

BLUE VALLEY ACADEMY



Re-imagining Learning, Changing the World

PARENT AND STUDENT HANDBOOK

2020-21

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

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ACADEMY

PARENT AND STUDENT HANDBOOK

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

STAFF

Scott Kreshel | *Principal*

913-239-4515 • skreshel@bluevalleyk12.org

Jennifer Freestone

Counselor

913-239-4518

jlfreestone@bluevalleyk12.org

Nalaina Baker

Psychologist

913-239-4531

nbaker@bluevalleyk12.org

Paige Threlkeld

Children's Mercy Social Worker

913-239-4535

pthrelkeld@bluevalleyk12.org

DeDee Wilkinson

Administrative Assistant /

Bookkeeper / Registrar

913-239-4512

dwilkinson@bluevalleyk12.org

Meagan Cooper

Attendance Clerk

913-239-4529

mdcooper@bluevalleyk12.org

Amy Hamera

Nurse

913-239-4513

arhamera@bluevalleyk12.org

Officer Adam Vendetti | *SRO*

913-239-4505 • amvendetti@bluevalleyk12.org

▶ INTRODUCTION TO BVA

▼ MISSION STATEMENT

The Mission of Blue Valley Academy is to empower every student through personalized learning and meaningful connections.

▼ VISION STATEMENT

Our vision is to develop confident leaders to positively impact others and achieve their fullest potential.

GUIDING PRINCIPLES:

Personalized Learning

BVA staff takes time to know students and advocate on their behalf. Individual success plans, modified schedules, weekly progress checks, etc. are core elements to meeting the current and future needs of students.

Meaningful Connections

BVA provides relationship building opportunities and collaboration with community partners to guide self-discovery and career exploration. These interactions enhance the learning experience, aligning student interests and skills to future endeavors.

Authentic Community

BVA strives to create a trustworthy environment that celebrates diversity and recognizes the unique strengths of students. Genuine care for others and providing a place of belonging is top priority.

Creative Ventures

Students are given the opportunity to showcase their creative abilities through a variety of course offerings and real-world applications. Entrepreneurial thinking and smart risk taking is encouraged to develop an innovative mindset.

Emerging Leaders

BVA encourages the personal growth of students and is committed to testing assumptions of what young people can do. Instructors seek to instill confidence and self-worth with the understanding all students are capable of exercising leadership.

▼ WHAT MAKES US UNIQUE...

Caring people who courageously engage with students and understand their needs.

Flexible classroom space with outfitted lab/studio areas: science lab, culinary lab, fitness center, art studio, music studio.

TAILORED PROGRAM DESIGN:

1. Start of school day pushed back to 9:00AM
2. Ample class time given to complete schoolwork...no homework
3. Daily class schedule of 4 class periods
4. Small class sizes to allow greater access to teachers
5. Multiple supports to meet the academic and social/emotional needs of students



▶ BELL SCHEDULES

TRADITIONAL DAILY SCHEDULE ▼

*Monday, Tuesday,
Wednesday & Friday*

BLOCK 1	9:00 – 10:10
BREAKFAST BREAK	10:10 – 10:20
BLOCK 2	10:25 – 11:35
LUNCH	11:35 – 12:00
BLOCK 3	12:05 – 1:15
TEAM TIME	1:17 – 1:33
BLOCK 4	1:35 – 2:50

THURSDAY SCHEDULE ▼

BLOCK 1	9:00 – 9:55
BREAKFAST BREAK	9:55 – 10:05
BLOCK 2	10:10 – 11:05
LUNCH	11:05 – 11:35
BLOCK 3	11:40 – 12:35
BLOCK 4	12:40 – 1:45
REQUIRED ACADEMIC TIME	1:50 – 2:50

▼ AFTERNOON TEAM TIME

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

▼ REQUIRED ACADEMIC TIME

Required Academic Time is an academic intervention to support successful completion of assigned classwork. Teachers communicate with students every Thursday to determine required attendance.

Assigned students not in attendance will be considered as skipping class and be assigned an all-day academic intervention.

Students in good standing in all classes have earned the privilege to leave campus at 1:45 and are not required to stay for the remainder of the day.

▼ DAILY ARRIVAL AND DISMISSAL

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

▼ TERM SCHEDULE

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

▼ TERM FINALS SCHEDULE

Finals occur at the end of each term. The schedule for Finals will be posted on the BVA website calendar and communicated to students and parents through our Mass Communication email and text program. Students unable to take a final according to the schedule will need to make arrangements with instructors.

▶ TRANSPORTATION

▼ BUS SHUTTLE

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

SCHEDULE ▼

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

▼ VEHICLE OPERATION AND PARKING

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

The following regulations and procedures apply:

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

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

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

▼ TRAVELING TO OFF-SITE LOCATIONS

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

▶ ACADEMIC INFORMATION

Blue Valley Academy strives to deliver rigorous and relevant curriculum that can be demonstrated and applied in a variety of creative mediums. Similar to the home high schools, district approved curriculum and standards will be covered, but the instructional practices and personalized approach will be responsive to the needs of the student and class.

Blue Valley Academy students remain enrolled at their home high school and follow the same graduation requirements. The home high school maintains the Official Transcript, GPA and School Records. Students requesting official transcripts for college or other agencies must make the request from the registrar at their home high school.

▼ PROGRESS CHECKS/GRADING DATES

Progress Checks are designed to inform students and parents of academic progress. Students and parents will be instructed to view current grades in Canvas through our Mass Communication email and text program, every 3 weeks and at the end of each term. Grade reporting dates for a term coincide with the end of the quarter as scheduled on the District calendar. Grades are updated on a regular basis and can be viewed anytime using Canvas.

▼ HONOR ROLL RECOGNITION

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

Honor Roll Criteria:

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

▼ MAKE-UP WORK

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

Students will be given a 2-day extension for an absence in order to successfully complete missed work. If work is still not completed by the end of the extension, students are expected to complete the work for partial credit, determined by instructor. Teacher discretion will be used to determine when an assignment can no longer be turned in for credit.

▼ HOMEWORK

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

▶ STUDENT INCENTIVES

The Administration and Faculty of Blue Valley Academy strongly believe that a direct correlation exists between good attendance and academic achievement. Blue Valley Academy provides a Grade and Attendance Incentive, which determines if a student takes final exams. The determination is dependent on the overall cumulative Academic success and Attendance of the individual student for the current term.

▼ GRADE INCENTIVE

- ▶ Any class with a grade of A is an automatic exemption from taking the final for that class (attendance does not matter).
- ▶ Students with grades of B or better in ALL regularly scheduled classes may choose one final to waive (attendance does not matter).

▼ ATTENDANCE INCENTIVE

If a student is absent no more than 5 Days or 5 Blocks in any one course during the current 9 week term, the Academy philosophically agrees that the student has demonstrated successful change. Thus, the student will be able to choose ONE final to be waived in any class with a grade of B or better.

- ▶ All absences will count toward the Attendance Incentive
- ▶ Any RAT absence will count as 1 day of absence against the Attendance Incentive
- ▶ Any 3 tardies to school or to an individual class will be counted as 1 day of absence against the Attendance Incentive

▼ KUDOS INCENTIVE

The Kudos incentive is an effective way to catch students doing the little things the right way. Managing emotions, demonstrating responsibility, respecting others, etc. are examples of a Kudos recognition. Weekly drawings are held to award a winning student with a gift card.

▼ STUDENT OF THE WEEK INCENTIVE

BVA staff meet weekly to nominate a deserving student for going above and beyond and making a positive impact. Recognized students receive a small gift and are invited to a breakfast celebration with family and school staff.

ATTENDANCE PROTOCOL ▼

1. Parent notifies school of absence on the BVA website or by calling the Attendance Office (239-4500)
2. BVA records an absence as one of the following:
 - ▶ Late
 - ▶ Excused
 - ▶ Undetermined
 - ▶ School Sponsored Activity
 - ▶ ISS
 - ▶ OSS

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

3. **THREE WEEK ATTENDANCE CHECK:** Letter sent home if student is **absent 3 or more days in term.**
4. **SIX WEEK ATTENDANCE CHECK:** Parent/Student planning meeting with administration if student is **absent 5 or more days in term.**
5. **END OF TERM CHECK:** Probation Status if student is **absent 7 or more days in term.**

▶ POLICIES

▼ SCHOOL SAFETY & DISCIPLINE

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

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

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

▼ TEMPORARY REMOVAL FROM PROGRAM

Participation in the Blue Valley Academy Program is a student/parent choice and is treated as a privilege. Temporary removal from the program may result after unsuccessful interventions or re-occurring challenges are keeping the student from being successful. In these circumstances, a student/parent meeting will be held with BVA administration and the student support team to determine alternate options for completing course work and meeting student needs before returning to the program.

▼ ATTENDANCE

Blue Valley Academy expects students to be responsible for attending classes every day. Parents are responsible for contacting the attendance office to notify the school of an absence. The Attendance Protocol is listed at the left.

▼ ATTENDANCE PROBATION STATUS

After being placed on probation, the student may be denied entrance into the Academy program for the following term. The student and family will be expected to complete an attendance growth plan to return to good standing for attendance.

▼ TARDINESS

Students are expected to be in class at the start time of each class. A note of tardiness will be kept in the student's file and considered during grading. If tardiness is a consistent issue, disciplinary action may be taken. If a student is tardy to school, upon entering the building they must sign in through the office. Arrival times are recorded in attendance notes in Synergy.

▼ LEAVING DURING THE SCHOOL DAY

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

▼ LUNCH AND BREAKFAST BREAK EXPECTATION

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

BVA takes pride in our facility and giving students the autonomy to eat in our common areas throughout the building. We ask that students respect this privilege and clean up after themselves when finished.

▼ USE OF COMMON SPACES

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

- ▶ Library Media Center
- ▶ Cafeteria Commons
- ▶ Game Room
- ▶ Hallway Passing Areas
- ▶ Front Lobby Area

Students, instructors, mentors and guests will share these areas. BVA takes pride in creating a welcoming, inclusive and caring environment for others. Personal music and videos are to remain private as to not disrupt this environment.

▼ DRESS CODE

Blue Valley Academy is in the business of learning, thus, we ask that clothing and personal appearance reflect that. Student clothing should exhibit a sense of self-respect and personal dignity. Blue Valley Academy seeks parent cooperation to support their students in adhering to this practice.

STUDENT EXPECTATIONS FOR PHONES ▼

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

Phones placed in caddie while using the restroom during class.

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

STUDENT EXPECTATIONS FOR MACBOOKS ▼

Student devices are to be used for academic purposes only.

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

Students should use devices in a positive and appropriate manner.

▶ STUDENT WELL-BEING

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

▼ NURSE'S OFFICE

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

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

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

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

▼ IMMUNIZATIONS

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

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

▼ MEDICATION AT SCHOOL

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

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

▼ SOBRIETY ASSESSMENTS

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

▶ SCHOOL SAFETY PROCEDURES

BVA staff is committed to providing a safe environment for all students and staff. The following are a reflection of that commitment:

▼ SECURED ENTRANCE

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

▼ VIDEO SURVEILLANCE CAMERAS

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

▼ SCHOOL RESOURCE OFFICE (SRO)

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

▼ SCHOOL SAFETY DRILLS

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

▼ SEVERE WEATHER

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

▼ SAFE SCHOOLS HOTLINE

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

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

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