

BLUE VALLEY ACADEMY



Relationships - Academic Rigor - Real World

PARENT AND STUDENT HANDBOOK

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BLUE VALLEY ACADEMY
7500 West 149th Terrace
Overland Park, KS 66223
Phone: 913-239-4500

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ACADEMY

PARENT AND STUDENT HANDBOOK

This Handbook is your resource for guidelines and procedures specific to the BVA Program and only includes additions to District policies and should be referenced as such. Students must also adhere to all Blue Valley School District policies and procedures. The guidelines and procedures in the BVA Handbook may be enforced beyond those stated by Blue Valley School District.

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▶ INTRODUCTION TO BVA

▼ WHAT MAKES US UNIQUE...

TAILORED PROGRAM DESIGN:

1. Small class sizes to allow greater access to teachers and support team
2. Ample class time to complete schoolwork
3. Daily block schedule of 4 classes that meet daily over a 9-week term
4. Start of school day pushed back to 9:00AM
5. Real World Learning through partnerships with local business and industry

OUR GUIDING PRINCIPLES:

Meaningful Relationships

Helping young people feel seen, heard, and loved is top priority at BVA. This is achieved through our dedicated staff and the extra-effort in forming positive teacher-student relationships. BVA also has daily Team Time committed to life and relationship building skills.

Academic Rigor

The Blue Valley standard of rigorous curriculum and high levels of academic achievement applies to all students. The key differences are the accelerated 9-week term schedule in which courses are completed and the individualized attention given to students through smaller class sizes.

Real World Learning

The BVA experience is defined by proven in-class learning opportunities paired with out-of-class connections to the real world. Every graduating student is expected to earn a post-secondary asset through the help and support of our local community and business partners.

BVA C.O.R.E COMMITMENTS:

Throughout our building and the BVA experience, the C.O.R.E. Commitments of Confidence, Ownership, Respect, and Empathy are taught, measured and reflected on with students.

▼ MISSION STATEMENT

The Mission of Blue Valley Academy is to empower our community, foster meaningful relationships, improve student confidence, and provide diverse opportunities for individual growth.

▼ VISION STATEMENT

Our vision is to develop and celebrate balanced, confident learners who empathetically impact their communities and achieve their unique potential.

▶ STUDENT GROWTH

▼ STUDENT GROWTH GOALS

In addition to grades and report cards, soft skills and student success measures are used to celebrate strengths and identify future goals for growth.

Primary forms of measurement:

- ▶ Pre/post survey based on C.O.R.E. Commitments and Real World Skills
- ▶ School data from Student Success Measures

▼ C.O.R.E. COMMITMENTS

Confidence:

- ▶ Believe in yourself
- ▶ Focus on growth
- ▶ Go beyond your comfort zone
- ▶ Learn from failure

Ownership:

- ▶ Come prepared to learn
- ▶ Advocate and accept help
- ▶ Recognize your part
- ▶ Know the expectations

Respect:

- ▶ Respect others
- ▶ Use appropriate language
- ▶ Manage technology
- ▶ Honor the journey of others

Empathy:

- ▶ Be welcoming to others
- ▶ Look beyond stereotypes
- ▶ Be kind to self and others
- ▶ Create safe space for all

▼ STUDENT SUCCESS MEASURES

80% Attendance:

- ▶ Show up on time on a daily basis
- ▶ Make a positive contribution

80% Academics:

- ▶ B's or better in the classroom
- ▶ Don't settle for bare minimum
- ▶ Be Coachable

No Office Referrals:

- ▶ Make good choices
- ▶ Watch your language and behavior

Go the Extra Mile:

- ▶ Earn a College Credit
- ▶ Complete a Work Experience
- ▶ Present a Client Connected Project

▼ STUDENT INTERVIEWS

Entrance Interview:

Students and families will be given the opportunity to meet with the school counselor and administrator to share their school experience and supports needed to be successful. Individual student interests and strengths will be explored during the interview.

End of Year Interview:

At the end of a school year, students will complete an interview with a small group of teachers to reflect on their school year, where they grew the most, and where they still need to grow.

▶ ACADEMIC INFORMATION

BVA takes pride in offering rigorous curriculum experiences and relevant course content for students. The same high-level of academic standards and benchmarks at the home high school exist at BVA.

Our Ask...

- ▶ Be on time and attend class every day
- ▶ Listen to and respect teachers and classmates
- ▶ Ask questions and advocate for your individual learning needs
- ▶ Complete your work to the best of your abilities
- ▶ Participate in the learning process and focus on growth over time
- ▶ Know the expectations of each teacher and their make-up work policies

▼ PROGRESS CHECKS/GRADING DATES

Timely Progress Checks are designed to inform students and parents of academic progress. Students and parents are encouraged to download the Canvas app to view current grades, due dates, and missing assignments. Grade reporting dates for a term coincide with the end of the quarter as scheduled on the District calendar. Grades are updated on a regular basis and can be viewed anytime using Canvas.

▼ HONOR ROLL RECOGNITION

BVA is proud of the academic success of students and recognizes eligible students for the BVA Honor Roll.

Honor Roll Criteria:

- ▶ Maintain a 3.0 grade point average or above for the specific grading period.
- ▶ Not receive a "D" or "F" on the report card for the specific grading period.

▼ MAKE-UP WORK

Due to the rapid pace of a term schedule, absences are highly discouraged. Students are responsible for completing assignments and tests that are missed when absent from class. Students will need to initiate discussion with their teachers to make appropriate arrangements for make-up work.

Teacher discretion will be used to determine when an assignment can no longer be turned in for credit. Students are expected to understand the teacher expectations and policies for the given term.

▼ HOMEWORK

Class assignments are designed to be completed during school hours given the student is present and actively engaged. In the case of missing assignments or make-up work, homework will be required to remain in good academic standing.

▼ TRANSCRIPT & SCHOOL RECORDS

Blue Valley Academy students remain enrolled at their home high school and follow the same graduation requirements. The home high school maintains the Official Transcript, GPA and School Records.

ATTENDANCE PROTOCOL ▼

1. Parent notifies school of absence on the BVA website or by calling the Attendance Office (239-4529)

2. BVA records an absence as one of the following:
 - ▶ Late
 - ▶ Excused
 - ▶ Undetermined
 - ▶ School Sponsored Activity
 - ▶ ISS
 - ▶ OSS

Note: If we have no information regarding an absence, parents will receive an automated message for an undetermined absence, until the reason for the absence is communicated by the parent.

3. **ATTENDANCE LETTER:** Letter sent home if student is **absent 5 or more days in term.**

4. **PARENT CONFERENCE:** Meeting with BVA team prior to filing truancy.

5. **TRUANCY PROCESS:** School obligated to report truant students to District Attorney..

▶ POLICIES

▼ SCHOOL SAFETY & DISCIPLINE

Every reasonable measure will be employed to maintain the safety of all students. Thus, behavior that is intimidating or threatening to others, including staff and students, will not be tolerated. Unacceptable behaviors at school and all school activities will result in disciplinary action.

Restorative Practices are a common approach that BVA uses to proactively build community, in preventing problems from arising. Our goal is to work with students in a non-punitive manner to restore any damage that might have resulted from a prior conflict.

In the case of a serious offense, Suspensions and/or Expulsions will be enforced according to BVSD policy. School Administration will contact parents immediately to make them aware of the situation and protocol.

▼ REMAINING IN GOOD STANDING

Participation in the Blue Valley Academy Program is a student/parent choice and is treated as a privilege. Remaining in good standing as a BVA student is required for continued participation in the program. School data in Attendance, Academics, and Office Referrals will be used to determine student status.

Removal from the program may result after unsuccessful interventions or re-occurring challenges are keeping the student from being successful.

In these circumstances, a student/parent meeting will be held with BVA administration and the student support team to determine alternate options for completing course work and meeting student needs before returning to the program.

▼ ATTENDANCE & TARDINESS

Blue Valley Academy expects students to be responsible for attending classes every day. Parents are responsible for contacting the attendance office to notify the school of an absence.

Students are expected to be in class ready to learn at the start time of each class. If tardiness is a consistent issue, disciplinary action may be taken. If a student is tardy to school, upon entering the building they must sign in through the office for accurate attendance record keeping.

▼ LEAVING DURING THE SCHOOL DAYS

Students needing to leave school must provide advanced parental verification to the school to be released from class and then check out with the attendance clerk. If the student returns to school the same day, they must check in through the office.

▼ LUNCH AND BREAK EXPECTATIONS

Blue Valley Academy is a closed campus, which requires students to remain on campus during lunch and breaks. Students may either purchase food from the cafeteria or bring their own. BVA prohibits outside food to be delivered to students via any vendor. We request parents make prior arrangements if they would like to join their student for lunch or take them off campus for lunch.

In addition to the cafeteria, students are allowed to use non-classroom areas and the outdoor courtyard for lunch. The student union also has a kitchen area for students bringing their own lunch. Being allowed to eat in our common spaces reflects the trust we extend to students. Students will assist the custodial staff if unable to successfully clean-up after themselves.

▼ SINGLE USE RESTROOMS

All restrooms at BVA are to be used by one person at a time. Students should wait in the hallway if the restroom is occupied upon arrival. In the case of an emergency, alternate options for students will be made available during that time.

Restroom visits will be monitored through our digital hallpass and reduced if policy is not followed.

▼ USE OF COMMON SPACES

School appropriate behavior and respect is expected at all times throughout the BVA facility and campus, including the following areas, which are considered BVA Common Spaces:

- ▶ Student Union
- ▶ Cafeteria Commons
- ▶ Game Room
- ▶ Hallway Passing Areas
- ▶ Front Lobby Area
- ▶ Gymnasium

▼ DRESS CODE

BVA follows and enforces the Blue Valley School District Dress Code. Student clothing shall reflect a sense of self-respect and personal dignity and shall not distract from the learning environment. Students who violate the dress code will be given the opportunity to make the correction before administration and parents are involved.

▼ DIGITAL HALL PASS

BVA uses a digital hall pass when students are needing to leave the classroom. Upon getting teacher permission, students are expected to complete the check-out process and caddy their phone before leaving.

STUDENT EXPECTATIONS FOR PHONES ▼

Phones and headphones are to be put away during class. (Not Visible)

Phones placed in caddy if unable to manage during class.

Music and phone calls should remain private during passing periods and breaks.

STUDENT EXPECTATIONS FOR MACBOOKS ▼

Student devices are to be used for academic purposes only.

Students are responsible for bringing devices, fully charged, to school each day.

Students should use devices in a positive and appropriate manner.

▶ BELL & TERM SCHEDULES

TRADITIONAL DAILY SCHEDULE ▼

BLOCK 1	9:00 – 10:10
BREAK	10:10 – 10:20
BLOCK 2	10:20 – 11:30
LUNCH	11:30 – 12:00
BLOCK 3	12:05 – 1:15
TEAM TIME	1:20 – 1:35
BLOCK 4	1:40 – 2:50

ACADEMIC INTER. SCHEDULE ▼

BLOCK 1	9:00 – 9:55
BREAK	9:55 – 10:05
BLOCK 2	10:05 – 11:00
LUNCH	11:00 – 11:35
BLOCK 3	11:40 – 12:35
BLOCK 4	12:40 – 1:35
ACADEMIC INTERVENTION	1:40 – 2:45

▼ TEAM TIME

Team Time is a daily interaction with an assigned teacher mentor and peers to build meaningful relationships and skills to navigate life with purpose. Social and Emotional Learning will be covered along with goal setting and college/career planning.

▼ ACADEMIC INTERVENTION

Weekly Academic Intervention is provided to students for successful completion of assigned classwork. Teachers communicate with students every Thursday to determine required attendance.

Assigned students who intentionally skip Academic Intervention will be assigned lunch detention followed by ISS and may lose the opportunity to make-up missing work.

Students in good standing in all classes have earned the privilege to leave campus at 1:35 and are not required to stay for the remainder of the day.

▼ DAILY ARRIVAL AND DISMISSAL

School hours are from 9:00 AM-2:50 PM Monday-Friday. Students are required to use the east facing doors to enter and exit the building. BVA operates as a closed campus, which requires visitors to make an appointment and show ID upon arrival. Any student arriving late or leaving early must have prior parent permission and sign in/out with the front office attendance clerk.

▼ TERM SCHEDULE

Blue Valley Academy provides a significantly different class schedule from our home high schools. Our academic year is divided into 4 Terms that coincide with the 9-week quarters on our BV District calendar. Students enroll in 4 classes for each term that meet daily for a longer block of time. Students are able to earn .5 credit for each of the classes in a term.

▼ END OF TERM PRESENTATIONS

Presentations occur at the end of each term. All students will prepare and present their learning and growth to a panel created by the instructor and student. Grading rubrics will be used to assess progress and engage student reflection.

▶ TRANSPORTATION

▼ BUS SHUTTLE

BVSD offers a free shuttle bus between each of the BV high schools. Students who are riding the shuttle to Blue Valley Academy are expected to follow rules/procedures at their high school as they wait for the shuttle. Please note that shuttle riders will need to leave class early and are responsible for making up any missed work.

SCHEDULE ▼

Morning Departure:	8:40 AM
Arrival at BVA:	8:55 AM
Afternoon Departure:	2:25 PM
Arrival at HS:	2:45 PM

▼ VEHICLE OPERATION AND PARKING

Traffic and parking on school property is regulated by the School District. Students traveling on their own will need to follow all city and county ordinances.

The following regulations and procedures apply:

- ▶ Students and Parents must complete a BVA Parking Agreement form.
- ▶ Vehicles must park in the designated East parking lot.
- ▶ Speed limit on campus streets is 15 mph and on campus parking lots, 10 mph.
- ▶ Vehicles parked in any clearly marked tow away zone, may be towed on the first offense.
- ▶ Vehicles are not to park or stop in any driveway or at any location marked with a yellow curb, "no parking" sign, or fire lane.
- ▶ Vehicles parked in handicapped spaces must display a state issued handicap license plate or permit.
- ▶ Entrances and exits on campus and other regulatory signs are to be obeyed at all times.
- ▶ Loitering in the parking lots is not allowed. Students are to enter the building immediately upon arrival and to leave after entering their vehicles.

Failure to comply with these and other regulations as defined in District Policies will result in disciplinary action, which may include towing, loss of driving privileges, and monetary fines. The Board of Education has established a parking violation rate of \$25.00 per occurrence. Careless and reckless driving will result in a \$75.00 fine and loss of driving privileges.

Note: All student vehicles on campus are subject to searches based on reasonable suspicion.

▼ TRAVELING TO OFF-SITE LOCATIONS

Students will be given the opportunity to explore career opportunities and engage with the business community throughout the school year. School transportation will be provided during large group field trips via school bus or van. In the case of a student internship or work study program, students may need to provide transportation on their own. Parents/Guardians are required to complete the BVA transportation agreement form prior to the visit.

▶ STUDENT WELL-BEING

The Counselor, School Psychologist, Social Worker and School Nurse work collaboratively to assist the well-being of all students. Please refer to the staff contacts page to find the appropriate contact information.

▼ NURSE'S OFFICE

The school nurse provides care for all ill and injured students. In addition, the nurse serves as a resource for health education. The nurse is responsible for all vision and hearing screenings. If ill, the student may ask permission from the instructor to visit the nurse's office. If the student must go home because of an illness, the nurse will verify the illness and call the parents before the student is allowed to sign out.

All accidents are to be reported to the nurse's office immediately. An accident report will be completed when appropriate. Following any serious accident the parent or guardian will be notified immediately. In case of serious illness when immediate medical attention is required, the student will be sent to the preferred hospital via emergency vehicle.

When a student needs to be excused from physical education for more than three days for illness or injury, a written statement from a physician stating the reason for the excuse and the duration must be brought to the nurse's office.

For the safety of our students, it is important for parents to provide the district an emergency telephone number in addition to the home and work telephone numbers.

▼ IMMUNIZATIONS

All students entering the Blue Valley Schools for the first time are required to present the Kansas Certificate of Immunization (KCI) form signed by a physician or the Health Department.

If more than one vaccination is needed to complete a series, the student must receive a current dose and continue the series on schedule until completed. If immunizations are not current, the student will be excluded from school until immunizations have been completed. Written verifications of immunizations are required from a physician or health department.

▼ MEDICATION AT SCHOOL

All medication to be taken at school should be left in the nurse's office. The medication must be in a prescription labeled bottle or accompanied by a note from the doctor.

Students must have a signed parent permission form on file stating that he/she may take over-the-counter meds at school before the nurse can dispense this medication.

▼ SOBRIETY ASSESSMENTS

When there is reasonable suspicion that a student is under the influence of drugs or alcohol, the student will be requested to undergo a sobriety assessment administered by the school nurse with school administration present. If it is determined the student is under the influence, parents will be requested to take the student home for the remainder of the day. Disciplinary action will follow according to the Board of Education Policy 3500 *Behavior and Discipline*.

▶ SCHOOL SAFETY PROCEDURES

BVA staff is committed to providing a safe environment for all students and staff. The following measures are in place to ensure this mission.

▼ SECURED ENTRANCE

All visitors are required to show appropriate ID before entering the building. Visitors will be directed to sign-in at the front desk, where they will be issued a visitor's badge.

▼ VIDEO SURVEILLANCE CAMERAS

The Safety and Security Camera System will be in operation at all times. Cameras are located both inside and outside the building and are monitored regularly by the SRO.

▼ SCHOOL RESOURCE OFFICE (SRO)

The BVA School Resource Officer is a Commissioned City of Overland Park Police Officer who is approved to work in the BVSD. Their duties include providing protection and security to students, staff and school property. The SRO monitors and assists with the supervision of students and visitors in all areas of the building and parking lot.

▼ CRISIS ALERT SYSTEM

All staff members are equipped with a 3-click badge technology for immediate crisis alerts to school response team which includes the building administrator and school resource officer.

▼ SCHOOL SAFETY DRILLS

Required School Safety Drills are held periodically throughout the school year. Students are expected to listen to instructions for the specific drill and move to the designated area in a quick and orderly manner.

▼ SEVERE WEATHER

In case of severe weather - snow, low temperatures, ice, etc. - the official announcement for school closing will be posted on the district homepage and may be heard over the local radio and TV stations.

▼ SAFE SCHOOLS HOTLINE

The Blue Valley Safe Schools Hotline is (913) 239-HELP (4357).

Any person who has information and/or concerns regarding threatening or potentially dangerous situations within the district is strongly encouraged to call the Safe Schools Hotline. Callers should leave a voice message with as much pertinent information as possible. Callers may remain anonymous, or leave their phone number if they want their call to be returned. The Safe Schools Hotline is available 24-hours a day, every day of the year. All information reported on this line is considered to be serious in nature. Anyone intentionally submitting misleading or inaccurate information will be prosecuted.

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