



# Family Handbook

2020-2021 School Year

EAGLE Tower Grove South  
3716 Morgan Ford Rd.  
St. Louis, MO 63116

EAGLE Fox Park  
2617 Shenandoah Ave.  
St. Louis, MO 63104

EAGLE Tower Grove East  
2900 S. Grand Blvd  
St. Louis, MO 63118

EAGLE Gravois Park  
3630 Ohio St.  
St. Louis, MO 63118

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## Our Mission

The mission of EAGLE Prep is to develop serving leaders by providing a rigorous college prep learning community where we work together toward the pursuit of academic excellence and character development in a safe, supportive, and loving learning environment.

Our Mission Statement emphasizes the two-fold purpose of our school: To strive for **academic greatness** in an environment that fosters **positive character development**. These two purposes go hand-in-hand and without one, the other is far more difficult to achieve and less meaningful even if it is achieved.

## Our Philosophy

**EAGLE Prep** believes that college preparation begins at an early age, not just the few years before college. The elementary years are formative years, years that set the ground work for success in college. At EAGLE, scholars will be exposed to college early on through field trips, guest speakers, and by making lifelong learning part of the school culture and environment.

**EAGLE Prep** believes that to achieve educational greatness, scholars need to spend more time focused on core courses to prepare them for success in college. We will spend extra time daily on reading, language arts, and mathematics using not only traditional, time-tested curricula, but also utilizing new programs that integrate the benefits of technology to meet the learning needs of all scholars. Scholars will develop a tenacious spirit to work hard and efficiently at school.

**EAGLE Prep** believes in building a foundation for scholar success by focusing on character development. The combination of high expectations, paying attention to detail, proactively celebrating success, developing a sense of team, and building self-efficacy will lead scholars to be prepared not only to excel academically, but also prepared for other challenges that are waiting for them throughout their lives.

## Our Values

**EAGLE Prep** is relentlessly focused on providing a world-class academic program that instills the following values:

### **Loving:**

Above all else we love our scholars and will in all things put them first knowing they can and will succeed. We love each child we serve too much to lower our expectations or let them slip through the cracks. We treat our colleagues, parents, and communities with the same love.

### **Leading:**

To us, leadership is supporting, equipping and inspiring others to achieve significant results. Through our leadership we seek to serve our scholars, parents, communities and co-workers.

**Learning:**

We know that maintaining the status quo is not good enough, and we will push our scholars and ourselves to the next level every day. We are grounded in the belief that there is always a better way to accomplish our goals.

**Lasting:**

The cornerstone of who we are is our mission, vision, and values. We build upon the foundation of the work of those who came before, while steadfastly remaining entrepreneurial as we chart new territory into the future.

**Laughing:**

We seek to live life to the fullest and enjoy the opportunity to collaborate with others and create new things in this educational endeavor.

## Our Virtues

EAGLE Prep will teach students strong character habits by using the following virtues as guideposts to our development as serving leaders:

**Integrity:** personal consistency in moral goodness

**Diligence:** intrinsic energy for completing good work

**Courage:** the capacity to overcome fear to do good

**Responsibility:** accountability to myself and others

**Self-sacrifice:** purposeful action exchanging personal loss for the good of others

**Justice:** the capacity to determine and preserve our common rights

**Respect:** civility flowing from personal humility

These virtues will be explicitly taught through the Character Formation Project curriculum and emphasized throughout daily school life. Teachers, staff, families, and students will be expected to uphold these key virtues **in all interactions** and demonstrate understanding through their actions.

## EAGLE Commitment to Excellence

The Commitment to Excellence agreement outlines how the school staff, scholars, and parents will share responsibility for promoting high student achievement and academic performance. Parents will receive this document at the beginning of each school year and all parties will agree to uphold the values of the schools as outlined in the Family Handbook. The Commitment to Excellence document will be reviewed and signed on an annual basis and will serve as the handbook acknowledgement form.

## School and Staff Commitments:

EAGLE teachers and staff commit to the following:

**High Quality Education:** We commit to providing a high-quality education and to going the extra mile for our scholars. We commit to the use of high-quality curriculum and instructional materials, based on the latest research and best practices in the field of education. We commit to providing highly qualified teachers in a supportive learning environment to enable all scholars to meet the challenging Missouri Learning Standards. We commit to providing our teachers with high-quality professional development and feedback to continually improve their craft.

**Support and Collaboration:** We will appreciate, support, and respect every scholar and their family. We will provide families with opportunities to volunteer and participate in their scholar's class and to observe classroom activities.

**Communication:** We will communicate regularly with parents about their child's progress and make ourselves available in person and by phone or email. We will encourage two-way, meaningful communication between family members and staff, and communicate, to the extent practicable, in a language that family members can understand. We will hold regular parent/teacher conferences to discuss your child's progress and provide ways to support your scholar academically at home. We will provide regular newsletters, assessment data, and quarterly report cards for your scholar. We will communicate with civility and respect and will expect the same in return.

**Homework:** We will assign relevant, meaningful homework every night to reinforce the skills and concepts learned in class. We encourage families to be active members of their local library branch and to provide books and/or other reading material for their scholar to complete the nightly reading assignment.

**Fairness:** We will enforce EAGLE Prep's virtues consistently and fairly. When scholars are disciplined or when scholars deserve recognition for their accomplishments, we will promptly inform parents.

**Safety:** We will protect the safety, interests, and rights of all individuals. Our scholars are our primary responsibility and their safety is our utmost priority. We will strive daily to maintain a safe and positive school climate.

**Virtues:** We will live by, model, and teach the virtues of Respect, Courage, Justice, Integrity, Perseverance, Self- Sacrifice, and Diligence each and every day.

## Scholar Commitments:

Without taking shortcuts, or making excuses, I commit to EAGLE Prep in the following ways:

- I will attend school every day.
- I will do my homework every day and ask for help when I need it.

- I will take pride in wearing the EAGLE uniform daily and follow the school dress code.
- I will be responsible and safe toward others, actively monitoring my voice and body.
- I will be respectful of my fellow classmates and my teachers.
- I will show courage by taking on challenges.
- I will show justice by being mindful of others.
- I will show integrity by always telling the truth and accepting responsibility for my actions.
- I will show responsibility by completing my work to the best of my ability and being accountable to my teachers.
- I will show self-sacrifice by putting others thoughts and feelings above my own.
- I will show diligence by setting goals and working hard to reach these goals. I will try my best, even when it is hard

### Parent/Guardian Commitments:

- I, as a parent, will support my child's learning in the following ways:
- I will make sure my child is in school every day. I understand that my scholar is expected to have 95% attendance.
- I will listen to my child read daily.
- I will praise my child's efforts.
- I will check to see that homework is completed and is done with accuracy and in a timely manner.
- I will attend all required conferences and meetings.
- I will promote positive use of my child's extracurricular time and activities.
- I will stay informed about my child's education by reading all communications from the school and responding appropriately.
- I will insist that my child accepts responsibility for his/her own learning and conduct.
- I will reinforce academic excellence with my child and provide a quiet time and appropriate place at home for study and reading.
- I will actively participate in the school community by volunteering for school sponsored events, to the extent possible.

## Attendance

### General Statement on Attendance

Attendance at school is the most basic requirement for learning. In order for scholars to reach their personal best, they must be present and make their strongest effort at school each and every day. Our curriculum is rigorous and scholars need to be in class every day to keep pace. Parents are expected to ensure that their child is in school every day possible. Please do not allow your child to miss a day of school except for serious illness. We request that doctor, dentist, and other appointments as well as vacations are scheduled at times when school is not in session; breaks, holidays, and early release days are an excellent time to schedule appointments and vacations.



School begins at 8:00 am and scholars are expected to be in class promptly when class begins. If scholars choose to eat school breakfast, they should allow for ample time to eat and get to the classroom and check in with the classroom teachers. Scholars who arrive after 8:00 am are considered tardy.

## School's Responsibility

Attendance is taken by homeroom teachers and verified by the main office staff. Parents will be contacted by phone if their scholar is absent. It is also the responsibility of the school to contact the parent/guardian in the event of excessive absences and tardies.

## Parent's/Guardian's Responsibility

Parents/guardians are asked to call the office by 8:00 am in case of illness. If calling before school begins, please leave a voicemail message indicating the scholar's absence (scholar's name, date of absence, parent name, reason, daytime phone number). If a scholar misses three or more consecutive absences *due to illness*, please bring a

doctor's release from the child's primary doctor upon returning to school.

## Make-Up Work

Scholars are expected to complete homework assignments and assessments missed during an absence. Parents/guardians are responsible for requesting a scholar's missing assignments while he/she is absent.

## Educational Neglect/Truancy

If a scholar's Average Daily Attendance percentage falls below 95%, a "Warning Letter" will be sent to the parent/guardian. School administration will make every effort to communicate with families and put together an action plan to improve school attendance prior to making a truancy referral. In the event that a scholar's attendance falls below 90%, a referral to the Truancy Office will be made for failure to attend school and/or failure to send the child to school in accordance with Missouri State law. Both scholar and parent, if cited for truancy, may be required to appear in court to explain the truancy.

## Excessive Absences and Tardies

Instruction begins promptly at 8:00 am, any scholar who arrives after 8:00 am is considered tardy. At the time that a scholar has accumulated ten (10) or more unexcused absences during the school year, the parent/guardian may be required to appear before the Regional Executive Director and/or Board of Directors to discuss consideration of the scholar's continued enrollment status or promotion to the next grade level. Cumulative tardy minutes may be combined with whole or half days absent to account for the total number of days missed.

## Exceptions

As stated in the Missouri Revised Statutes, scholars with chronic health problems, an extended illness, disease, or an accident who are unable to attend school for a period of time may be excused from school. All chronic health problems, extended illnesses, diseases, or accidents should be certified by a written letter from the scholar's doctor. All cases will be reviewed on an individual basis.

## Suspensions

Suspensions are considered absences. If a scholar is absent from school due to suspension, these days will be counted toward the total number of absences for the school year.

## Dismissal

For the safety of scholars, EAGLE will only release scholars to:

- Parents and guardians
- The following contacts who are approved by a parent/ guardian
  - o An individual or emergency contact who is added to a scholar's contact list
  - o An individual that the office is pre-notified is approved to pick-up a scholar, and who provides identification to the school at the time of pick-up
  - o An individual who is added to a scholar's Pikmykid pickup contact list

EAGLE will not release scholars to ride share, or taxi/cab services, unless accompanied by an approved adult who is at least 18 years of age or older.

## Early Dismissal

Scholars are expected to stay in school until the close of the school day (3:15 pm for regular dismissal days and 2:00 pm for early release days every Friday). The school offices are subject to close 30 minutes prior to dismissal as scholars and staff prepare for dismissal. Early pickups are disruptive to the learning environment. For a scholar to be dismissed early, the school office should receive prior notification of any scholar needing to be dismissed early. The school will arrange for scholars to be at the office at the time the parent requests.

## Late Pickup

Scholars are expected to be picked up by their parent or another designated adult promptly at the end of the school day. Pick up is from 3:15-3:30 Monday-Thursday and 2:00-2:15 on Friday. At the time that a scholar has accumulated ten (10) or more late pick ups during the school year, the parent/guardian may be required to appear before the Regional Executive Director and/or Board of Directors to discuss consideration of the scholar's continued enrollment status. A parent/guardian must notify the main office immediately if the scholar's pick up will be late. After the pick-up times listed above, any scholar remaining at the school, and not enrolled in an after-school program or activity, may be dropped off at the local police precinct, and the St. Louis City Juvenile Police Department will be notified.

## Attendance at After-School/ Extra-curricular Events

Scholar attendance at school is required to participate in after school activities. Scholars who are absent from school may not attend after school or evening events or activities. For weekend events, scholars must be present in school on Friday. The Principal and/or Dean will make the final determination for participation in extracurricular activities due to attendance or tardiness.

## Homework

Homework is an essential part of the EAGLE Prep educational program. It is designed to reinforce skills taught in the classroom, help scholars develop a deeper understanding of concepts and to promote good study habits. Elementary Scholars will receive a weekly homework packet and are expected to keep pace with the work on a nightly basis and read for a minimum of 30 minutes. For kindergarteners, this means reading with a parent or having an older sibling read to the scholar. Middle School Scholars will receive homework daily in each content area class and will be required to read each night.

Scholars are responsible for understanding homework expectations before leaving school and for having the homework completed accurately, neatly, and on time. Parents and guardians should support the homework program by providing the scholar with the time necessary to complete the work and a quiet, well-lit place to study.

Homework is checked daily by the teacher. Parents and guardians should sign the nightly homework packet and reading log. The amount of daily homework will vary depending on the scholar's grade level.

## School Culture and Discipline Philosophy

Our approach to school culture is rooted in the belief that the learning environment is sacred. At EAGLE Prep we will do whatever it takes to ensure that scholars are nurtured in a loving environment and are safe (physically, emotionally, mentally, and intellectually). We will work to ensure that every scholar has the chance to learn without needless disruptions.

Our teachers use a large array of strategies to teach and promote positive behavior and to correct disruptive behaviors. Our faculty uses Love and Logic and Collaborative Problem Solving as the basis for promoting a positive school culture. Positive reinforcement will be used whenever possible, and staff members will do their best to "catch scholars doing the right thing." Faculty will teach and model the five "Ls" (Loving, Leading, Learning, Lasting, Laughing), and outstanding scholars will be recognized during classroom and school-wide NEST (Nurturing EAGLE Scholar Time).

We also use consequences and a problem-solving approach to correct disruptive behaviors. Scholars may lose privileges if they violate the EAGLE Code of Conduct. While it is necessary for scholars to be in school to learn, scholars who are aggressive or continually disrupt learning may be suspended.

The Dean of Students is the point person for school culture and discipline issues. The Dean will confer with the Principal to decide the appropriate consequences for scholar misbehavior. The Dean and Principal may solicit parent input in certain situations, but they retain all decision-making authority.

## Code of Conduct

The following rules will apply at all EAGLE St. Louis schools:

1. Scholars and families will show respect and courtesy to other people at all times.
2. Scholars and families will show respect for property inside and outside the buildings.
3. Scholars and families will behave in a manner that does not endanger themselves or others.

## Disciplinary Offenses

A disciplinary offense is a violation of the school's Code of Conduct and occurs while the scholar is at school and/or on school grounds; is participating in a school-sponsored activity; is walking to or from school or a school-sponsored activity; or is walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity. School-related disciplinary offense may also include serious misconduct outside the school where evidence exists that the scholar's continued presence would have a detrimental effect on the school, including the safety of the scholar, other scholars, or staff members.

Disciplinary offenses result in consequences subject to the discretion of the principal or his/her designee(s) and may include time out, detention, school service/cleaning, loss of privileges, in-school suspension, out-of-school suspension, and/or expulsion. The list of punishable offenses is not exhaustive, but provides examples of prohibited conduct. The school's rules, policies, and regulations may be supplemented by classroom expectations for their classes and other school events. Repeated infractions resulting in time outs or detentions may lead to suspension and repeated suspensions may lead to expulsion. Suspended scholars are not able to participate in school activities. In addition, any breaches of local, state, or federal law may be handled in cooperation with the police department or other authorities.

Scholars may be removed from class and/or school immediately if the scholar's presence in class or school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

In determining the appropriate disciplinary action, the principal or his/her designee may consider, among other things, the scholar's prior disciplinary record.

The following chart illustrates potential disciplinary offenses and possible corresponding consequences:

Infraction	Description	Possible Range of Consequences
ARSON*	Intentional burning of property	Parent Involvement to Expulsion
BULLYING	Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.	Parent Conference to Expulsion
BULLYING-CYBER	Bullying that takes place over digital devices like cell phones, computers, and tablets. It includes sending, posting, or sharing negative, harmful, false, or mean content about someone else.	Parent Conference to Expulsion
BULLYING OR HARASSMENT ON THE BASIS OF DISABILITY	Intimidation, abusive behavior, or conduct that is physically threatening, harmful or humiliating based on actual or perceived disability.	Parent Conference to Expulsion
BULLYING OR HARASSMENT ON THE BASIS OF GENDER	Nonsexual intimidation or abusive behavior based on actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes.	Parent Conference to Expulsion
BULLYING OR HARASSMENT ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN	Intimidation, abusive behavior, or conduct that is physically threatening, harmful or humiliating based on actual or perceived race, color, or national origin.	Parent Conference to Expulsion
CHEATING	Academic dishonesty; consists of getting answers in a manner other than directed by a staff member	Parent Conference to Suspension
DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY*	Refusal to comply with reasonable requests of school personnel	Parent Conference to Suspension
DESTRUCTION OR DEFACEMENT OF PROPERTY*	Destroying or mutilating objects or materials belonging to the school, school personnel or other persons	Scholar Conference to Expulsion; Restitution Will Be Required

DISRUPTIVE BEHAVIOR	Actions that cause an interruption in the learning or school environment	Scholar Conference to Suspension
DRESS CODE	Failure to observe the school's dress code	Parent Phone Call to Suspension
DRUGS/ALCOHOL/TOBACCO*	All scholars are prohibited from possession, use and distribution of any and all drugs (non-prescribed, over-the-counter, and prescribed), alcohol, and tobacco (any type) on school grounds or during any school-sponsored event or activity on or off campus.	Suspension to Expulsion
EXPLOSIVE DEVICES*	The use, possession, or sale of explosive devices (including bullets)	Suspension to Expulsion
EXTORTION*	The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm	Parent Conference to Expulsion
FIGHTING*	Engaging in or threatening physical contact or verbal abuse for the purpose of inflicting harm on another person	Detention to Long Term Suspension
FORGERY*	Writing and using the signature or initials of another person	Parent Conference to Suspension
GAMBLING*	Participating in games of chance for the purpose of exchanging money or personal property	Parent Conference to Suspension
GANG ACTIVITY	"gang" is defined as a group of people who engage in or promote acts of disruption, violence, criminal acts, extortion, intimidation and/or distribution or use of illegal drugs, and who seek to establish a group identity through common dress or mannerisms such as signs, speech, graffiti, colors and the like. Wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or any other attribute which indicates or	Scholar Conference to Expulsion

	implies membership in or support of such a group.	
GRAPHIC REPRESENTATION	Graphic images created by a scholar that are antithetical to the character expectations at EAGLE College Prep including, but not limited to, inappropriate drawings, comics, etc. depicting unacceptable or violent images	Parent Conference to Suspension
HAZING	Any activity, on or off school grounds, that negatively impacts the mental or physical health or safety of a scholar or puts the scholar in a 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, scholar organization or school-sponsored activity.	Scholar Conference to Suspension
INAPPROPRIATE PHYSICAL CONTACT	Physical contact which is inappropriate for the school setting	Scholar Conference to Suspension
INTERNET/ELECTRONIC MEDIA MISUSE	Violation of the provisions of the school's acceptable use agreement governing use of the school's electronic media properties and capacity	Scholar Conference to Suspension
LYING	Giving of false information calculated to mislead	Parent Conference to Suspension
PHYSICAL ASSAULT	Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack	Suspension to Expulsion
PLAGIARISM	Submitting work that was not scholar's original work; not giving credit to sources	Parent Conference to Suspension
SEXUAL HARRASSMENT*	Conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or	Parent Conference to Suspension

	physical conduct of a sexual nature.	
TARDINESS	Arriving late to class	Scholar Conference to Court Referral
THEFT*	Taking or concealing property that belongs to others	Scholar Conference to Suspension; Will Include Restitution
THREATS AND VERBAL ABUSE	Statements or actions that intimidate or injure another person	Scholar Conference to Expulsion
TRESPASSING*	The unauthorized presence of an EAGLE College Prep Elementary School scholar or other scholar on a campus other than his/her own (If the scholar refuses to leave upon request, it is a violation of state law.)	Scholar Conference to Suspension
UNEXCUSED ABSENCES/DITCHING*	Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official (see Attendance section)	Parent Conference to Expulsion
WEAPONS*	The possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person	Suspension to Expulsion

\*May result in legal action and/or immediate removal.

## Procedures for Disciplinary Action/Due Process

If a scholar violates the school Code of Conduct, the following procedures will take place:

1. Scholar is informed of the charges against him/her.
2. Scholar is asked if they understand these charges.
3. Scholar is asked to tell and/or write his/her side of the incident.
4. Scholar is allowed to name any witnesses on his/her behalf.
5. The principal or his/her designee addresses the conduct and assigns an appropriate consequence.
6. The parent/guardian is notified by the principal or his/her designee.

Parents have the right to appeal a long suspension, indefinite suspension, or expulsion. An appeal for a formal hearing at the Board level must be made within three school days after the notice has been received regarding a short suspension, long suspension,



indefinite suspension, or expulsion. Scholar may present witnesses at all hearings. The scholar may only be represented by an attorney at a hearing before the Board of Directors. School officials should be notified no less than two days in advance if the scholar intends to have an attorney present. In hearings before the Board of Directors, cross-examination of witnesses is permitted.

School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If police authorities are notified, parents will be contacted by telephone or certified letter. Any actions taken by police authorities will be in addition to action taken by the school.

## Procedures for Long-Term Suspension or Expulsion

If a scholar commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps, in addition to those listed above, are taken:

1. If necessary, the scholar is immediately removed from class and/or school;
2. The parent/guardian is notified of the removal;
3. The school sets a hearing date at the time a parent is notified of long-term suspension or expulsion;
4. The scholar and his parent/guardian are notified in writing of the charges along with a statement of evidence; date, time and place of a hearing; and notice of the right at the hearing to be represented by legal counsel (at the scholar's/parent's own expense) and present evidence and question witnesses;
5. After hearing the case, the principal issues a written decision to be sent to the scholar, the parent/guardian, the school's Board of Directors, and the scholar's permanent record;
6. Any scholar who has been given a long term suspension (more than 10 days) or is expelled has the right to appeal the decision in writing to the Board of Directors within 10 days of the date of the suspension or expulsion;
7. Any appeal is heard, at the discretion of the Board Chairperson, by the Board of Director subcommittee; in such a case, the school sets a hearing date and the scholar and/or his/her parent/guardian are notified in writing of the: charges and a statement of evidence; date, time and place of a hearing; and notice of the right at the hearing to be represented by legal counsel (at the scholar's/parent's own expense) and present evidence and question witnesses.

## Record-Keeping

EAGLE Prep will maintain records of all suspension and expulsions, including the name of the scholar, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a scholar has been suspended or removed for disciplinary reasons.

## Discipline of Scholars with Disabilities

The school's disciplinary code, policies and regulations apply to all scholars, except as modified and mandated by law in certain cases of scholars with disabilities, as indicated below.

Scholars with disabilities are defined under Part B of the Individuals with Disabilities Education Act (IDEA), as amended, and implementing state regulations set forth criteria by which a scholar may be determined to have a disability and to be eligible for special education and related services. Scholars may also have a disability under the provisions of Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

## IDEA Due Process

Due process procedures, as described earlier, apply to all scholars. When a scholar with a disability commits a disciplinary infraction, the scholar's IEP team must also determine whether the scholar's committing the infraction was related to his/her disability if a suspension for the infraction is likely to result in a change of placement. If the infraction is found to be related, the additional provisions indicated below also apply. For additional information can be found in the Procedural Safeguards document.

1. **Short-term suspension.** The regular provisions apply to scholars with a disability unless the suspension results in a total of more than ten days absence for the year due to suspensions. In such case the scholar must continue to receive some educational services. Further, if the suspension would cause a "change of placement", the removal should be handled as a long-term suspension.
2. **Long-term suspension or expulsion.** A scholar with a disability must continue to receive services during a long-term suspension or expulsion, even if the offense was unrelated to the scholar's disability. An interim short-term suspension may be imposed until the IEP team completes its work, so long as it does not result in a change of placement. If a student with a disability is suspended for more than 10 days, families and students must attend a Manifestation Determination meeting.
3. **Removal for 45 school days.** A scholar may be placed in an appropriate interim alternative educational setting for up to 45 school days for possession of weapons as defined in 18 U.S.C. 930, or use, possession, sale or solicitation of a sale of certain drugs identified under schedules I, II, III, IV or V n section 202(c) of the Controlled Substances Act as well as for inflicting serious bodily injury on another person. This alternative placement of a dangerous or violent scholar may be sought through a hearing officer appointed by the Department of Elementary and Secondary Education. This removal may be used in conjunction with short and long-term suspensions or expulsions.
4. **Court Injunction.** The school may also seek a court injunction ordering removal or a changed placement of a dangerous or violent scholar.

Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo are required prior to suspension or expulsion of scholars with a disability.

## Scholars with Disabilities Not Eligible under IDEA

Expulsion, exclusion for an indefinite period, exclusion for more than ten consecutive school days, or a pattern of suspensions which exceed ten days, of scholars who have disabilities under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, but do not qualify for special education services under Part B of the IDEA, constitutes a significant change in placement.

Before implementing a suspension or expulsion which constitutes a significant change of placement, the 504 team must review all relevant information in the scholar's file in order to make a manifestation determination as to whether the misconduct in question was caused by the scholar's disability and, if so, whether the scholar's current educational placement is appropriate. If it is determined that the misconduct was not caused by the scholar's disability, the scholar may be excluded from school in the same manner as scholars who do not have disabilities.

## Scholar Searches

EAGLE Prep authorizes the Principal and his/her designee(s) to conduct searches of scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the scholar has violated the law or the school's Code of Conduct or otherwise constitute a threat to the health, safety, welfare, or morals of the school, other scholars, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights which are applicable to personal searches of scholars and their possessions.

An authorized school official may search a scholar or the scholar's belongings based on information received from a reliable informant. Individuals, other than the school's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information they knew was not accurate.

Scholars may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a scholar or a scholar's possessions and the scope of the particular search shall be based upon, among other things, the scholar's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Scholars have no reasonable expectation of privacy rights in school cubbies, desks, or other school storage spaces. The school exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

## School Uniforms

EAGLE has chosen to implement a uniform program for the following reasons:

1. **UNIFORMS UNITE US AS A COMMUNITY.** When you look at our EAGLE scholars, it is a powerful visual statement of our community. Scholars make a commitment that when they wear the EAGLE uniform, they are agreeing to live up to the school's five "L" values.

2. **UNIFORMS HELP US KEEP OUR FOCUS ON LEARNING.** Often scholars spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
3. **UNIFORMS MAKE US ALL EQUAL.** Whether families have high incomes or low incomes, the scholars come to school looking the same way. No one is made to feel bad about the clothes they do or don't have.
4. **UNIFORMS LOOK PROFESSIONAL.** Scholars look neat when they arrive to school with shirts tucked into their navy blue bottoms. The scholars come mentally prepared for school and "dressed for work".

EAGLE Prep scholars are required to wear the appropriate uniform daily. If a scholar arrives to school out of uniform, the Dean of Students will call the scholar's parent/guardian and ask him/her to bring a uniform. Scholars may not change out of the EAGLE Prep uniform at any point during the school day. Scholars must wear the EAGLE Prep uniform for all field trips, unless directed otherwise.

## General Uniform Requirements

**Shirts:** All scholars will wear the approved EAGLE Prep maroon or gray (Middle School only) collared shirt. Shirts must have the EAGLE Prep logo stitched into the fabric. If a scholar chooses to wear an undershirt, it should be solid white, navy, black or maroon. Shirts should be the appropriate size, fitting the scholar without being too tight. In addition, uniform shirts should be tucked in at all times.

**Sweatshirts/sweaters:** Scholars may wear a navy blue or maroon EAGLE College Prep logo sweatshirt/sweater during colder months. Scholars may also wear a navy blue or maroon plain sweatshirt or sweater over their uniform shirt. If a scholar chooses to wear a non-logo long sleeve top, he or she must wear it under an EAGLE College Prep uniform shirt. Hooded sweatshirts or jackets are not allowed to be worn except during outdoor play.

**Pants:** All scholars must wear plain, navy blue pants (no cargo or multi-pocketed pants). Loose pants, baggy pants, or very tight pants are also not acceptable. The school has the authority to determine what pants are acceptable. Pants should fit snugly on the waist without a belt; however a plain black or brown belt should be worn to ensure the pants stay on the hips. No undergarments should show.

OR

**Plain shorts:** During warm weather, scholars may wear plain, navy blue shorts that are no shorter than two inches above the knee. Loose shorts, baggy shorts, or very tight shorts are not acceptable. If the shorts have belt loops, scholars should wear a plain black or brown belt. No undergarments should show.

OR

**Skirts/Jumpers (Girls only):** Instead of pants or shorts, girls may choose to wear the approved plaid pattern or navy blue skirts or jumpers that are no shorter than two inches above the knee. Shorts should be worn under skirts to prevent undergarments from showing during time spent playing on the playground or during P.E. class.

**Belts:** Scholars must wear belts when pants or shorts have belt loops. Belts should be plain black or brown. Lettering or other designs are not allowed.

**Shoes and Socks:** Scholars should wear closed toed shoes, but they are not to be sandals, heels or wedges and should not distract from the learning environment (i.e. no light-up, wheeled shoes, or sequins). The School reserves the right to make the final determination whether a pair of shoes meets the uniform standards. Socks, tights or leggings should be solid black, white, navy or maroon in color.

**Jackets:** Scholars may not wear jackets inside the building. If a scholar is cold in the building, he or she may wear a long sleeve shirt (white or other solid neutral color) under their uniform shirt. Scholars may also wear an EAGLE sweatshirt or plain navy blue or maroon sweatshirt or sweater.

**Jewelry:** EAGLE prefers for scholars not to wear jewelry. Large earrings, multiple chains or rings and lots of bracelets distract from the uniform. If a scholar chooses to wear jewelry, it must be modest. If a scholar wears inappropriate jewelry, the Dean of Students or Principal may ask the scholar to remove it. It is the school's discretion as to what is not allowable.

**Hats:** Scholars may not wear hats, scarves, or bandanas in the building. Small clips or head bands are permitted. Head-coverings for religious reasons are permitted.

**Make-Up:** Make-up that serves as a distraction as determined by the school, will not be permitted. Scholars may not apply or re-apply make up at school is not allowed. Scholars may choose to wear use lip balm or non-glossy lip moisturizers, but if the application of it becomes distracting to the learning process, the scholar will not be allowed to use it.

**Nails, and Tattoos:** Nails that serves as a distraction, as determined by the school, will not be permitted. Scholars may not have visible tattoos of any sort.

**Backpacks:** All bags should be stored on hooks in the designated classroom space. Upon arriving to school bags, backpacks and coats should be hung on the scholar's designated hook.

**No Changing at School:** Scholars must wear their uniforms to and from school. They may not change clothes. Exceptions may include, changing clothes for an EAGLE sponsored afterschool activity, changing to be in compliance with the uniform code, or changing of soiled clothes, at which time the scholar may do so privately in the bathroom.

**Fridays/Field Trips:** Scholars may wear EAGLE College Prep t-shirts on Fridays or on field trip days. Scholars may also wear college t-shirts on Fridays.

## Promotion

EAGLE scholars who do not make sufficient academic progress may be retained or be required to receive additional academic instruction. Administrators will seek input from teachers, parents and other school staff before making promotion decisions. Parents will be made aware of promotion concerns by February of the second semester by the school principal. The Principal will have full authority to make all promotion/retention decisions.

If a scholar's IEP sets specific criteria or targets for promotion, the school will use these criteria; without such criteria specifically outlined in an IEP, the school will hold all scholars, including those receiving special education services, to the same rigorous academic and behavioral standards as well as promotion criteria.

## Promotion Criteria

In order to be *assured* promotion to the next grade level, scholars must meet the following standards:

- The scholar has met standards of the grade level for core academic classes (Math, Social Studies, Science, ELA).
- The scholar is on grade level or gained at least 1.5 years growth on the NWEA MAP assessment.
- The scholar scored proficient or advanced on the Missouri Assessment Program test (MAP). (Grades 3 and above)
- The scholar had nine or fewer absences during the school year.
- The scholar has successfully, fully, and on-time completed at least 92% of all homework assignments for elementary school, and attain at least 2.5 GPA for Middle School (Grades 5 and up).
- The scholar has not had a long term suspension or a pattern of disruptive behavior during the school year.

EAGLE Prep will conduct a final review of data prior to the end of the school year and contact parents to inform them if their scholar is in danger of being retained. Parents are required to attend a meeting with the teacher, principal, and Dean of Students to develop a plan to help their scholar meet promotion criteria. Scholars not meeting these criteria may be required to receive additional instruction to address concerns before being promoted to the next grade level.

## Gifted Program Policy

Gifted students are defined in Section 162.675, RSMo as "students who exhibit precocious development of mental capacity and learning potential as determined by competent professional evaluation to the extent that continued educational growth and stimulation could best be served by an academic environment beyond that offered through a standard grade-level curriculum."

The EAGLE College Prep follows guidelines for gifted identification required by the Missouri Department of Elementary and Secondary Education, looking at multiple criteria to determine if gifted education services are needed. Additional information on Missouri Gifted Education can be found at <https://dese.mo.gov/quality-schools/gifted-education>.

## Scholar Policies

After School Activities -- Same Rules Apply

All of the rules and procedures outlined in this handbook apply whenever a scholar is on campus or participating in a school-sponsored or school related function. In cases of discipline infractions, it will be the decision of the Dean of Students along with the coach or activity sponsor to decide if scholars will be allowed to participate in extracurricular activities.

## Scholar Non-Academic Material

Scholars should not bring non-academic items to school. Examples include, but are not limited to, gaming devices, magazines, laser pointers, make up, tablets, fancy pens, cards, bouncy balls, toys, or snacks of any kind. Electronic devices, other than a basic watch, are not allowed at school. Teachers and administrators reserve the right to hold possession of a personal item. Items may be returned to parents or the scholar at the end of the school day.

## Telecommunications Devices Policy

Students will not be permitted to display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device on school property during the school day. The use of mobile telephones or any device capable of capturing images is strictly prohibited while on school property, unless prior administrative approval has been obtained. Scholars are prohibited from taking pictures video of other students and staff. Scholars are expected to abide by all school policies while using any electronic devices at school-related or school-sponsored events. EAGLE is not responsible for any damaged, lost, or stolen electronic device. Teachers and administrators reserve the right to hold possession of any device on school property. The administration will determine whether to return items to students at the end of the day or to contact the parent/guardian to pick up the device.

Under certain circumstances, students' off campus use of technology that disrupts the operation of the school is also subject to discipline. Student users shall immediately disclose to their teacher or other school employee any inappropriate material they access through the computer or any message the student receives that is inappropriate or makes the user feel comfortable. Students found in possession of cell phones, cameras and electronic devices are subject to confiscation or search and seizure.

## Campus Policies

### Closed Campus

Scholars may not leave the school building or playground area or use any exit other than the ones designated by teachers for scholar use, without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult.

### Visitor Policy

Visitors, especially parents, are a vital part of the EAGLE Prep community. We welcome visitors as volunteers, observers, and partners in the education of our scholars. Unfortunately, unannounced visits or requests for meetings can be disruptive to our educational program. Parents who would like to visit or observe should call one day in advance to schedule a class-

visit appointment. Requesting a meeting with a teacher or administrator should be done in writing through the main office. Meeting Request Forms are available in the main office.

All campuses will be using the Hall Pass School Management System. Visitors will be required to provide picture identification at the time of entry. The Office Manager will provide the visitor with a badge that will be required to be visible throughout the visit. A Visitor may enter classes during a regularly scheduled transition period, although they may leave at any time. Visitors may not talk to a child or teacher during class, although they may call the teacher after school to discuss what they observed.

If a visitor comes to school to drop something off for a scholar or to leave a message, the visitor must check in at the Main Office. For the sake of scholar safety, EAGLE Prep does not allow unannounced visitors to walk about the building without an escort.

## Facilities

EAGLE Prep strives to provide a high-quality learning environment for our scholars and expects all property to be treated with respect and care. Scholars and their families are expected to leave a space in the same or better condition than when it was found.

Any flyer or posters hung in the school must be approved by the administrative team. Signs should be grammatically correct, neat, timely, and showcase quality.

## School Calendar and Closings

Please see the EAGLE College Preparatory Schools Academic Calendar for scheduled school days for the 2020-21 school year. Please note that our calendar may differ from the calendar of St. Louis Public Schools or other local charter schools.

EAGLE Prep will close school only in cases of extreme weather conditions or in case of facilities emergencies. Please listen to local radio and television stations. Closings will also be posted on the EAGLE website, Facebook pages, and through Messenger text and email blasts.

## Emergency Procedures

In case of an emergency, parents or guardians should contact the school either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including after school, or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the school office.

## Medical Emergencies

In case of medical emergency, an EAGLE Prep staff member will assess the situation and contact 911, if necessary. The Office Manager or Dean of Students will notify the parents immediately and document the date and circumstance regarding the medical emergency in the child's record.

## Lock Down/Intruder



If it is deemed necessary to do so, all staff will take scholars to the lock down/shelter-in- place areas until an all clear is given from the administration.

## Evacuation

In case of a fire or similar emergency, EAGLE Prep staff will evacuate the facility to go to another location to remain safe. Evacuation maps, which include a primary and secondary evacuation route, are posted by all doorways. The map outlines where the staff and children will go in the event of an emergency evacuation.

Fire and smoke will be announced by the alarm system. Isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Staff will direct scholars to a safe location away from the emergency situation. Please see the following for emergency evacuation locations. EAGLE Schools will follow the approved Emergency Operations Plan and notify all local news outlets in the case of an emergency.

<b>EAGLE Tower Grove South Campus</b>		<b>EAGLE Fox Park Campus</b>	
<b>1<sup>st</sup> Evacuation Location:</b> St. John's Lutheran Church 3738 Morganford Rd. St. Louis, MO 63116		<b>1<sup>st</sup> Evacuation Location:</b> Emmaus Lutheran Church 2241 S. Jefferson St. Louis, MO 63104	
<b>2<sup>nd</sup> Evacuation Location:</b> Paul's Bait and Tackle 4421 Chippewa St. St. Louis, MO 63116		<b>2<sup>nd</sup> Evacuation Location:</b> Fox Park (baseball field) Shenandoah and Ohio St. Louis, MO 63104	
<b>EAGLE Tower Grove East Campus</b>		<b>EAGLE Gravois Park Campus</b>	
<b>1<sup>st</sup> Evacuation Location:</b> Messiah Lutheran Church 2846 S. Grand Blvd St. Louis, MO 63118		<b>1<sup>st</sup> Evacuation Location:</b> Holy Cross Lutheran Church 2650 Miami St. Louis, MO 63118	
<b>2<sup>nd</sup> Evacuation Location:</b> Tower Grove Park Sons of Rest Pavilion		<b>2<sup>nd</sup> Evacuation Location:</b> Intersect Art Center 3635 Texas St. Louis, MO 63118	

## Reverse Evacuation

In the event that there is a threat or emergency when scholars are outside the building, a reverse evacuation will take place and scholars will be quickly ushered into the building. This situation may arise if there is an armed assailant or police pursuit in the immediate area. Staff will escort scholars into the nearest school entrance and lockdown procedures will then take effect.

## Severe Weather/Tornado

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows. If severe weather is forecasted, staff will monitor the National Weather Service to determine the threat level and will make announcements as needed. When a tornado

warning is issued and a siren sounds, teachers will direct scholars to immediately take shelter on the lowest level of the building in the hallway, away from all windows and doors. Scholars will sit on the ground, facing the walls in the “duck and cover” position. Administration will announce when it is clear for teachers to escort scholars back to class.

## Earthquake

In the event of an earthquake, scholars will be advised to shelter-in-place by crouching down under a desk or table with their back up so their head and neck is protected. Scholars will shelter-in-place until the situation has passed and they receive directions from the administration. No one should leave the building until it is deemed safe.

## Staff Training & Drills

All staff and scholars will participate in fire, disaster and other emergency drills at the facility. Fire drills will be conducted monthly and disaster drills annually or bi-annually as required. A record of all drills will be kept in the main office. In addition to these drills, fire alarm and extinguisher training will be completed by administrators.

## Access to Disaster and Emergency Preparedness Plan

A copy of the Emergency Operations Plan will be available, at all times, in the main office and each classroom used by scholars.

## Transportation and Safety

Families are responsible for arranging transportation for their scholar(s) to and from school as the school does not provide bus transportation. We encourage parents to partner with other EAGLE families to carpool or walk to school. Scholars will only be allowed to walk home or ride the Metro bus to and from school unescorted with prior parental consent. Scholars will not be allowed to call home to check on their transportation arrangements. If parents/guardians need to change the person designated to pick up their scholar, please notify the office by the time the office closes 3:00 Monday- Thursday and 1:45 on Fridays.

## Arrival and Dismissal

EAGLE College Prep is committed to scholar safety at all times. During morning entrance and afternoon dismissal procedures please drive slowly and carefully while in the streets around the school and/or school parking lot. Drop-off and Pick-up instructions will be provided at each campus at the beginning of each school year with corresponding maps and directions. Please obey all standard traffic rules and demonstrate courtesy for our neighbors immediately surrounding the school property.

The school gates and doors will open every day at 7:30 am. Classes begin at 8:00 am and dismiss at 3:15 pm, with an early dismissal on Fridays at 2:00 pm. Gates and school doors will close at 8:00 am to ensure that all scholars and teachers are in their classrooms on time and

ready to begin instruction. Scholars who are tardy should enter the school through the front doors and must be signed in by a parent.

## Morning/Afternoon Office Hours

The office is closed during arrival and dismissal so all staff can be on hand to assist with a timely arrival and departure. If you need to see office staff before or after school, please wait until the office has reopened for business. Office hours are:

Monday - Thursday 8:00 am – 2:45 pm, and 3:15-3:45 pm

Fridays 8:00 am – 1:30 pm, and 2:15 – 3:00 pm

## Civility Code

EAGLE Prep works very hard to create an environment where our values permeate all interactions. Therefore, the school requires that all communications with parents be civil and in a loving manner. The school retains the right to end any meeting or phone conversation in which the volume, tone or substance of the communication is rude (name-calling, frequent interruptions will not be allowed), profane (cursing or profane language is not tolerated), or threatening. Moreover, when conversations have clearly gone past the point where productive problem-solving is an option, the school reserves the right to end the conversation and schedule a meeting or conversation at a later date.

EAGLE Prep reserves the right to require parents, guardians, or community members who violate the civility code to provide written requests for meetings, outlining the nature of the concern and identifying the staff member(s) with whom they'd like to speak. The school also reserves the right to require parents who have violated the civility code to either meet off-campus at an agreed-upon location and/or to hold the meeting on campus 30 minutes after school ends. The Civility Code and these procedures are in place to ensure the safety of all scholars and staff and to maintain a calm, productive, positive learning environment for all scholars. Interactions that are disruptive to the school environment may result in removal and restricted access to/or prohibition from the school building and school sponsored activities.

## Communication

EAGLE Prep requires parents to be partners in the education of their children. The important task of educating a child calls for the school, scholar, and parent/guardian to all work together to ensure success.

In order to be effective partners, we must communicate. There are several ways that EAGLE Prep can and will communicate with families throughout the year:

## Report Card Conferences

During each semester, parents will be required to attend Report Card conferences for their scholar. Parents will receive a written report card at the conference. These are important opportunities for parents to learn about their scholar's progress and needs. Report card conferences are required.

## Behavior Alert/Academic Alert

If your scholar is experiencing a problem, EAGLE Prep may send home a written notice. Parents/guardians should make sure to review the concerns outlined in the letter with the scholar and contact the school if necessary.

## Phone Calls/Text Messages

Throughout the year, you may receive a phone call or text message from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours.

## Meetings

The School may request a meeting with you and your scholar to discuss classroom behavior or academic performance. Please respond in a timely manner to all meeting requests. If you would like to schedule a meeting with a teacher or administrator, please contact the school office.

## Messages/Voicemail

In order to keep the focus on instruction, we cannot guarantee that messages will reach scholars or teachers during the day. Scholars and teachers may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. Such calls should be rare.

Scholars may not make outgoing phone calls on personal cell phones (see section on electronic devices) or on school phones. In rare circumstances involving a true medical emergency, scholars will be allowed to use school phones under the supervision of a staff member. Scholars will not be allowed to use school phones to arrange transportation.

If you need to get a message to your child's teacher, please call the Office Manager and leave a message for your child's teacher. The Office Manager will try to relay important messages to the classroom teachers in a prompt and undistruptive manner.

## Addressing Family Concerns

EAGLE Prep is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, our scholars and their families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school. (See Step 1 in the Resolution Process listed below.)

## Resolution Process

**Step 1:** Contact Staff Member involved. If a parent has an issue or concern, the first step towards resolving the issue will be to contact the staff member involved by phone or email. The parent should call the school's main office to obtain contact information. The staff member and

parent will discuss the issue either by phone or in person to reach a resolution that satisfies both parties.

**Step 2:** Written Complaint sent to Principal. If the issue is not resolved satisfactorily, the parents' next step is to write a letter to the principal or use the "Parent Complaint Form" (available in the main office) to explain the issue. The parent may email, mail or hand-deliver the letter to the school's main office. The parent should contact the school's Office Manager to obtain contact information for the principal. The principal will reply within three business days, acknowledging the complaint has been received. The principal will investigate the situation and will then send a written decision to the parent within 10 business days of the school receiving the complaint letter or form. The parent should copy the Regional Director of Operations on the complaint form. The Regional Director of Operations is responsible for monitoring the implementation of the complaint system.

**Step 3:** Written Complaint Sent to the Board Chairperson. If the parent is unsatisfied with the principal's decision, the parent may write a letter to the Board Chairperson or use the "Parent Complaint Form" to explain the issue. The parent can email, mail or hand-deliver the letter to the school's main office. To obtain contact information for the Board Chairperson, the parent should contact the school's Office Manager. The Board Chairperson will reply within three business days and may take up to ten business days to investigate and reach a decision. The Board Chairperson will send a written decision to the parent within 10 business days of receiving the letter or form. Please note that the Board Chairperson will not respond to complaints that have not gone through steps 1-2.

## Parents of Scholars with Disabilities

Parent of scholars with disabilities are also encouraged to use the school's resolution process. Alternatively, if a parent, individual or organization believes that the school has violated federal or State law and regulation related to the education of scholars with disabilities, they may submit a written, signed state complaint to the Missouri Department of Elementary and Secondary Education (DESE).

## Use of Technology

### Security/General

- Scholars may not use any teacher or staff computer unless directed otherwise.
- Scholars may only use computers when supervised by a staff member.
- Scholars should use their assigned login/password each time they use a machine.
- Scholars may not use a school computer without logging in, and should give their login/password to another scholar.
- Scholars may only print with the permission of a teacher.
- Scholars may not change the settings of computers, and they may only use software/programs allowed by the teacher.
- Scholars may not play music or music files on school computers.
- Scholars may not download or install software on school computers.
- Scholars may not use school computers to access private Internet providers.

## Network Folders

- Scholars may not alter material in shared folders without permission.
- Scholars should save files into their own folder. They may not access other scholars' or teachers' folders.
- Network storage is the property of the school. There is no expectation of privacy.
- School personnel may review files and communications at any time to maintain system integrity and ensure that users are using the system responsibly.

## Email/Internet

- Scholar use of personal/private email is not allowed, unless approved by the teacher.
- Scholar use of chat and user groups is not allowed without approval from the supervising teacher.
- Scholars may only visit websites that are related to the academic curriculum and approved by the teacher.
- Users may not use internet radio or play audio or digital clips that take an extreme amount of bandwidth.
- Email and/or internet correspondence is not privileged or confidential.
- Communications may be monitored by the school.
- Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of internet sources without proper citation constitutes plagiarism.

## Misuse of Privileges and Consequences

Users are held responsible for their actions and activity, as outlined in the section above and the acceptable use policy signed by all scholars and parents. Unacceptable use of the network will result in the suspension of all privileges. Reinstatement of privileges will be made at the discretion of the administration.

## Nursing Services and Medication

The health and well-being of our scholars is a top priority and a healthy student will learn most effectively. For this reason, it is important to have your doctor or health center examine your child on an annual basis. **EAGLE Prep does not have a Licensed Registered Nurse on staff** and will manage all medical conditions in partnership with families, working to carefully follow directives from the child's physician.

If your child requires medication during school hours, a member of the administrative team will assist by administering medication in accordance with a doctor's orders. Medication may not be given without the completion of the "Medical Permissions" and/or "Physician Authorization" form which must be completed by a healthcare provider, or a medical action plan. Families should obtain a copy of this form from the main office. This policy, and the requirement to have a form on file, applies to all medicine, including cough drops/syrup, pain relievers, asthma inhalers and other over-the-counter medicines. Teachers may not administer medication in the classroom.

All scholar medicines will be kept in a locked cabinet, and the school will keep a detailed log of all medicines that are administered.

EAGLE Prep provides the health services required by law. Scholars with serious injuries will be taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

EAGLE Prep abides by all Missouri State immunization requirements. Each new scholar must have a certificate of immunization at the time of registration or by the first day of school attendance. Students in Transition, as defined by the McKinney-Vento Homeless Education Act, will have an additional 30 days to provide immunization records. Parents/guardians must present documentation that their children have received all required doses of vaccines or are waiting to receive the subsequent doses at the appropriate time intervals. Parents seeking to waive the immunization requirement should submit the required state waiver to the Office Manager.

## School Breakfast and Lunch Program

Free breakfast and lunch are provided to EAGLE Prep scholars daily. As part of its participation in the Community Eligibility Provision of the School Nutrition Program (a federal program which subsidizes school meals) the school is able to provide free breakfast and lunch to all scholars daily.

Families may send lunch to school with their scholar provided that it is contained in one bag or lunch box, labeled with the scholar's name, and that it conforms to the School's Healthy Food Policy. **Scholars will not have access to a refrigerator or microwave.** If you are sending lunch to school with your child, we ask that you send in nutritious foods that promote positive eating habits and learning. **Your scholar is not allowed to bring unhealthy drinks (e.g., sodas or juices containing high fructose corn syrup) or unhealthy snacks to school. Candy, gum, chips, fruit drinks, cakes, or other sugary foods are not allowed to be eaten at school.** For additional guidance, please see Dean of Students.

In order to maintain focus in the classroom, families may not send snacks or breakfast to school. This is permitted only in cases in which the scholar has a verified medical dietary restriction. The Principal or Dean of Students reserves the right to prohibit any scholar from bringing a snack, breakfast, or lunch item which becomes a distraction to learning.

## Healthy Foods Policy

Scholar nutrition and health is a focus at EAGLE Prep. Poor eating habits can adversely affect scholar performance causing, among other things, a lack of focus, low stamina, and/or behavioral outbursts. For additional information or guidance, please see the district Wellness Policy.

The school may prohibit the consumption of low nutritional value during lunch or designated snack periods. Food of low nutritional value consists of:

- Chewing gum and candy
- Food and drink containing high sugar or other sweeteners

- “Juice” or juice products containing little fruit or vegetable juice
- Foods with high fat/sugar serving ration (e.g. cookies, Cheetos, potato chips, foods fried in oil)
- Carbonated beverages
- Cakes/cupcakes (unless part of a birthday celebration)

## Birthday Celebrations

To maintain the structure and consistency of the school day, parents wishing to celebrate a scholar’s birthday with a small treat, should coordinate with the classroom teacher a day in advance, so they can plan accordingly. Families should plan to provide treats during the agreed upon time. Treats must be provided for the entire class and must be a pre-packaged or commercially approved food item.

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).



## Family Education Rights and Privacy Act (FERPA)

The protection of scholar rights is a top priority of EAGLE Prep. This document is distributed annually to all parents and scholars in order to comply with state and federal requirements to notify the parents/guardians and eligible scholars of their rights with respect to the scholar's educational records.

In general, a scholar's educational record includes any information maintained by the school, which contains information directly related to a scholar. A major exception would be a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians("parents") of scholars, and to scholars themselves who are over 18 years of age ("eligible scholars"), certain rights with respect to the scholar's education records maintained by EAGLE Prep ("School"). These rights are outlined below:

1. The right to inspect and review the scholar's education records within 45 days of the day the School receives a written request for access. Parents or eligible scholars should submit to the school principal a written request that identifies, as precisely as possible, the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate or misleading. Parents or eligible scholars should write to the principal or appropriate official, 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 scholar, the School will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible scholar when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the scholar's education record, except to the extent that FERPA authorizes disclosure without consent. One of several exceptions which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the School as an administrator, supervisor, instructor, counselor or support staff member(including health or medical staff and law enforcement unit personnel); a person serving on the School's 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 parent, scholar or other person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her responsibilities for the School. Upon request, the School discloses education records without consent to officials of a school in which a scholar seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

FERPA permits the District to designate certain scholar data as “directory information.” The primary purpose of directory information is to allow the School to include information about scholars in publications such as school activity programs, yearbooks, honor rolls and other recognition lists, graduation programs, and sports events programs. Directory information is considered generally not to be harmful nor an invasion of privacy if disclosed. Accordingly, the School has designated the following as directory information: scholar’s name; parent’s name; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors; awards received; artwork or course work displayed by the School; photographs; videotapes; digital images and recorded sound. Because directory information is considered a public record, it may be disclosed at the discretion of the School and must be released upon request. Examples of organizations to which this information may be released are companies that market class rings or publish yearbooks.

Eligible scholars and parents who do not wish to have directory information about their children disclosed, without prior written consent, must annually notify the School Operations Manager in writing within ten days after publication of the annual public notice. The School is also required by federal law to provide military recruiters, upon request, with secondary school scholars’ names, addresses, and telephone listings, unless parents have notified the School they do not want their scholars’ information disclosed without their prior written consent.

## The Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and scholars in two ways. It provides that schools and contractors:

- I. Make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- II. Obtain written parental consent before minor scholars are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations or beliefs of the scholar or the scholar’s parent;
  2. Mental and psychological problems of the scholar or the scholar’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the scholar or scholar’s parent; or

8. Income (other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program).

This requirement to notify parents and to offer them the opportunity to opt out of (remove their child) from participation also applies to the following:

1. Activities involving the collection, disclosure, or use of personal information collected from scholars for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
2. The administration of any third party (non-Department of Education funded) surveys containing one or more of the above described eight items of information.
3. Any non-emergency, invasive physical examination or screening that is: a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the scholar, or of other scholars.

In the event that the School conducts any protected information surveys or other activities referred to herein during the upcoming school year, parents and eligible scholars will be notified within a reasonable period of time prior to the administration of the surveys or activities, at which time parents will also have an opportunity to review the survey or activity and/or to opt their child out of participation. Parents or eligible scholars who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

## The Americans with Disabilities Act (ADA)

Scholars with disabilities have protections and rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when diagnosed with an educational disability that requires special education services, the Individuals with Disabilities Education Act (IDEA).

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools; highly mobile children, such as migrant and homeless children; and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

EAGLE Prep, assures that a free, appropriate public education (FAPE) is provided to all eligible children with disabilities between the ages of three and 21 under their jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and a young child with a developmental delay.

EAGLE Prep 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 Missouri's First Steps Program. EAGLE Prep assures that personally identifiable information collected, used, or maintained by the schools 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). Parents may request amendment to the education record if the parents believe the record is inaccurate, misleading, or violates the privacy or other rights of their child.

## Missouri Safe Schools Act

The Missouri Safe Schools Act was originally passed in 1996. The Safe Schools Act as it pertains to discipline can be broken down into four main sections:

1. Establishing a written discipline policy;
2. Discipline policy requiring administrators to report acts of school violence to employees on a 'need to know' basis;
3. Discipline policy requiring administrators to report acts that would constitute a felony to law enforcement officers. At minimum, school administrators will report, as soon as reasonable, to the appropriate law enforcement agency any felony or act that if committed by an adult would be a felony. These include: First Degree Murder, Second Degree Murder, Kidnapping, First Degree Assault, Forcible Rape, First Degree Burglary, Second Degree Burglary, First Degree Robbery, Distribution of Drugs, First Degree Arson, Voluntary Manslaughter, Involuntary Manslaughter, Sexual Assault, First Degree Property Damage, Possession of a Weapon, First Degree Child Molestation, Deviate Sexual Assault, Sexual Misconduct Involving a Child, Sexual Abuse when committed on school property or while involved in a school activity. The policy must also require that any portion of a scholar's IEP that is related to demonstrated or potentially violent behavior be provided to any teacher or other school official who are directly responsible for the scholar's education or who otherwise interact with the scholar.;
4. Discipline policy that allows for a one-year suspension or expulsion of a scholar who brings a weapon to school.

## Missouri School Violence Hotline (*Courage2ReportMO*)

The Missouri School Violence Hotline (SVH) began in October of 2001. In 2019, through the Missouri School Safety Initiative, the reporting mechanism moved to the Missouri Information Analysis Center for 24/7 operation and was named *Courage2ReportMO*. The goal is to make schools safer by helping school districts and law enforcement learn about school violence as soon as possible. *Courage2ReportMO* takes CONFIDENTIAL reports involving any public or private school in Missouri with students in pre-kindergarten through 12th grade. The School Violence Hotline is staffed Monday through Friday from 7AM to 6PM. Information can be reported three ways:

1. **CALL** 1-866-748-7047, toll-free
2. **ONLINE:** Fill out a form — 24/7 <https://www.p3campus.com/tipform.aspx?ID=5250#>
3. **Download the free "Courage2ReportMO" mobile app** in iTunes for Apple and Google Play Store for Android.

## **WHAT SHOULD BE REPORTED**

Any threat to life that happens on school property or the school bus should be reported to C2R. This may include:

- Assault - Physical
- Sexual Offense
- Weapons
- Human Trafficking
- Planned School Attack
- School Shooting
- Planned Suicide
- Terrorism Threat-Extremism

## **Reporting Child Abuse**

All school employees are required by Missouri state law and school policy to report any suspected child abuse. EAGLE Prep is required by law to report to Child Protective Services or the police department with jurisdiction any suspected non-accidental injury, sexual molestation, abuse, or neglect.

## **The McKinney-Vento Homeless Assistance Act**

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences. EAGLE College Prep Endeavor will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. EAGLE will also follow the requirements of the McKinney-Vento Homeless Assistance Act to ensure that there are no barriers to the scholar's enrollment, attendance and success of homeless children and youth.

It is the policy of our LEA to view children as individuals. Therefore, this policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all scholars upon enrollment and once during the school year, provided to scholars who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies. For more information concerning services available for students in transition, contact the Student Support Services Manager.

## **Schoolwide Program (ESSA)**

EAGLE Prep operates a federally sanctioned Schoolwide Title I program under the Every Student Succeeds Act (ESSA), formerly No Child Left Behind (NCLB). All scholars benefit from the program with the addition of technology in the classroom, lower student- teacher ratio, and additional library resources in accordance with the state approved Schoolwide Program plan. The EAGLE Prep Schoolwide Program follows the federal and state guidance, regulations and laws governing Federal programs.

It is the policy of EAGLE College Preparatory Schools that all provisions of ESSA are adhered to consistently in all of our schools. This includes the provisions that involve parent involvement, parent's right to know, and parental notification. It also includes involving parents in an organized, ongoing, and timely way, in the planning, review, and improvement of federal programs.

Affording parents substantial and meaningful opportunities to participate in the education of their children shall be assured by and through the use of advisory committees, opportunities to volunteer, parent involvement meetings, parent-teacher conference days, reasonable access to staff, written resource materials, community and system wide surveys, as well as needs assessments.

## Parent's Right to Know

At EAGLE Prep, we are committed to teacher quality and seek to recruit a highly qualified, state certified teaching staff. At any time, parents may request information relating to the professional qualifications of their scholar's classroom teacher. According to the Every Student Succeeds Act of 2015 (Public Law 114-95), parents have the right to know the following information. Upon request, EAGLE will provide information on any of the following in a timely manner,

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## LEA Parent Involvement Policy

The Board of Directors recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating students. In order to implement the Board's commitment to parent/family involvement in education, the Learning Support Compliance Manager will assemble a committee of parents, staff, and community representatives to serve as EAGLE Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. The evaluation will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are migratory workers, are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. Program evaluation reports will be prepared and submitted to the Board of Directors for approval annually.

## Parent and Family Involvement Goals and Plan

EAGLE Prep believes that engaging parents and families in the education process is essential to improved academic success for students. The Board of Directors recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education, the district, parents/families and the community.

## Parent/Family Involvement Goals and Plan

The Board of Directors recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement to include the following six goals:

1. Promote regular, two-way meaningful communication between home and school.
2. Ensure that parents play an integral role in their child's learning by promoting family literacy and positive parenting skills.
3. Ensure that parents are included, as appropriate, in decision-making and serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
4. Assist parents in helping their child meet challenging state and local student content standards and achievement standards.
5. Assist schools in planning and implementing effective parent involvement activities.
6. Involve parents in the annual evaluation and possible revision of the content and effectiveness of the Parent Involvement Policy in improving the quality of EAGLE College Preparatory Schools.

The district's plan for meeting these goals is to:

1. Provide activities that will promote partnerships with parents regarding the intellectual and developmental needs of their children at all age levels. This will include Family Workshops and Parent University, held during the summer. The school will also promote cooperation between other agencies and/or community groups such as Head Start, Parents as Teachers, Youth in Need, etc. to promote learning opportunities in collaboration with partner agencies.
2. Implement strategies to involve parents/families in the educational process by:
  - a. Keeping parents/families informed of opportunities for involvement and encouraging participation in various school programs.
  - b. Providing access to educational resources for parents/families to use together with their children.
  - c. Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Perform regular evaluations of parent/family involvement at each school and at the district level.
5. Provide access, upon request, to any instructional material used as part of the educational curriculum.
6. If possible, provide information in a language understandable to parents.

## Annual Title I Parent Meeting

An annual meeting for Title I parents will be held at the beginning of the school year. At the meeting, parents will be provided with an overview of the program and what it means for their student. The Parent Involvement Plan will also be offered to parents and everyone will be given a chance to provide feedback on the educational programming.

## Evaluation

A Title I Advisory Team will be involved in the process of school review and improvement. A diverse group of stakeholders including school staff, teachers, district staff and parents will convene to evaluate the school programs by collecting information in a variety of ways. There will be an annual evaluation meeting of the content and effectiveness of the Title I parental involvement program to be held each spring. Parents will be asked for their input. The evaluation will include an assessment of how much parent involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise the Parent Involvement Policy on the basis of this annual review.

## Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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



**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

*1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

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

## Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification.

**What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

**What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, (including your child's name, birthdate, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service, and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

**What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

**Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

**Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

**What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

**Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

**What if you have a question?**

Please call your school district's Special Education Department with questions or concerns. Please contact the Regional Learning Support Compliance Manager.