas** - may not be worn in the building, except for bona fide religious or medical reasons.

Sunglasses may not be worn by students except for bona fide medical reasons. Spiked bracelets and similar items may not be worn or brought to school. No employee or volunteer shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.

Pierced jewelry shall be limited to the ear, should not dangle, and should be no larger than the size of a quarter. Dog collars, tongue rings, wallet chains, large hair picks, removable tooth grills, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited. All chains are prohibited at school and on the bus.



The final decision regarding the appropriateness of clothing, jewelry, and apparel will be at the discretion of the school administrators. Students who are out of uniform are subject to loss of privileges and/or disciplinary actions.



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AUGUST

15 – First Day of Classes

SEPTEMBER

5 – Labor Day

23 – Professional Development Day – No Classes

October

14 – First Quarter Ends

17 – Second Quarter Begins

27 – Parent Teacher Conferences, No Classes

28 – Professional Development, No Classes

NOVEMBER

11 – Veterans Day

23–25 – Thanksgiving Holiday

DECEMBER

16 – Second Quarter/Second Semester Ends

19-30 – Winter Break

JANUARY

2 – Winter Break

3 – Classes Resume

3 – Third Quarter Begins

16 – Martin Luther King Holiday

27 – Parent Teacher Conferences, No Classes

FEBRUARY

17 – Professional Development, No Classes

20 – Presidents Day

MARCH

16 – Third Quarter Ends

19-23 – Spring Break

26 - Fourth Quarter Begins

APRIL

6 – No School

20 – Professional Development, No Classes

MAY

24 – Last Day of Classes, 4th Quarter Ends

25 – Professional Development, No Classes

28 – Memorial Day Holiday

Confluence Preparatory Academy: A to Z

Attendance | Absences

In order for each student to receive maximum benefit from school, regular attendance is a must. Confluence Academy requires that all students enrolled must attend school regularly in accordance with laws. Please note that absences are measured in terms of school hours so arriving late and taking your child out of school early count toward absences when unexcused.

The Missouri Compulsory Attendance Law R.S.Mo. Section 167.031 mandates that “any parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years of age shall cause the child to attend regularly some public, private, parochial, parish, home school or some combination of such schools not less than the entire term of school which the child attends

After the first day of absence, the school will call the student’s home. After a student has accumulated three (3) or more days of unexcused absences, parents will receive an attendance letter from the Attendance Office. The letter reminds parents of their obligation to keep the school informed of the reasons for their child’s absence. It also notifies them that continued absences by the child without explanation would be reported to the Truancy Court. Enclosed with the letter are the school policies on student absences and truancy.

After five (5) or more days of unexcused absences, parents will be referred to the appropriate authorities. A letter will be sent to parents informing them of legal obligation and consequences to parents who violate the Missouri Compulsory Attendance Law.

After ten (10) or more days of unexcused absences, the Truancy Court of the City of St. Louis will be notified and a letter will be sent to parents regarding such notification.

Students are expected to be in class on time, every day, and ready, willing, and able to learn. Students are tardy if they are not in their classroom by 7:30 a.m. If a student arrives after the school’s designated starting time, a student must sign him/her in at the main office unless their bus is late.

School hours:

High School: 7:30 a.m. to 3 p.m. : Monday through Friday

Breakfast is served beginning at 7:00 a.m.

Absences | Excused

If your child will not be coming to school, parents should do the following:

Please contact the school by phone to the attendance voice mailbox or through email to the school office to let us know that your child will not be in school. Upon your child's return to school, he or she must bring a written excuse note from home. Parents who call the voice mailbox must still send a note for the absence. All written excuses are to be turned into the main office, not the classroom teacher.

By law acceptable reasons for excused absences are:

- Observance of a religious holiday
- Religious instruction with a maximum of 36 hours per year
- Trips to exhibitions, colleges or places for educational purposes, maximum five days per year
- Planned vacation up to a maximum of five school days with prior notification in writing
- Medical/health related appointments, which cannot be scheduled after school hours
- Illness or recovery from an accident
- Quarantine
- Death in the family
- Court Appearance
- Unavoidable family emergencies
- Inclement Weather

Any absence resulting from a situation other than those listed above will be considered unexcused.

Accidents

Initial treatment is given to pupils with minor injuries when an accident occurs in school. The school will always notify the family when medical care may be needed for an injury or illness. If an immediate family member or guardian can't be contacted, all numbers on the emergency list will be called. Families must keep the school informed of changes in their telephone number, and how they can be reached in an emergency. The Confluence Academy staff is not responsible for medical expenses and bills. If an ambulance has to be called due an emergency, the parent will be responsible for the cost.

Arrival | Dismissal Procedures

AM Bus Procedure:

All Confluence students riding their assigned bus are required to stay in their seats until the supervising faculty/staff member escorts them from the bus. Only the supervising faculty/staff member will release students off the bus. Students who violate the Code of Conduct will receive "Pupil Safety Violation/Bus Reports" completed by the bus driver, and submitted to the principal. The principal will take appropriate action.

Parent Drop-Offs:

Confluence staff will begin supervision of students at 7:00 a.m. For each child's safety, students may not be present on school grounds or get dropped off near school property before this time.

Dismissal Procedure:

Dismissal will begin at 3:00 p.m. The supervising faculty/staff member will dismiss students to their assigned bus. All students are to respect the rules and regulations set by the bus company.

Breakfast/Lunch

Breakfast will be served daily until 7:25 a.m. Students can either bring a lunch from home or purchase a lunch from the dining room during their lunch period. Lunches brought from home must be ready to eat. Students will not be allowed to use the microwave to heat food due to liability and safety reasons.

Free and reduced breakfast and lunch programs are available. All families, regardless of household size and income, may be eligible, and are encouraged to apply to participate in the program. Applications are available July 1st, and should be completed and returned as soon as possible. Those students without a current, completed application on file will be charged full price for breakfast and lunch. Any student, regardless of meal status, will not be served a meal if their account exceeds \$10. Families may complete a new application any time that there is a change in household income/and or size.

Cell Phone And Other Electronic Devices

The use of cellular phones and electronic devices is prohibited during class time and school functions. They must be turned off. Students violating this policy will have their cell phones or electronic devices confiscated and are subject to disciplinary consequences. Confiscated phones and electronic devices will only be returned to the parents or guardians of the student. The school is not responsible for lost or stolen cell phones or other electronic devices.

Change of Contact Information

School records must be up-to-date at all times. The school must be notified immediately when a change of address or a change of telephone number occurs. **Please call the school office with new contact information.**

Change of Name

A court order showing changes in a child's legal name must be submitted to the school. School records cannot be changed without this legal document.

Communication

Confluence Preparatory Academy is committed to promoting communication between our staff and our families. Please call our school with any questions or concerns you may have. Listed below are some of the formal ways that our school staff will contact our families:

Newsletters: Periodic newsletters will be sent home with students containing school and grade specific news. Teachers may send additional information home specific to their class. You will also receive Confluence Connections, a Confluence-wide newsletter.

Phone: You are welcome to call in order to receive your child's homework assignments or to communicate with your child's teacher directly. Please leave a message in their voice mailbox. Your child's teacher will return your phone call at a time when he or she is NOT scheduled to teach.

Web Site: Confluence Academy's web site, www.confluenceacademy.com, includes useful information, such as the school calendar, lunch menus and upcoming events.

Parent Portal: This is a secure internet site through which you can see the grades and other information about your student, as it becomes available.

Corporal Punishment

CORPORAL PUNISHMENT IS PROHIBITED AT ALL TIMES AT CONFLUENCE ACADEMY. Parents are not to physically discipline their child on school grounds.

Early Dismissal

Parents should make every effort to adhere to regular dismissal times. If a child needs to be dismissed early, the parent must send a note to school with the child.

Parents must provide the main office with names and telephone numbers of adults who may pick up their child. Parents should update the names in person. **Only authorized adults whose names are on the emergency list for the child in the main office may pick up that child. Identification is required for picking up students.**

As a reminder, excused and unexcused early dismissals count toward absences and may result in truancy. In order to facilitate a smooth close of the school day, all telephone calls received one (1) hour before school dismissal are forwarded to voice mail.

Emergency Drills

To remain in compliance with the state law and safety regulations, code red drills are held throughout the school year. School administration, in cooperation with the City's Fire and Police Departments, coordinates the school safety program.

Enrollment

To apply for enrollment in Confluence Preparatory Academy, parents or guardians should submit a completed student application for each student they wish to enroll along with the following documents: birth certificate, proof of residency (such as a utility bill or lease agreement) and immunization records, and current report card.

In order to be eligible to attend Confluence Preparatory Academy, the student needs to be a legal resident of the City of St. Louis or reside in a St. Louis County School District and be eligible to participate in the Voluntary Interdistrict Transfer Program. If the Student is not a legal resident of Confluence Academy's District, the parent or guardian may submit to the Board of Directors a Request for Waiver of Residency.

Waiver of proof of residency may only be granted on the basis of hardship or good cause. Good cause shall include, but not be limited to, situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver.

Field Trips

Teachers will plan occasional field trips for a specific educational purpose. A student must have a Field Trip Permission Slip completed and signed by the parent in order for the student to participate. The teacher will also send a notice home prior to each field trip to let parents know what is planned.

Fire Drills

To remain in compliance with the state law, fire drills are held once a month during the school year. School administration, in cooperation with the City Fire and Police Departments, will coordinate the school safety program.

Gum Chewing

No gum chewing is allowed during school hours.

Health Needs of Students

Parents are asked to notify the school if students have particular health needs. In a case where adjustments need to be made for reasons of health, or where serious health problems exist, a physician's letter is required. This letter should be updated yearly and as changes occur. If a student has a special dietary need, please also provide the school with a letter from the physician.

Immunization

Except for the exemptions listed below, in order to enroll a child, the school must be provided satisfactory evidence of immunization from the following communicable diseases: diphtheria, tetanus, pertussis (except that pertussis vaccine is not required for children seven years of age or older), polio, measles, rubella, mumps, hepatitis B, and varicella (chicken pox). The evidence must be a statement, certificate or record from a physician or other recognized health facility or personnel, stating that the child has been given the required immunizations (and the dates they were given); except that if the child has already had chicken pox, the doctor may provide a written statement that the child had the chicken pox, and the date thereof, and that the child therefore does not need that vaccine.

Exemptions

1. Medical exemption. A child is exempt from immunizations upon certification from a doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life, or that the child has documentation of laboratory evidence of immunity to the disease.
2. Religious exemption. A child is exempt from immunization if a parent or guardian objects in writing to the school administrator that immunization of that child violates his/her religious beliefs.

Immunization (cont.)

3. Immunization in progress. Students may continue to attend school so long as they have started an immunization series and satisfactory progress is being accomplished. A form is available from physicians and public health nurses to document immunization in progress.

Students may be excluded from school if they do not have the required immunization or exemption, except that homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization.

For further information, see Missouri Code of State Regulations, 19 CSR 20-28.010

Infectious Diseases

Any student found to have an infectious disease (e.g., chicken pox, strep throat, ring worm, head lice, impetigo, scabies, scarlet fever) is not allowed to be at school so long as there is any risk of such disease being transmitted by the pupil. Upon the return to school, the student must bring a physician's letter indicating that the disease is no longer transmittable. The letter should be brought to the office and cleared by the nurse.

Late Arrivals

Students are tardy if they are not in the classroom by 7:30 a.m. If your student arrives after 7:30 a.m., he/she should proceed to the front office and sign in to receive a tardy notice before proceeding to class.

An excused lateness is a lateness resulting from one of the reasons listed in the "Absences – Excused" section. More than three unexcused late arrivals may result in the following corrective action:

- Three Occurrences - Warning Letter sent home
- Six Occurrences - Second Notice sent home along with one (1) day in-school suspension
- Nine Occurrences - Out-of-school suspension, meeting with parents/guardians, Principal, and Counselor to sign attendance contract

Six tardies will equal one absence.

When the amount of unexcused lateness, accumulated in hours and minutes, totals three days, a First Notice of Absenteeism will be sent home. Students and families are expected to demonstrate a commitment to on-time school attendance.

As a reminder to families, excessive tardiness and absences have a negative impact on students opportunities to learn.

Lost And Found

Personal belongings of students are brought to the school's lost and found area when the owner cannot be identified. Students should be reminded to check this area for missing items. This is an ongoing process throughout the school year. Please label clearly all lunch boxes, sacks, and articles of clothing with your student's name. Any item remaining at school for more than a month will be disposed.

Media

Any parent who does not want his/her child to be interviewed, photographed or videotaped by newspaper, television, radio, media, Confluence Academy or any Confluence department/program for the purposes of new coverage or other district projects, may complete a media "opt –out" exclusion form. Any child who returns one of these forms will not be included in any publicity-related materials produced by the child's school or the district (newsletters, press releases, including announcements of awards and honors, etc.) The forms should be returned to the child's school. Parents who have a question regarding this policy may contact their school principal. The form is on the Confluence web site or can be obtained from the school office.

Medical Outbreak

Parents will be notified if a medical condition breaks out in classroom or school-wide capacity. Steps will be taken to ensure the situation is handled in a timely manner.

Medications for Students

School regulations require that all prescription medication be given only by doctor's written order and are dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. A child's first dose of any newly prescribed medication shall not be given at school.

If medication cannot be given at home and your child must take medication in school, please follow this procedure:

- Have your doctor write orders for the school to dispense medication and fill out a prescription form giving the following information: diagnosis, name of drug to be given, dosage, any side effects of which the staff should be aware, length of time for which the medication is to be given, student's name and parent's signature.
- Sign the school's written parent permission form – available in the school office.
- Bring the medication to the school nurse's office in a pharmacy-labeled bottle (with measured dispensing tool, if the medication is liquid).

Medications for Students (cont.)

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The school will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law, the school may allow students to self-administer other medications in accordance with law. The school will not allow any student to self-administer medications unless:

- The medication was prescribed or ordered by the student's physician.
- The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student's parents have signed a statement authorizing self-administration and acknowledging that the school and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the school or its employees or agents.

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on school property for the purposes of self-administration. The school will permit possession of medication for the treatment of asthma or anaphylaxis on school property, at school-sponsored activities and in transit to and from school or activities in accordance with law. The school will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The school may otherwise permit the possession of medication for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorization and releases in accordance with this policy.

Parent Teacher Conferences

Parent teacher conferences are held once a semester and at other times as needed.

Parent Teacher Organization (PTO)

All families are part of the PTO. This organization assists the school in building a culture of achievement through fundraising, volunteering and all around general support. Meetings are held monthly with the locations and dates announced in school communications.

Positive Behavior Support

Schoolwide Positive Behavior Support (PBS) is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. The PBS process is preventative and proactive and is designed to support all students in all settings.

Professional Conduct

All parents/visitors are expected to refrain from inappropriate language or activities in the presence of staff and students. Conduct of this nature may result in being removed and not permitted on school grounds. These decisions will be made at the discretion of the principal. Also, please ensure that your dress is appropriate for school.

Releasing Students

Our procedures for releasing students are as follows:

Parents or authorized persons are to report to the main office where verification of identity is conducted.

FOR YOUR STUDENT'S PROTECTION, PARENTS OR AUTHORIZED PERSONS LISTED ON THE EMERGENCY CONTACT FORM MUST PROVIDE A DRIVER'S LICENSE OR OTHER STATE PHOTO IDENTIFICATION IN ORDER TO REMOVE A STUDENT FROM CONFLUENCE PREPARATORY ACADEMY.

All parents should have an emergency contact sheet on file in the main office, specifying who is authorized to pick up their student. Any additions or deletions to this sheet must be made in person by the parent who filled out the form. We are unable to modify this information over the phone. If you have not filled out an emergency contact sheet, please request one in the main office. Confluence Preparatory Academy staff may release a student during the school day only to a person whom the parent authorizes. Staff will not release your student to someone who does not appear on the emergency information sheet.

Request To Excuse Students From Activities

It is required that you send a doctor's note if your student is not to participate in P.E. or go outside during cold weather, due to illness or injury. This note should include the reason your student will not be participating and duration.

School Hours

The school hours for Confluence Preparatory Academy are 7:30 a.m. to 3:00 p.m.

Breakfast: 7 to 7:30 a.m.

Academic Activities: 3 to 4:30 p.m.

School Nurse

School health services are available daily to all of our students. There will be health screenings during the school year including vision and hearing testing.

Initial treatment is given to pupils with minor injuries when an accident occurs in school. The school will always notify the family when medical care may be needed for an injury or illness. All families must keep the school informed of changes in their telephone number, and how they can be reached in an emergency. Confluence Academy is not responsible for medical expenses and bills. If an ambulance has to be called to an emergency, the parent will be responsible for the cost.

School Visits

We welcome parent visits to our school. We appreciate parental support at school and at home. Parents are encouraged to visit and observe in their child's class(es). There are a few guidelines to keep in mind when you visit and/or call our campus.

- All visitors must report to the main office to obtain a visitor's badge
- Once you arrive, a staff member will take you to your child's classroom
- Parents must schedule an appointment if they wish to conference with a teacher
- To observe as classroom, please call at least 24 hours in advance to schedule a convenient time
- When you are ready to leave the campus, you must return to the main office to sign out and return your visitor's badge

If you wish to speak to a teacher, please leave a message in their voice mailbox. Your student's teacher will return your phone call at a time when he or she is NOT scheduled to teach.

In order to protect instructional time, parental calls will NOT be transferred into classrooms. In case of an emergency, office staff will bring your student to the office immediately to return your call. All student phone calls will be made and returned from the main office.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination on the basis of an individual's disability.

Smoking and Other Substances

Confluence Preparatory Academy is a smoke free environment. Alcohol and illegal substances are also strictly prohibited.

Solicitation

Our regulations prohibit solicitation during school hours, on school grounds by staff or students. This includes for membership in, contributions to, or purchases in support of any charitable organization or association, unless previously approved by the principal.

Special Education

Special education services are designed to meet the educational needs of each individual student. A range of special education services are available with emphasis given to supporting students in general education classes.

Textbooks

Textbooks are furnished by Confluence Preparatory Academy. Students are expected to take good care of the books and keep them covered. Parents are responsible to pay for the loss, damage, or destruction of their student's textbooks.

Transfers/Withdrawals

When transferring to another school or withdrawing your child becomes necessary, please notify the school office of the date of transfer, your child's new school, and the last day your child will be attending Confluence Preparatory Academy. Twenty-four hours notice is needed in order to complete the necessary transfer forms and records. Textbooks and library books must be returned before records will be released.

Uniform Policy

See Dress Code Section

Visitors

- Visitors to the campus must sign-in at the main office and request a pass. A pass may be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest.
- Visitors must receive approval from the principal in advance to observe in classroom
- Teachers cannot stop classroom activities to hold a parent conference.

Volunteers

Confluence Academy welcomes parents, guardians, family members and others to work with us as volunteers and field trip chaperones. In order to ensure a safe environment for all members of the Confluence community, the school requires that volunteers undergo a background check and be cleared prior to volunteering.

Volunteers (cont.)

Prospective volunteers should complete the required form and follow the instructions for providing fingerprints. Confluence Academy pays the costs of the background and fingerprint checks and all information will remain confidential.

Below are the guidelines that will facilitate parent and volunteer involvement:

Parent visitation/ volunteer guidelines:

- While visiting, parents/volunteers should refrain from evaluating staff
- Parents/volunteers should refrain from evaluating the behavior of other students since that infringes on their privacy
- Parents/volunteers are prohibited from reviewing, handling, or having access to any student information or student records, as this is a violation of the student's confidentiality and privacy rights
- Parents/volunteers should refrain from using profanity and disrespectful language
- All parents/volunteers will sign in and out of the office when visiting or volunteering, regardless of the frequency of visits. To ensure the safety of our students and staff, you will be asked to show picture identification. At this time, you will be given an identification badge. All badges will need to be returned as you are signing out.

The final decision regarding the volunteer's participation will be at the discretion of school administrators.

Weather/Emergency Procedures

Local television and radio stations will carry announcements concerning the closing of school due to weather conditions or other emergencies. Parents should listen to the radio or television rather than call the school office for this information. This announcement is usually made by 6 a.m.

District Policies

The following policies apply to all Confluence Academy schools:

Confluence Academies Non-Discrimination Policy Statement

Notice of Non-Discrimination

It is the policy of Confluence Academies (“Confluence”) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. No person shall be excluded from participation in, or be denied the benefits of, any service; or be subjected to discrimination because of race, color, national origin, religion, sex age, or disability. Confluence provides equal access to the Boy Scouts and other designated youth groups as required by the Boy Scouts of America Equal Access Act.

To make a formal complaint that the Non-Discrimination Policy was violated, Complainant should prepare, sign and date a written statement of complaint. Complaints should be given to Joyce Jefferson in person, by email, or mail at

Confluence Compliance Coordinator
Joyce Jefferson
611 N. 10th Street, Suite 550
St. Louis, Missouri 63101
314.588..8554
joyce.jefferson@confluence.edisonlearning.com

Complaint of Discrimination Policy & Procedure

Inquiries or complaints regarding the Non-Discrimination Policy shall follow the procedures outlined below.

Any person who believes he or she has a valid basis for a complaint (“Complainant”) shall discuss the concern with the person committing the offense and the building principal. If this reply is not acceptable to the complainant, or the Complainant isn’t comfortable addressing the concern at the school, he or she may initiate formal procedures. Inquiries, complaints and other communications related to the compliance of this policy and other public laws and federal regulations concerned with nondiscrimination shall be addressed to Joyce Jefferson, and appropriate district personnel, according to the grievance process below.

Confluence Academy assures Complainants that, throughout the Formal Grievance Procedure outlined below, it will take appropriate steps to prevent further harassment and correct its effects, if necessary and applicable.

Complaint of Discrimination Policy & Procedure (cont.)

Formal Grievance Procedure

The forms to file a formal complaint and appeals as set forth below are available at Confluence's main office at 611 N. 10th Street, St. Louis Missouri, at the offices of any of its individual academies, or on Confluence's website at www.confluenceacademy.com. The time-frames listed below may be modified by the mutual consent of the Complainant and Confluence.

Step 1

To make a formal complaint that the Non-Discrimination Policy was violated, Complainant should prepare, sign and date a written statement of complaint. Such complaints must be filed within thirty (30) days of the date of the alleged discriminatory action or within thirty days (30) days of the date the complainant first became aware the act was discriminatory, whichever is later. Any complaints filed after this deadline may be considered at the discretion of the Compliance Coordinator in consultation with the Chief Academic Officer. Complaints should be given to Joyce Jefferson by email or mail at the contact information below.

Confluence Compliance Coordinator
Joyce Jefferson
611 N. 10th Street, Suite 550
St. Louis, Missouri 63101
314.588.8554
joyce.jefferson@confluence.edisonlearning.com

Complaints will be investigated by an Academy administrator who is not involved in the complaint within sixty (60) days of the date the complaint is received. The individual or individuals accused of the alleged violation shall be provided notice of the accusations within (10) days of the receipt of the complaint. During the initial investigation, the Complainant and the individual or individuals accused will have the opportunity to present additional evidence, including witnesses, to the investigator. A written response will be provided to complainant within five (5) business days after the investigation is concluded. The response shall contain information about any remedial action taken, if applicable. The individual or individuals accused of the alleged violation shall also receive written notice within five (5) business days after the investigation is concluded, of the outcome of the investigation as well as any remedial action taken, if applicable.

If the complaint involves Joyce Jefferson, complaints should be directed to Denise Jones, Chief Academic Officer at 611 N. 10th Street, Suite 550, St. Louis, Missouri, 63101, 314.588.8554, denise.jones@edisonlearning.com.

In the event the complaint is first investigated by Denise Jones, or the then serving Chief Academic Officer, an appeal may be taken directly to the Confluence School Board as set forth in Step 3 below.

Complaint of Discrimination Policy & Procedure (cont.)

Formal Grievance Procedure (cont.)

Step 2

If the Complainant or the Individual or Individuals accused of the violation wishes to appeal this decision, he or she may submit a signed statement of appeal to the Chief Academic Officer, Denise Jones within five (5) business days after receipt of initial response to the complaint. The Chief Academic Officer or his designee shall meet with all parties involved, provide an opportunity to submit additional evidence, including the opportunity to present witnesses, and investigate further if necessary within thirty (30) days of the receipt of the appeal. The Chief Academic Officer will respond in writing to the complaint within five (5) business days after the investigation is completed. The response shall contain information about any remedial action taken, if applicable. The individual or individuals accused of the alleged violation shall also receive written notice within five (5) business days after the investigation is concluded of the outcome as well as any remedial action taken, if applicable.

Step 3

If Complainant remains unsatisfied, he or she may further appeal through a signed, written statement to the Confluence School Board within five (5) business days of his/her receipt of the Chief Academic Officer's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. The Complainant and the Individual or Individuals accused of the violation shall have the opportunity to provide additional evidence, including the opportunity to present witnesses. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting, and shall include information about any remedial action taken, if applicable.

Step 4

If, at this point, the Complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, US Department of Education. The right of a person to a prompt and equitable resolution of the filed complaint will not be impaired by the person's pursuit of other remedies, such as the filing of a nondiscrimination complaint with the responsible federal department or agency. *Using the district's grievance procedure is not a prerequisite to the pursuit of other remedies, including filing a complaint with the Office of Civil Rights.*

Office for Civil Rights: Missouri
Kansas City Office
Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302

Telephone: 816-268-0550
FAX: 816.823.1404; TDD: 877.521.2172
Email: OCR.KansasCity@ed.gov

Complaint of Discrimination Policy & Procedure (cont.)

Formal Grievance Procedure (cont.)

Complaint forms and appeal forms are available at Confluence's main office, the offices of its individual academies, or on Confluence's website: www.confluenceacademy.com.

Parental Involvement Policy

Confluence Academy recognizes the critical role of families in the academic achievement of children. Parental involvement in the education of children enhances student achievement and helps to create a positive school environment. In order to ensure the involvement of parents and to support a partnership between our schools, parents, and community, Confluence Academy and all of its schools will implement the following:

Confluence Academy will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, Confluence Academy will work with its schools to ensure that the required school level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Confluence Preparatory Academy and all of its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

Confluence Academy will involve the parents of children served in Title I, Part A schools in decisions about how the one (1) percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

Parental Involvement Policy (cont.)

Confluence Preparatory Academy will be governed by the following statutory definition of parental involvement, and expects that all of its schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents play an integral role in assisting their child's learning.
- Parents are encouraged to be actively involved in their child's education at school
- Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- The carrying out of other activities, such as those described in section 1118 of the ESEA

Implementation of Parental Involvement Policy Components

Confluence Academy will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- Annual evaluation and modification (as necessary) of parental involvement plan at Parent Advisory Committee meeting.
- Annual evaluation and modification (as necessary) of parental involvement plan at Title IA Parent meeting.

Confluence Preparatory Academy will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Confluence Preparatory Academy will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The evaluation will be conducted by distributing a written survey to the parents of all children enrolled. Evaluation results will be compiled by the Student Support Manager and reviewed by the District Leadership Team. Confluence will use the findings of the evaluation to design strategies for school improvement and to revise parent involvement policy/procedures.

Parental Involvement Policy (cont.)

Confluence Preparatory Academy will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Annual dissemination of student achievement results and notification to parents if their child's school has been identified as needing improvement.

Confluence will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Support and consultation will be provided by members of the NCLB/Title Committee to each school on a regular basis.
- Coordination, technical assistance, and support will be provided by the Student Support Manager to each school on a regular basis.

Confluence Preparatory Academy will build the schools' and parents' capacity for strong parental involvement through the following activities described below:

1. Confluence will provide annual meetings, workshops, and/or written information to parents of children served by the district in understanding topics such as the following:
 - State's academic content standards,
 - State's student academic achievement standards,
 - State and local academic assessments including alternate assessments,
 - The requirements of Part A,
 - How to monitor their child's progress,
 - How to work with educators.
2. Confluence will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by distributing monthly parent involvement newsletters to all families in the district.

Parental Involvement Policy (cont.)

3. Confluence will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

The Administrative Team will provide consultation and/or professional development to teachers and staff on a regular basis.

4. Confluence will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Confluence will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand by asking all families enrolled in the district on the Student Registration Form, "Do you wish communication from school in any language other than English? If yes, what language?"

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams.

These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers
 - Religious practices, affiliations or beliefs of the student or parents -or-
 - Income, other than as required by law, to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use:

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Protection of Pupil Rights (PPRA) (cont.)

Confluence has adopted policies in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Confluence will directly notify parents and eligible students of these policies at least annually at the start of each school year, and after any substantive changes. Confluence Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Confluence Academy will make this notification to parents at the beginning of the school year if Confluence has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: collection, disclosure or use of personal information for marketing, sales or other distribution, administration of any protected information survey not funded in whole or in part by the Department of Education; any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

If you have any questions, please contact:

Joyce Jefferson at 314.588.8554
joyce.jefferson@confluence.edisonlearning.com

Family Education Rights And Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write to the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on a school board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Confluence discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Rights Under FERPA (cont.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Confluence Preparatory Academy to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The contact information for filing a complaint with the Department of Elementary and Secondary Education is:

Kansas City Office, Office for Civil Rights,
U.S. Department of Education
8930 Ward Parkway, Suite 2037, Kansas City, MO 64114;
Telephone: 816-268-0550
FAX: 816.823.1404
TDD: 877.521.2172

The contact information for filing a complaint with Confluence Academy is:

Joyce Jefferson
Confluence Academy
611 North Tenth Street, Suite 550
St. Louis, MO 63101
Telephone: 314.588.8554
Fax: 314.588.1343

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Confluence Preparatory Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Confluence Preparatory Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Confluence Academy to the contrary in accordance with Confluence Academy procedures. The primary purpose of directory information is to allow Confluence Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Confluence Academy to disclose directory information from your child's education records without your prior written consent, you must notify Confluence Academy in writing within 10 days of the annual public notice. Confluence Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

“Right to Know” Information According to the No Child Left Behind (NCLB) Act

Public school districts, including charter schools, are required to inform parents of certain information that they, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon request, Confluence is required to provide parents in a timely manner, the following information:

- Whether their child’s teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether their child’s teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- Whether their child is provided services by paraprofessionals and, if so, their qualifications; and
- What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, Confluence must provide to each individual parent:

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents wishing to obtain any of this information should contact the principal of their child’s school.

Standard Complaint Resolution Procedure According to the No Child Left Behind (NCLB) Act

This complaint resolution procedure applies to all programs administered by the Missouri Department of Education under the No Child Left Behind (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by LEA (Confluence Academy) personnel or by Department of Education 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 may file a complaint. Such a complaint must be in writing and signed; it will 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 with the building principal.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Director of NCLB Programs of the Missouri Department of Education, Jefferson City, Missouri. If there is not 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 or how complaints are resolved may contact the LEA or Department personnel.

Schools Identified for School Improvement, Corrective Action or Restructuring

In the event that a Confluence Academy school is identified for school improvement, corrective action, or restructuring, the school will provide to parents of each student information pertaining to that identification. The information will include: an explanation of what the identification means, reasons for the identification, the school's response to the identification, how the school compares to others, how parents can become involved, any restructuring, and any corrective action that has been taken.

Homeless Student Policies

The Board recognizes that homelessness alone should not be sufficient to separate students from the mainstream school environment. Therefore, Confluence Academy, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students at Confluence Academy have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. 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.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

Enrollment/Placement

Confluence Academy will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency, or other documentation. However, Confluence Academy may require a parent or guardian of a homeless student to submit contact information.

Confluence Academy must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if Confluence Academy sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

Homeless Student Policies (cont.)

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to Confluence Academy's homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Homeless Coordinator

The Board will designate an individual to act as Confluence Academy's homeless coordinator to ensure compliance with the McKinney-Vento Homeless Assistance Act. According to the Act, the homeless coordinator must work to ensure that homeless children and youth have equal access to the same free public education as is provided to other children and youth. Confluence Academy shall inform school personnel, service providers and advocates working with homeless families of the duties of the homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in the school.
3. Homeless families and students receive education services for which they are eligible as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided meaningful opportunities to participate in the education of their children.
5. Enrollment disputes are mediated in accordance with law.
6. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
7. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students at Confluence Academy. These include, but are not limited to: transportation, special education components, gifted and talented offerings, programs for individuals with disabilities, vocational programs, preschool and kindergarten, health and nutritional offerings, before and after school activities, limited English proficiency programs, and social service referrals.

Homeless Student Policies (cont.)

Transportation

If the homeless student's school of origin is Confluence Academy and if his or her temporary housing is located in the St. Louis Public School District, Confluence Academy will provide transportation to and from Confluence Academy at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin is Confluence Academy and his or her temporary housing is located outside the St. Louis Public School District, Confluence Academy and the other school district will equally share the responsibility and costs for transporting the student to Confluence Academy. The district where the student is temporarily residing will set up transportation arrangements.

Records

All school records customarily kept by Confluence Academy will be made available to students or parent/guardians upon request in accordance with the Family Educational Rights and Privacy Act and Board regulations governing confidentiality. Records may include academic files, evaluations for special programs, guardianship information, birth certificates, health, medical and immunization records and other such records relevant to the student.

Resolving Grievances

Level I – All disputes regarding the placement of a homeless child or youth will first be presented to the local school administrator and the homeless coordinator. An informal conference shall then be scheduled with the local school administrator and the homeless coordinator within five (5) working days of the date the complaint was received. If the issue is not resolved, the complainant may present a formal written grievance to the homeless coordinator. The written grievance must include the date of filing, description of alleged charges, the name of the person or persons involved, and a summary of the previous action taken. The homeless coordinator shall render a decision in writing within five (5) working days to the complainant, with supporting evidence and reasons.

Level II – Within five (5) working days after receiving the homeless coordinator's written decision the complainant may appeal the decision to the Chief Academic Officer by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The Chief Academic Officer will arrange for a personal conference with the complainant at the earliest possible time convenient for both parties. Within five (5) working days after the personal conference, the Chief Academic Officer shall state a decision in writing to the complainant, with supporting evidence and reasons.

Homeless Student Policies (cont.)

Resolving Grievances (cont.)

Level III – If resolution is not reached in Level II, a similar written appeals package shall be directed through the Chief Academic Officer to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after the hearing, the Board shall state its decision in writing to the parties involved. For Confluence Academy purposes, the decision of the Board is final.

Level IV – If the complainant is dissatisfied with the action taken by Confluence Academy, a written complaint, signed by the complainant, may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, Missouri 65102-0480. The complaint shall include a detailed description of the dispute, the name(s) and age(s) of the children involved, the name(s) of involved school personnel and the district(s) they represent, and a description of attempts that were made to resolve the issue at the school level. The Director of Federal Discretionary Grants (the director) or the director's designee will initiate an investigation, determine the facts relating to the complaint, and render findings within thirty (30) days to Confluence Academy and the complainant. An appeal of this decision can be made in writing, setting forth the reasons why the complainant disagrees with the decision, within ten (10) working days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

While the dispute is ongoing, the child(ren) in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the child, the child shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child to attend the school of origin.

Child Find 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Confluence Academy 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/intellectual disability, 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.

Confluence Academy assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Confluence Academy 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 (FERPA).

Confluence Academy 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 at 611 N. 10th Street, Fifth Floor, St. Louis, Missouri 63101.

This notice will be provided in native languages as appropriate.

IDEA And Section 504 Compliance

It is the policy of Confluence Academy to comply with the Individuals with Disabilities Education Act (IDEA), the Family Education Rights and Privacy Act (FERPA), section 504 of the Rehabilitation Act of 1973 and the State Plan for Special Education. The management company will aim to work with the campuses to comply with Individualized Education Programs (IEP). The management company may provide services both directly and under contract with outside providers.

The Board and the management company are committed to a program of responsible inclusion for students with special needs. This means that an educational program will be offered that is designed to meet the learning needs of the broadest possible spectrum of students within the regular classroom. Schools will be provided an ample number of special-education teachers to work with teachers and special-needs students within the regular classroom and also in pullout settings when necessary to meet the individualized need of the child. Special management company support (SES) staff and classroom teachers will work together to ensure that special students remain activated and focused.

Technology Acceptable Use Policy

Access to the computers, network, internet, e-mail, and other technology services is a privilege, not a right. With this privilege, there also is a responsibility to use these technologies solely for educational purposes and not to access or to share inappropriate or unauthorized materials. Although technology resources are vital instructional tools for our students, abuse by any person will not be tolerated.

1. In compliance with the Children's Internet Protection Act (CIPA), Confluence Academy uses filtering software to restrict access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. However, no filtering or blocking device is foolproof. Students are required to notify a teacher or principal if they encounter materials that violate these guidelines. Disabling or evading, or attempting to disable or evade, the filtering software is prohibited.
2. All use of the network, internet, and e-mail services must be in support of education and research. Transmission or copying of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material (for example, movies, videos, music, and video games), threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned, or operated by Confluence Academy, imposes certain responsibilities and obligations on users and is subject to the Code of Conduct and local, state, and federal laws.
3. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. The school's policy regarding hazing and bullying, including cyber-bullying will be strictly enforced.
4. Students may not use or access social networking web sites such as Facebook, MySpace, and/or Bebo, or internet chat rooms.
5. Commercial use of technology resources is strictly prohibited. Students may not use the system for political activities or to seek to impress or impose personal views on others.
6. Students may use technology resources only for instructional purposes.
7. Users are not permitted to download or open unauthorized executable files. Large files should be downloaded during off-peak hours whenever possible.
8. Students will not post or circulate chain letters or any unnecessary message broadcasted to a large number of people.

Technology Acceptable Use Policy (cont.)

9. Students will not post personal information about themselves or others, including birthday, social security number, address, telephone number, or other personally identifiable information.
10. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, including, but not limited to, requests to meet in-person or requests for personally identifiable information.
11. Students will not attempt to gain unauthorized access to the e-mail system, the Confluence Academy Web pages, or any proprietary systems. This includes attempting to log in through another person's account, access another person's files, e-mail and/or network access.
12. Students will not use the Confluence Academy system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing Confluence Academy policies or procedures. Reference to such activities, whether intended to be a prank or otherwise, will be treated as threats, and prosecuted accordingly.
13. Students will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges.
14. Students will immediately notify a teacher or administrator if they have identified a possible security problem.
15. Students will not disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
16. Students will not knowingly vandalize or cause damage to Confluence Academy equipment or software.
17. Students will not use technology resources to access or send material that is profane, lewd, vulgar, indecent, libelous, obscene, pornographic, or that advocates illegal acts, violence, or discrimination towards other people.
18. Students who mistakenly access inappropriate information or images should immediately report this to a teacher or administrator, to initiate proceedings to have the materials blocked.

Technology Acceptable Use Policy (cont.)

19. Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.
20. Students will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.
21. A student does not have a legal expectation of privacy in the student's electronic communications or other activities involving the district's electronic resources. The district may examine all information stored on district electronic resources at any time. The district monitors student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a student's account, may be intercepted, accessed or searched by district administrators or designees at any time. All district technology resources are school property.
22. Confluence Academy and its affiliates make no warranty, either expressed or implied, for the technology services provided, and will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. Confluence Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Wellness Policy

Purpose

The purpose of this policy is to ensure a school environment promotes and protects students' health, well being, and ability to learn by supporting healthy eating habits and physical activity.

General statement of policy

The Board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. The school environment should promote and protect students' health, well-being and ability to learn by encouraging healthy eating and physical activity.

Confluence Academy encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring and reviewing school nutrition and physical activity policies.

Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.

All students will have opportunities, support and encouragement to be physically active on a regular basis.

Qualified food service personnel will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition standards of students, try to accommodate the religious, ethnic and cultural diversity of the student body in meal planning, and will provide clean, safe and pleasant settings and adequate time for students to eat.

Confluence Academy will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price school meals.

Guidelines

Nutrition standards - Meals served through the National School Lunch and Breakfast programs will meet or exceed the USDA nutritional requirements. Only 1 percent low-fat and fat-free milk products will be served in the lunch and breakfast program, except when whole, 2 percent, soy, or lactose reduced milk is recommended for students with special nutritional needs. Half of the served grains will be whole grain products. A variety of fruits and vegetables will be served.

Confluence Academy will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meals at appropriate times during the school day. No soda will be available to students via vending machines during the school day.

Serving portions will meet National School Lunch and Breakfast program requirements.

Wellness Policy (cont.)

Classroom celebrations should encourage healthy choices and portion control. Site level food service personnel will disseminate a list of healthy party ideas to parents and teachers and will also serve as a resource.

Schools should discourage or not allow students to share personal foods or beverages with one another during meal and snack times given concerns about allergies and other dietary restrictions.

Snacks served during instruction hours will be designed to contribute to students' overall diets and health. All schools will work towards serving whole grains, fruits, vegetables and low-fat dairy as primary snack items.

Beverages for sale should be limited to unflavored or flavored low fat or fat free fluid milk and nutritionally equivalent non dairy beverages, non dairy beverages (as defined by the USDA), water without added caloric or artificial sweeteners and 100% juice.

No soda, sports drinks, iced tea, fruit based drinks with less than 100% juice, beverages containing caffeine (excluding chocolate based milk with trivial amounts of caffeine) will be available to students for purchase during school day (including, but not limited to concessions, school stores, vending machines and a la carte).

Nutrition education and promotion

Nutritional awareness materials are available in the cafeteria.

Nutritional content of menu items are posted or available upon request from the food service company.

Nutrition education is part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects, where appropriate.

Confluence Academy will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte lines, vending machines, fundraising events and school stores.

Schools will not withhold food or beverages as punishment.

School food service program/personnel

The management company shall ensure that an appropriate company or person is responsible for the school's food service program, which duties shall include the creation of nutrition guidelines and procedures for the selection of food and beverages made available on the campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

As part of the management company's responsibility to operate a food service program, the management company will ensure that the food service company provides continuous training in areas of school meal program requirements as well as certification of handling food safely.

Wellness Policy (cont.)

Physical activity

Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.

Opportunities for physical activity will be incorporated into other subject lessons when appropriate and classroom teachers will provide short physical activity breaks between lessons or classes as appropriate.

The school health office highly values the health and well being of staff and students. On a regular basis the health office will provide information to staff on elements of a healthy lifestyle.

Communication with parents

Confluence Academy recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being. Confluence Academy will support parents' efforts to provide a healthy diet and daily physical activity for their children.

Confluence Academy encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

The management company will provide information about physical education and other school based physical activities. The food service administrator will provide monthly menus to families.

Implementation and monitoring

After approval by the Board, the wellness policy will be implemented throughout Confluence Academy. School food service staff will ensure compliance with the school's food service areas and will report to the food service company, program administrator, building academy director or head of school, as appropriate.

The management company's food service administrator will provide an annual report to the general manager setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.

The Chief Academic Officer or designee will ensure compliance with the wellness policy and will provide an annual report of the school's compliance with the policy to the Board.

Disciplinary Policies and Procedures

Student Code of Conduct

The Confluence Academy Student Code of Conduct is a legal document that lists and defines behaviors deemed unacceptable in the school setting, and includes a menu of consequences that can be imposed for each behavior.

The Student Code of Conduct is designed to encourage students to accept responsibility for their actions, teach students to respect the rights of others, to facilitate learning, and to promote the orderly operation of our school.

The Student Code of Conduct contains behaviors and the range of levels of consequences that will be applied for inappropriate behavior. The behaviors described are representative of the misconduct, which most frequently cause disruption of the orderly education process.

The list does not include all types of misconduct for which consequences will be imposed. A student who commits an act of misconduct which is not listed in the Code, but which is nonetheless prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, will be subject to the consequences deemed necessary by the authority of the Principal. School officials may impose consequences beyond the range listed in this Policy, at their discretion, as circumstances may warrant.

A range of disciplinary consequences which will be imposed follows each described act of misconduct. School administrators will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the following factors:

- Student's age and maturity level;
- Nature and seriousness of the infraction and the circumstances which led to the infraction;
- Student's previous disciplinary record;
- Effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate;
- Student's attitude; and
- Other relevant factors.

Disciplinary action and consequences will only be discussed with the parent/guardian of the child. Confluence Academy staff will not discuss or reveal, under any circumstances, the consequences given to another child to anyone but that child's parent/guardian.

The disciplinary consequences in the Code apply to all students, although special procedures must be followed in regard to disciplining students with disabilities.

Student Code of Conduct (cont.)

Confluence Academy prohibits actual and attempted harassment of and discrimination against students and employees on the basis of race, color, national origin, sex, sexual orientation, disability and/or ancestry by any school employee, student or third party. This policy extends to conduct that takes place on school property, on school transportation, in all academy programs and extracurricular activities, and at school sponsored events, regardless of whether or not the events take place on school property. Discrimination or harassment covered by this policy should be immediately reported to the Principal.

Students who engage in prohibited discrimination or harassment are subject to discipline, including suspension or expulsion. Confluence Academy employees who engage in such discrimination or harassment are also subject to discipline, including, but not limited to, termination. In addition, Confluence Academy will take action against third parties who engage in discrimination or harassment including escorting or banning the individual(s) involved from school property, contacting law enforcement and seeking an injunction or other legal remedy against the individual(s).

Every student and staff member has the right to attend school and work in an environment free of sexual harassment, offensive use of sexually oriented jokes, or epithets. Such conduct is improper, contrary to Confluence Academy's policy, and unlawful and, therefore, prohibited for all students and employees of Confluence Academy.

Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical, or other conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive school environment. Such harassment may include but is not limited to the following: unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, "mooning", cornering or blocking a person's movement and pulling at clothes – "panting". Harassment relative to sexual orientation is also prohibited and covered by this policy.

Individuals who experience sexual harassment from students or staff members should make clear that such behavior is unwelcome and offensive to them and should report such conduct to an administrator or any staff member. Administrators will fully investigate the concern and will conduct the investigation with full recognition of the rights of all parties involved and will maintain confidentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern. Discrimination or harassment covered by this policy should be immediately reported to the Principal or to any other adult staff member.

Code of Conduct Infractions

Confluence Academy expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment, which promotes Confluence Academy philosophy of providing a college preparatory education for all students.

This Code of Conduct covers conduct that takes place on school grounds or school property; on school buses and bus stops and on the way to and from school; and at school activities whenever and wherever they may take place. In addition, Confluence Academy reserves the right to impose disciplinary consequences for any student's conduct (whenever and wherever it may occur) if such conduct is prejudicial to good order and discipline in the school or tends to impair the morale or good conduct of the pupils. Finally, Confluence Academy reserves the right to suspend any pupil who has been charged, convicted, or pled guilty in a court of general jurisdiction (Missouri Circuit Court or a Federal District Court) for the commission of a felony violation of state or federal law.

In some cases the school's administrative personnel may deem community service a necessary component of the disciplinary action. Community service may include but is not limited to: repairing or cleaning property damaged as a result of the offense(s); participating in landscaping/ gardening and/or other projects aimed at beautifying school property or the community; and/or providing services that improve the quality of life for community members. These hours will be conducted during school/ after school and/or on Saturday per administration.

Each category of offense listed below has a minimum and maximum disciplinary action associated with it. After considering the actual disciplinary violation and factors such as those listed above, Confluence Academy staff shall determine the disciplinary action within the minimum/maximum range to which the student shall be subjected.

Student Responsibilities

Students are expected to meet the following Standards of Conduct:

- Students shall act in a responsible manner exhibiting respect toward others.
- Students shall accept responsibility for their own behavior.
- Students will cooperate with the school staff in maintaining safety, order and a disciplined environment.
- Students shall follow established school and classroom codes of conduct and rules, including safety rules and school bus rules.
- Students will attend all classes regularly and on time.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect the rights and property of others.
- Students shall refrain from acting in such a manner as to expose others to risk of harm or injury.
- Students shall not engage in any misbehavior that gives school officials reasonable cause to believe that such conduct will disrupt the school program/school events or incite violence in any way.
- Students shall refrain from carrying, bringing, using or possessing a weapon or weapon facsimile in or on school property.
- Students will refrain from possessing and using alcohol, tobacco products and other controlled substances.

Administration, Teacher, and Support Staff Responsibilities

Administration, teachers, and support staff are expected to model behaviors consistent with Confluence Academy and school performance standards. Administration, teachers and support staff are responsible to support the learning environment by exemplifying the following Standards of Conduct:

- Administration, teachers, and support staff shall promote mutual respect between students and adults.
- Administration, teachers, and support staff shall be prepared to meet professional responsibilities associated with their respective positions.
- Administration, teachers, and support staff shall develop and use cooperative discipline strategies, including the appropriate language of learning techniques and a consistent school-wide approach to problem-solving with students.
- Administration, teachers, and support staff shall promote a sense of pride and community as evidenced by a friendly and inviting atmosphere, the presence of celebratory clubs and activities/festive routines and traditions and service in the school and community.
- Administration and teachers shall contact a student's parents/guardians in cases of serious infractions of the school's Code of Conduct.

Parents/Guardians Responsibilities

Parents and guardians are expected to participate in their child's education in the following ways:

- Communicate often and routinely with their child's teacher.
- Participate in developing their child's Student Learning Contract (SLC) by attending scheduled quarterly conferences.
- Keep informed about school policies and requirements of their student's academic program, including homework.
- Ensure the student attends school regularly and is appropriately prepared.
- Participate in school workshops for home reinforcement of study skills and specific instructional objectives.
- Alert the school to specific problems or difficulties that may impede the child's learning or well-being.

Suspension and Expulsion Procedures

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy II-A, Discipline of Students with Disabilities.

The Board of Directors believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The school may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law. If a pupil is attempting to enroll in Confluence Academy during a suspension or expulsion from another in-state or out-of-state school district including a private, charter or parochial school or school district, a conference with the Chief Academic Officer or the Chief Academic Officer's designee may be held to consider if the conduct of the pupil would have resulted in a suspension or expulsion at Confluence Academy. Upon a determination by the Chief Academic Officer or the Chief Academic Officer's designee that such conduct would have resulted in a suspension or expulsion in Confluence Academy, the school may honor such suspension or expulsion from another school or district. Upon a determination by the Chief Academic Officer or the Chief Academic Officer's designee that such conduct would not have resulted in a suspension or expulsion in Confluence Academy, the school shall not honor such suspension or expulsion.

Suspension and Expulsion Procedures (cont.)

Suspensions

In Missouri, a Principal may suspend a student for up to ten (10) school days. The Chief Academic Officer may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a Principal must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. In cases where a principal recommends a suspension beyond ten school days, the Chief Academic Officer shall conduct, or shall appoint a Hearing Officer to conduct, a hearing to review the student misconduct, verify the facts, and provide the student and parent the opportunity to present additional data or share extenuating circumstances. The Hearing Officer (or Chief Academic Officer) must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident. If a Hearing Officer is used, he/she shall make a recommendation to the Chief Academic Officer, who may accept or modify the Hearing Officer's recommendation. The Chief Academic Officer may impose additional days of suspension, up to 180 school days.
3. If the Principal or Chief Academic Officer concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
4. The Principal or Chief Academic Officer should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the Principal or Chief Academic Officer may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
5. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.

Suspension and Expulsion Procedures (cont.)

Suspensions (cont.)

6. Any suspension by a Principal must be reported, immediately and in writing, to the Chief Academic Officer, who may revoke the suspension, either part or in full, at any time.
7. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - The student, his or her parents, guardians or others having custodial care have a right to appeal the Chief Academic Officer's decision to the Board or a committee of the Board appointed by the Board chairman.
 - If the student gives written notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the Chief Academic Officer's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The notice of appeal must state with specificity the reasons for the appeal.
 - All notices of appeal shall be transmitted, either by the appealing party or by the Chief Academic Officer, to the Secretary of the Board.
 - The Chief Academic Officer, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the Chief Academic Officer, and the reasons for the action.
 - Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspension and Expulsion Procedures (cont.)

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the Chief Academic Officer shall conduct, or shall appoint a Hearing Officer to conduct, a hearing to review the student misconduct, verify the facts, and provide the student and parent the opportunity to present additional data or share extenuating circumstances. The Hearing Officer (or Chief Academic Officer) must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident. If a Hearing Officer is used, he/she shall make a recommendation to the Chief Academic Officer, who may accept or modify the Hearing Officer's recommendation. The Chief Academic Officer may impose additional days of suspension up to 180 school days, and may make a recommendation to the Board that the student be expelled or suspended more than 180 school days.
2. If the Chief Academic Officer concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - The Chief Academic Officer will recommend to the Board that the student be expelled or suspended for more than 180 school days. The Chief Academic Officer may also immediately suspend the student for up to 180 school days.
 - Upon receipt of the Chief Academic Officer's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Suspension and Expulsion Procedures (cont.)

Student Discipline Hearings

The Board of Directors may originate student discipline hearings upon recommendation of the Chief Academic Officer. In such cases, the Board of Directors will review the Chief Academic Officer's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the Chief Academic Officer or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Directors or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Directors shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student; and the Board may impose additional conditions on the re-admission of the student. The administration or its counsel, by direction of the Board of Directors, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Suspension and Expulsion Procedures (cont.)

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, R.S.Mo., a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. School officials shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference.

Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public or charter school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Discipline of Students with Disabilities

It is the goal of Confluence Academy to provide a safe and productive learning environment for all students. The school does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the school in highest regard. Students with disabilities will be disciplined in accordance with the discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The school will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the Chief Academic Officer or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

Change of Placement

School personnel will determine on a case-by-case basis, consistent with the IDEA, Section 504 and their implementing regulations, whether a change in placement has occurred when a student is suspended due to a violation of the Code of Conduct.

Discipline of Students with Disabilities (cont.)

Manifestation Determination

For any disciplinary action that will result in a change in placement if proposed against a student receiving services under IDEA or Section 504, the IEP team shall be convened. No later than ten (10) school days after the date on which the decision was made to change the student's placement, the IEP team shall determine whether the student's behavior is a manifestation of his or her disability. The IEP team will determine:

5. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
6. if the conduct in question was the direct result of Confluence Academy's failure to implement the IEP.

Discipline Options-Behavior Unrelated to Disability

If the conduct is determined to be unrelated to the disability for which the student is receiving services, disciplinary options, including suspension, removal or expulsion applicable to students without disabilities, may be applied to students with special needs in the same manner in which they would be applied to students without disabilities. However, such students receiving services will still receive educational services to enable the student to participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP as required by applicable law.

Discipline Options-Behavior Related to Disability

If the behavior is determined to be a manifestation of the disability, no long-term suspension or expulsion can be implemented. The IEP team may modify the student's placement or IEP as appropriate, for educational, not disciplinary reasons. In addition, the IEP team will either conduct a functional behavior assessment and implement a behavioral intervention plan or review the existing behavioral intervention plan and modify it as necessary.

The Chief Academic Officer or designee will provide all school employees training on violence prevention, the school's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the Chief Academic Officer or designee the authority to contact the school's legal counsel for legal advice or training on the school's responsibilities.

Suspension and Expulsion Procedures (cont.)

Student Discipline - Reporting

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of school. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the Principal, Chief Academic Officer and/or Board of Directors. In extraordinary circumstances where the minimum consequence is judged by the Chief Academic Officer or designee to be manifestly unfair or not in the interest of the school, the Chief Academic Officer or designee may reduce the consequences listed in this policy, as allowed by law.

Missouri Safe Schools Act

By state law, school administrators are required to report acts of school violence to teachers and other school personnel with a need to know. "Need to know" is defined to mean school personnel who are directly responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. School administrators will report to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act which if committed by an adult would be one of the following felonies if committed on school property, including but not limited to actions on any school bus in service on behalf of Confluence Academy or while involved in school activities:

- First Degree Murder under 565.020, R.S.Mo.;
- Second Degree Murder under 565.021, R.S.Mo.;
- Kidnapping under 565.110, R.S.Mo.;
- First Degree Assault under 565.050, R.S.Mo.;
- Forcible Rape under 566.030, R.S.Mo.;
- Forcible Sodomy under 566.060, R.S.Mo.;
- Burglary in the first degree under 569.160, R.S.Mo.;
- Burglary in the second degree under 569.170, R.S.Mo.;
- Robbery in the first degree under 569.020, R.S.Mo.;
- Distribution of Drugs under 195.211, R.S.Mo.;
- Distribution of Drugs to a Minor under 195.212, R.S.Mo.;
- Arson in the first degree under 569.040, R.S.Mo.;
- Voluntary Manslaughter under 565.023, R.S.Mo.;
- Involuntary Manslaughter under 565.024, R.S.Mo.;
- Second Degree Assault under 565.060, R.S.Mo.;
- Sexual Assault under 566.040, R.S.Mo.;

Missouri Safe Schools Act (cont.)

- Felonious Restraint under 565.120, R.S.Mo.;
- Property Damage in the first degree under 569.100, R.S.Mo.;
- The Possession of a Weapon under Chapter 571, R.S.Mo.;
- Child Molestation in the first degree under 566.067, R.S.Mo.;
- Deviate Sexual Assault under 566.070, R.S.Mo.;
- Sexual Misconduct involving a child under 56.083, R.S.Mo.;
- Sexual Abuse under 566.100, R.S.Mo.

The appropriate law enforcement agency will be notified in all situations where a student's conduct violates state law or municipal ordinances. Confluence Academy will fully cooperate in any investigation.

The principal shall also notify the appropriate law enforcement agency and Chief Academic Officer if a student is discovered to possess a controlled substance or weapon in violation of the school's policy.

In addition, the Chief Academic Officer shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation" of the discipline policy must be documented in the student's discipline record in accordance with law. A "serious violation of the discipline policy" is one (1) or more of the following acts if committed by a student enrolled in the school:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension.

Suspension and Expulsion Procedures (cont.)

Prohibition Against Being On Or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Chief Academic Officer or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined above as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school.
4. The student resides within 1,000 feet of a public school and is on the property of his or her residence.

If a student violates this prohibition he or she may be further suspended or expelled.

Suspension from School Transportation

A student may be suspended from school transportation by Principal or staff member designated by the Principal as the result of misconduct occurring on a bus or other means of student transportation and after notice to the student and his or her parent(s) or guardian(s).

Disciplinary Consequences: Description and Level

The following chart outlines possible consequences for prohibited behavior and recommended disciplinary levels for each consequence.

Consequence	Description	Can Be Assigned By	Level
Conference with Student and/or Call Home	The student is formally warned that the School's Discipline Code prohibits such behavior. The teacher or administrator may call the student's parent or guardian to inform them of the student's behavior.	Teacher Administrator	1
Student Conference/ Teacher Detention/ Call Home	A formal conference held between the student and the student's teacher. A detention may be issued as well as a call to the student's parent or guardian.	Teacher Administrator	2
In-school suspension Principal will Call Home	Student will be assigned to In-school suspension – 1/3/5 days. A call will be made to the student's parent or guardian.	Administrator	3
Parental Appearance Notice (P.A.N.) and Behavior Contract	The school administrator, in consultation with the parent and student will develop a behavior contract. A behavior contract identifies a specific behavior, describes how the student should behave, and clearly specifies the consequences of misbehavior. Violation in the terms of the contract may result in long-term suspension	Teacher Administrator	3
Suspension from school transportation may be imposed as consequence for any incident that occurred on school transportation	As the result of misconduct occurring on a bus or other means of student transportation and after notice to the student and his or her parent(s) or guardian(s), a student may be suspended form school transportation	Administrator	4

Disciplinary Consequences: Description and Level (cont.)

Consequence	Description	Can Be Assigned By	Level
Out of School Suspension	A temporary dismissal of a student from the regular school program. The length of a suspension may range from 1 to 10 days depending on the seriousness of the violation. The level of severity will be determined by the administrator in charge. After a suspension, parents/ guardian must attend a conference to readmit the student to the school	Administrator	4
Long Term Suspension	An out-of-school suspension lasting longer than 10 school days	Chief Academic Officer Board of Directors	5
Expulsion	Permanent dismissal of a student from the regular school program	Board of Directors	6

Disciplinary Code

Confluence Academy has set the following discipline guidelines for “Prohibited Behavior”. The school discipline code is in effect on school property at all times, on school buses, and during all school sanctioned activities and/or events whether or not on school property.

Behavior, Definition, and Level of Consequences:

Assault:

A physical attack, which attempts to cause or causes personal injury to another student, staff member or other person.

Levels 4-6

Bomb Threat:

Making a false report regarding the possession or location of explosive materials: This applies to threats made verbally, physically, in writing, or by any other method including 911 calls and electronic mail.

Levels 5- 6

Bullying Behavior:

Confluence Academy prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, school staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. School staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. School staff who violate this policy may be disciplined or terminated. The Chief Academic Officer, or designee, will provide for appropriate training designated to assist staff, coaches, supervisors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The school shall annually inform students, parents, school staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Levels 1-4

Discipline Code (cont.)

Definitions

Hazing

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the school and legitimately related to the purpose of the organization.

Bullying

For purposes of this policy, bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, racial slurs, threats, extortion or theft, damaging property, or exclusion from a peer group.

Bullying also includes threats of retaliation for reporting such acts. Finally, bullying may include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence.

Discipline Code (cont.)

Cell Phone And Other Electronic Devices:

The use of cellular phones and other electronic communication devices (including, but not limited to, iPods, mp3 players, beepers, etc.) are prohibited by students during the school day between the hours of 7:00 a.m. to 3:00 p.m. and such devices must be kept turned off. Students violating this policy will have their devices confiscated. Confiscated devices will only be returned to parents or guardians. The school is not responsible for lost or stolen cell phones and other electronic devices. First offense: Student will be issued a warning. Second and subsequent offenses: Student suspension from 1–3 days.

Levels 1-4

Cheating Illicitly:

Sharing or learning of specific questions on an exercise or test before it is given. Illicitly sharing or obtaining information during an exercise or test, plagiarism, i.e., submitting another's work or ideas as one's own. This includes copying from another student's work, from books, or from any electronic source including the Internet.

Levels 1-4

Chronic Misconduct:

Persistent violations of the student code of conduct where appropriate documentation of intervention utilized by school personnel has been presented.

Levels 4-6

Defiance:

Deliberately refusing to carry out a staff member's request if that request is reasonable, has a legitimate purpose, and is within the authority of that staff person to make.

Levels 1-6

Disorderly Conduct:

Includes but is not limited to, running, pushing, shoving, or engaging in horseplay. Excessive verbal or physical interaction that results in disruption is also considered disorderly conduct.

Levels 1-4

Displaying Inappropriate Symbols Of Gangs:

Clothing, jewelry, or other objects that may reasonably be perceived, by a teacher or administrator, as evidence of membership in, or affiliation with any gang, may not be worn. The term "gang" means an association or group of two or more individuals who: commit criminal acts (including violence, drug use or distribution, and acts of intimidation) or exhibit antisocial behavior on a regular basis, create a climate of fear and intimidation in the community or at school, use a name, a common identifying symbol, or have an identifiable leadership, have a high rate of interaction among members to the exclusion of other groups, claim a neighborhood and/or geographic territory, wear distinctive clothing or colors or exhibit distinctive appearance; or communicate in a peculiar or unique style

Levels 1-6

Discipline Code (cont.)

Endangerment Of Self Or Others:

Engaging in or causing behavior, which when demonstrated, affects negatively the educative process or which presents a danger to the safety or welfare of the school community. If the activity in question occurs off school grounds a direct link between the act and the school community must be demonstrated.

Levels 1-6

Extortion:

Obtaining or attempting to obtain money, property or services by threats or forcing someone to do something against his/her will by force or threat of force.

Levels 4-6

Failure To Follow Teacher Staff Instructions:

Refusal to follow instructions from teacher and/or staff

Levels 1-6

False Alarms:

Activating an emergency alarm or response when no emergency exists.

Levels 4-6

Felony Act:

Any act that constitutes a felony under applicable law.

Levels 4-6

Fighting Physical:

Contact or other acts of violence where all parties have physically contributed to conflict.

Levels 4-6

Gambling:

The playing of games or betting or wagering for money or possessions.

Levels 1-4

Incitement:

Encouraging or coercing another to engage in activity which is prohibited under this code. The consequence may not exceed the penalty for the activity.

Levels 3-6

Leaving Setting Without Permission:

Not being in assigned location. This includes cutting or being tardy to classes.

Levels 1-4

Discipline Code (cont.)

Multiple Failures To Comply With Dress Code Requirements:

Student attire does not conform to the school's written description of appropriate school dress or uniform. Must not be the result of family financial need or protected as religious expression or free speech. Families must be given opportunity to request waiver of school uniform requirements.

Levels 3-5

Possessing, Posting or Distributing Prohibited Material:

Prohibited material is material that is obscene, libelous, defamatory, or that contains a threat of violence, injury or harm. This includes written and electronic communications.

Levels 2-4

Possession And Use Of Tobacco:

Possession and/or use of tobacco or tobacco products on school property is prohibited.

Levels 4-6

Possession Of A Dangerous Object:

Dangerous objects include but are not limited to, knife, razor blade, explosives, mace, tear gas, or other dangerous object of no reasonable use to the student at school.

Levels 4-6

Possession Of A Firearm:

Firearms include any item which is capable of firing a projectile, and using an explosive as a propellant, including rifles and pistols.

Levels 4-6

Possession Of A Weapon:

Weapons are defined as items that can cause serious injury or death when used as a weapon. This list includes, but is not limited to, knives, BB guns, pepper spray, or other items of no reasonable use to the student at school. This list also includes items that may have a legitimate use (such as scissors or a baseball bat), which are used or flourished as a weapon.

Levels 4-6

Possession Of Drug Paraphernalia Or Other Proscribed Equipment:

Student possession of drug paraphernalia such as rolling papers, bongs, or roach clips, or other prohibited items.

Levels 4-6

Possession Or Use Of Controlled Substances Without Authorization, Or Of Illegal Drugs Or Alcohol:

Use or possession of a prescription drug belonging to another, alcohol or illegal substances including but not limited to, marijuana, cocaine, or heroin.

Levels 4-6

Discipline Code (cont.)

Sale Or Distribution Of Controlled Substances Or Illegal Drugs Or Alcohol:

Sale or distribution, of a prescription drug belonging to another, alcohol, or illegal substances including but not limited to, marijuana, cocaine, or heroin. This also applies to “look-alike” drugs or substances which are represented to be prescription drugs or controlled substances.

Levels 5-6

Sexual Harassment:

Sexual harassment is defined as inappropriate or unwelcome sexual advances, requests for sexual favors, or other inappropriate or unwelcome verbal or physical contact of a sexual nature.

Levels 4-6

Sexual Misconduct:

Inappropriate physical contact of a sexual nature such as touching, patting, pinching, etc.

Levels 4-6

Tampering With School Records:

Altering or destroying any record or document of the school by any method.

Levels 3-5

Theft:

Taking of school or personal property, receiving stolen items or being in possession of stolen items or knowingly being in unauthorized possession of property belonging to another. This includes unauthorized copying of computer software.

Levels 2-6

Threats To Another Student/District Personnel:

A verbal, physical, or written expression of intention to inflict evil, injury, or damage regarding life, physical well-being, and/or personal property.

Levels 1-6

Under The Influence And/Or Possession Of Illegal Substance:

Being under the influence of alcohol or a controlled substance not prescribed by a physician for such student.

Levels 4-6

Using Profane Or Obscene Language Or Gestures:

Applies to oral, written or electronic communications. Should not be construed to prohibit protected speech.

Levels 2-5

Vandalism:

Malicious destruction of or damage to school or personal property.

Levels 2-5

Discipline Code (cont.)

Verbal Harassment:

Using slurs based upon race, ethnicity, national origin, religion, gender, sexual orientation, or disability.

Levels 2-5

Violation Of Internet Acceptable Use Policy:

Students will be provided with the internet acceptable use policy. This policy highlights specific violations.

Levels 1-4

Gun-Free Schools Act

The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. School administrators, however, may modify this suspension requirement on a case-by-case basis.

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons.. In order to maintain the safety of the educational community, Confluence Academy will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time

School property is defined as: property utilized, supervised, rented, leased, or controlled by the school including but not limited to the school playground, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more the following:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projective weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010, R.S.Mo
3. A dangerous weapon as defined in 18. U.S.C. § 930 (g) (2).
4. All knives and any instrument or device used or designed to be used to threaten or assault, whether for attack or defense
5. Any object designed to look like or imitate a device as described in 1-4

Pursuant to the Missouri Safe School Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or # 2 above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the General Manager to the Board.

Students who bring or possess weapons as defined in # 3, # 4 and # 5 and not otherwise included in # 1 and # 2 will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

School Bus Discipline

All Confluence Academy students are required to follow each of the school bus rules which have been established to ensure safe transport to and from school and/or school sponsored activities. A student's failure to obey these rules puts the bus driver, students, and the public at risk of danger and will not be tolerated. Statistically, the vast majority of school bus accidents occur when bus drivers are distracted from their driving duties by unruly students.

The behaviors described below are representatives of the misconduct which most frequently cause disruption on the bus. The list does not include all types of misconduct for which consequences will be imposed. A student who commits an act of misconduct which is not listed in the Code, but which is nonetheless prejudicial to good order and discipline on the bus or which tends to impair the morale of good conduct of students, will be subject to the consequences deemed necessary by the authority of the Administrators.

Bus Misconduct Notices

A misconduct notice will be sent to parents whenever a child's behavior is disruptive. The misconduct notice may be sent by instructing the student to deliver the notice to the parents.

Bus Misconduct Infractions and Consequences

The following are consequences for the noted infractions:

Infractions	Consequences – Loss of riding privilege
Physically assaulting the bus driver or other personnel in any manner	One (1) school year
Possession of firearms or weapons of any kind	One (1) school year
Possession of drugs, smoking or lighting fires	One (1) semester
Tampering with the Emergency Exit	Thirty (30) school days
Extending body parts or objects out the window	Ten (10) school days
Fighting or wrestling of any kind on the bus	Ten (10) school days
Repetitive use of abusive and obscene language	Three (3) school days
Failure to follow loading/unloading bus procedure	Three (3) school days
Vandalizing or defacing school buses	Five (5) school days
Throwing objects on or from the bus	Five (5) school days
Playing radios, tape recorders/players or other electronic devices	Two (2) school days
Eating food, drinking beverages, or littering on the bus	Two (2) school days
Loud, boisterous and/or distracting noises	Three (3) school days
Failure of students to exit the bus at assigned stop	Two (2) school days
Disorderly and/or disruptive behavior of any kind	Three (3) school days

School Bus Discipline (cont.)

Students who continue a pattern of inappropriate behaviors listed above, after repeated disciplinary actions, are subject to long-term loss of riding privileges.

Note: Confluence Academy will seek restitution from parents/guardians when school buses or taxicabs are damaged by their child's behavior. In addition to receiving loss of riding privileges from the school bus, students may also receive consequences for special offense(s) listed within this handbook.

If these problems occur with a student with disabilities, the student's Individualized Education Plan (IEP) will be reviewed. The Special Edison Team and school administration will consider alternative transportation. If the behavior is determined unrelated to the student's disability, the student will also be subject to the consequences of the specific misbehavior as provided for in other sections of this Code.

Supervision of students

All Confluence Academy personnel are responsible for the care and supervision of students and are authorized to hold every student strictly accountable for any disorderly conduct. School employees may use reasonable and prudent physical force to restrain a student whose actions are reasonably believed to result in physical injury to any person including the student.

Student's responsibility for items in their possession

Students are responsible for any contraband found in their possession. Contraband is defined as drugs, weapons, alcohol, and/or other materials deemed illegal or unauthorized under Missouri law, federal law and/or the Student Code of Conduct. For purposes of the Student Code of Conduct, items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (i.e. pockets, jackets, shoes, socks etc.), student's purse/book bag, student's desk, and student's locker.

2011 - 2012
Confluence Preparatory Academy
Learning Success Compact

By and between (print name on line)

_____ _____ Craig Glover, Chair
Student Parent or Guardian On Behalf Of Confluence Academy

Confluence Preparatory Academy is committed to providing the highest quality pre-collegiate education to its students. Our goal is to empower each student to achieve at his or her fullest potential, to become a life long learner and a responsible citizen. Simply put, our aim is success for all our students.

In order to achieve these goals, Confluence works in close partnership with students, parents and guardians. Each partner has an important role to play and must be totally committed to student success and adhering to the school's core values of: wisdom, justice, courage, compassion, hope, respect, responsibility and integrity.

This Learning Success Compact outlines the expectations and responsibilities of each member of our learning community. Please review each statement and initial where indicated to acknowledge your agreement.

Student

As a student at Confluence Preparatory Academy, I understand that I am an important member of our learning community and pledge, by initialing beside each line that I will:

- Believe that I am capable of learning great things_____
- Do my best in my school work and turn assignments in on time_____
- Attend school every day (no more than 4 absences a year)_____
- Be on time for school and be ready to learn_____
- Read at least 3 books per semester from Confluence Prep's independent reading list_____
- Demonstrate a positive attitude toward school_____
- Engage in safe and appropriate behavior both in and out of school_____
- Adhere to the core values_____
- Accept responsibility for my own actions_____
- Show respect for myself, my school and other people_____
- Exhibit respect for myself and my school by adhering to the dress code policy_____

Appendix

Parent or Guardian

By choosing to enroll my student in Confluence Preparatory Academy, I am agreeing, by initialing beside each line, to be an active member of the learning community and will:

- Believe that my child is capable of learning great things_____
- Ensure that my child attends school every day (no more than 4 absences a year)_____
- Ensure that my child is on time (arriving no later than 7:25 for 7:30 a.m. start)_____
- Ensure that my child is dressed according to the dress code in the Student Handbook_____
- Provide a quiet place for my child to study at home_____
- Review school work regularly with my child for understanding and completeness_____
- Emphasize the importance of reading and will require that my student reads at least 3 books per semester from Confluence Prep's recommended independent reading list_____
- Attend all Parent / Teacher Conferences and will communicate routinely and constructively with my child's teacher regarding his/her academic and behavioral progress_____
- Support the school in developing positive behaviors in my child by modeling appropriate behavior for my child and encourage a positive attitude toward school_____
- Support Confluence Academy's core values_____
- Show respect and support for my child and school staff_____
- Ensure that a working phone number and emergency contact person are always on file at school_____

Appendix

Confluence Academy

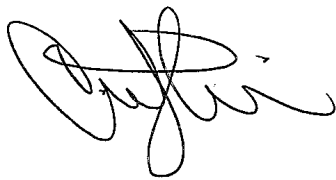
Confluence Academy and its education partner, EdisonLearning, are committed to the success of each and every Confluence Academy student and, by initialing beside each line, will:

- Believe that each child is capable of learning great things ch
- Provide a safe, pleasant and caring learning environment ch
- Assist each child in achieving academic progress ch
- Respect the uniqueness of each child and his/her family ch
- Adhere to the core values in all aspects of school operations ch
- Provide quality, standards based curriculum, instruction and assessment measures ch
- Communicate regularly with families regarding academic and behavioral progress ch
- Help students learn to resolve conflicts in an appropriate and positive manner ch
- Maintain high expectations for all members of the learning community ch

By signing this Learning Success Compact below, all parties agree to uphold the responsibilities and expectations as outlined above.

Student

Parent or Guardian

A handwritten signature in black ink, appearing to read "C. Miller", is written over a horizontal line.

On behalf of Confluence Preparatory Academy

Appendix





Confluence Preparatory Academy

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St. Louis, MO 63103

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