Liberal USD 480

FOCUS Program

"Formal Opportunity Created Uniquely for Students"

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FOCUS School Purpose

- To provide an alternative placement opportunity for students who have demonstrated chronic/severe behavior in regular classroom settings
- Offers students an opportunity to stay on track academically in a highly structured environment
- Provide emotional/social support and services to students in a structured environment which supports growth, fosters self-esteem, and rewards desirable behavior
- To ensure that all students have quality learning opportunities that will lead to successful completion of graduation requirements

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FOCUS Placement

General Education Student

- The building principal shall schedule a meeting, to be attended by the building principal or assistant principal, FOCUS coordinator, the student, and the student's parent or guardian.
- Meeting will outline the recommendation for placement in the FOCUS program.
- FOCUS Coordinator will go over the handbook and agreement.
- The student shall be placed in such a program beginning the school day immediately next following the date of the meeting.

Special Needs Student

If the building administrator believes a special needs student with an IEP should be placed in the FOCUS program, the building administrator shall first contact the Director of Special Education and discuss the proposed placement of the student. If the Director of Special Education concurs with the recommended placement of the student into the FOCUS program, the SPED director shall schedule such meetings as may be necessary or required by the student's IEP (i.e. manifestation determination hearing). If the Director of Special Education believes the student can still be placed in the FOCUS Program, the Director shall then notify the building principal and provide any limitations or conditions as necessary. If the special needs student is to be recommended to attend FOCUS:

- The building principal shall schedule a meeting, to be attended by the building principal or assistant principal, FOCUS coordinator, the student, and the student's parent or guardian.
- Meeting will outline the need and recommendation for placement in the FOCUS program.
- FOCUS Coordinator will explain the handbook, agreement, and establish two goals with students and parent/guardian.
- The student will begin at FOCUS the school day immediately following the date of the meeting.

Placement into FOCUS

The following categories of students may be assigned to the FOCUS Program for disciplinary purposes:

- Students who have documented history of repeated discipline problems;
- Students who commit acts which endanger the life, health or welfare of students and/or staff;
- Students who commit acts which substantially disrupt the educational process.

Referrals to FOCUS must be based upon a documented need for placement by the school, parent, legal guardian or custodian.

After a student is placed into FOCUS, they will participate in character education lessons in a group and/ or individual counseling session with a licensed school social worker.

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Length of a Placement
FOCUS duration is determined by the building administration. However, a student must meet exit criteria before returning to regular classes at their home school. Length of stay can be extended if the student's progress is not satisfactory as measured behaviorally and academically.

Exit criteria:

- Attending the majority of a semester while meeting the following:
    - Completion of 4 or more semester classes or completion of an academic workload defined by
    - No out of school suspensions from FOCUS for Attendance, Academic Progress, and/or Behavior
    - Participation in social/emotional lessons, Individual Plans of Study lessons, and lessons led by members of the student services teams

Reinstatement Procedures
After completing the exit criteria listed above, a student is eligible for reinstatement to the middle or high school setting. First, the school will contact the parent/guardian of the student to schedule a reinstatement meeting. Once the reinstatement meeting is complete, the student will be allowed back on USD 480 property and will be reintegrated to the student body.

GENERAL INFORMATION, GUIDELINES AND PROCEDURES

Attendance
Hours: 7:55 a.m. to 3:20 p.m.

- School attendance is the responsibility of the student and their parent/guardian.
- Students are expected to be in attendance every day.
- If a student has a valid reason (personal illness, unavoidable medical or legal appointments, special, unusual, or hardship situations) for being absent the school must be notified by 8:30 a.m. on the day he/she will be absent.
- No call/ No show absences will be unexcused.
- Chronic absences, as defined by the middle school or LHS handbook, will require a parent conference and a special attendance contract.
- Early Release on Wednesdays of 2:20 PM must be earned by the student (see section below)

Failure to abide by the attendance policy of FOCUS may result in suspension or expulsion of the student from USD 480 per district policy and student discipline protocol.

Satisfactory Academic Progress & Rewards

- Music privileges require 10% daily increase toward course completion
- Minimum academic progress is 20% of increase per week toward course completion
- Early release on Wednesday requires the student to increase 10-15% toward course completion on the Wednesday of earned early release

Behavior
At all times, students are expected to follow district guidelines regarding appropriate behavior. Due to the nature of the FOCUS program, different disciplinary measures will be implemented at FOCUS than those implemented at the middle or high school level.

To learn more about each policy, please refer to the student handbooks or the BOE Policy Manual, both available at District Office or on the district website (www.usd480.net).

Metal Detector
A metal detector (AKA the wand) will be used at the discretion of the FOCUS certified teacher.

Telephone Usage
School phones may be used by students after obtaining permission from a staff member.

Cell phones are not permitted to be used by students during the day. Students are required to place their cell phones in a central location during morning check in

Transportation
FOCUS students must provide their own transportation to and from the school site. Students may drive to school if they have a valid driver's license.
In extenuating circumstances, parents of middle school students may request transportation for their child. The building administrator and the transportation director must approve this request.

Cafeteria
Meals will be provided within the FOCUS setting from the district cafeteria. Students will be permitted to bring a sack lunch in lieu of a school lunch.

Music
Students are not permitted to listen to music (or watch videos unrelated to lessons) while working on their assignments.

Dress Code
- **Immodest Dress:** The straps of blouses, shirts, tops and dresses must be at least two inches across on both shoulders. Sleeves must be hemmed. Shirts, pants, and dresses that are excessively tight and/or short are prohibited. Sheer and see through garments are prohibited. Any garment exposing midriffs will also be in violation of school dress code.
- **Garments must be of a modest length:** Dresses, skirts, shorts, tunic tops or any such primary garment must have a minimum of fingertip length. The garment length must be at or beyond the fingertips.
- **Trousers: (Pants, jeans, etc.**) are to be belted or adjusted and worn at waist level. Wearing trousers in a low riding/bagging position is NOT acceptable. Overall straps and suspenders are to be worn over the shoulder and buckled. Sleepwear (pajamas) will not be permitted

- **Hair:** Hair must be neat, clean, and not interfere with the educational and/or school activities. All hairbrushes, rakes and rat-tailed combs are not to be worn by students in their hair. Wearing hats, headgear, or sunglasses inside the building without a medical reason is not permitted. Headbands must not exceed 1 ½ inches in width and must serve a functional purpose.
- **Outdoor Jackets:** Teachers may ask students to remove outer coats/jackets when it is the teacher's opinion the outer garments are distracting from the educational process.
- **Shoes:** Students are required to wear shoes. Appropriate footwear will be determined by administration.
- **Other dress wear:** Students will not wear medallions, patches, monograms or other articles that may be considered dangerous, cult, vulgar, obscene, suggestive, racist, symbolic of gangs, have double meanings, advertise alcohol, tobacco, drugs, or any item that could project an offensive or negative attitude.

Any method of dress, other than those listed, that attracts undue attention, and presents security concerns, disrupts, or interferes with the normal education process is not permitted. If, in the professional opinion of a teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, or is clearly inappropriate and in poor taste, that student will be referred to the office.

Character Education/Individual/Group Social-Emotional Support

Social/Emotional support is an important and mandatory part of the FOCUS program. The function of character education is to guide students to making better decisions and life choices. The program is led by the school social worker and will cover topics such as drugs/alcohol use, bullying, sexual harassment, anger management, goal setting, careers/college, communication and other topics to be determined by the social worker as needed.
Though credit is not given for the program, non-participation is not an option. All students will participate in the program and activities: there are no exceptions to this policy under any circumstance.

ACADEMIC INFORMATION

Edgenuity Online Curriculum
Edgenuity provides a full suite of initial credit courses for middle and high school students in English language arts, math, science, social studies, and some elective courses. Self-paced learning allows students to spend more time on what they need and less time on content they've already mastered so students can catch up and graduate on time.

- During work time, students are expected to remain silent unless working with an instructor or instructional assistant. Because all students are assigned to online courses, collaborative learning with peers is not necessary.
- Students are expected to remain seated during work times unless working with a teacher or when taking a teacher-approved bathroom or drink break.
- Access to personal telecommunications devices is not permitted during work time.
- In collaboration with the FOCUS teacher and building administrator, a series of individual goals will be established to identify a plan for completing coursework. Progress

throughout the year shall be tracked by the teacher in collaboration with the student and parent.
- When completing coursework, students are expected to exhibit active course participation through the form of notetaking.

Liberal High School Students ONLY: Graduation Information

- Students must meet the minimum number of credits as required by the board of education and complete an Individual Plan of Study.
- Twenty (20) hours of community service are required before a student can graduate from Liberal High School or any of its programs.
- Any student who earns more than one-half of their total credit requirements at FOCUS will not be allowed to participate in commencement exercises at LHS.
  ***Any student completing any part of their senior year at FOCUS may participate in commencement exercises at the discretion of the building principal.*

Course Information

Courses completed for credit through Edgenuity are added to a student's transcript at the end of each semester. Grades are only given for courses completed for credit.
Student grades at FOCUS are not immediately accessible on PowerSchool. Student progress is monitored and parent/guardian shall be provided bi-weekly progress reports.

Extracurricular Activities/Athletics Information

Students are permitted to be only on the FOCUS site facility. While attending, students are not eligible to participate in any extracurricular activities (including athletics) at USD 480 schools.

Assessment Participation

Students will be required to take all state assessments, MAP tests, and any other district mandated formal tests, at their grade level.

FOCUS Agreement

Student Name: _____ Date: _____

Grade: _____ Home School: _____

	Student	Parent
FOCUS Services offered are at the will of the USD 480 Board of Education; therefore, the daily actions of the students have an impact upon its operation.		
Online coursework completed while in FOCUS will be issued letter grades with standard weight. The decision to issue credit is made by the FOCUS teacher and based on completion/overall score.		
Visitors are not allowed in the FOCUS classroom		
Attendance is vital; student parents/guardians must call in prior to 8:30 AM on the day absent.		
Parent and/or guardian attendance at all meetings regarding attendance, academic achievement or behavior is mandatory.		
Students will abide by the rules and policies in the FOCUS Program Handbook.		
Students are only permitted to be at FOCUS and not allowed on any other USD 480 properties.		

As a condition for admission into the FOCUS Academic program, the student and the student's parent or guardian shall be required to sign the FOCUS Program Agreement and to follow all the rules outlined in the handbook.

Failure to follow the FOCUS Program Agreement, the FOCUS Handbook and the general Student Handbook may result in suspension or expulsion of the student.

Parent/Guardian Signature _____

Student Signature _____

Principal Signature _____

RECOMMENDED DURATION OF PLACEMENT: _____

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Liberal High School FOCUS Discipline Protocol

Attendance	Academic Progress	Behavior
Attendance - 10 Pts Student has 3 or 4 unexcused absences(no call/no show, translating, babysitting, hair appt, overslept, shopping, skipping). Documentation will be as a log entry & FOCUS referral for 10 pts.	**Academic Progress - 10 Pts** Student has not made adequate weekly progress for 2 weeks as determined in the student progress agreement. Documentation will be as a log entry & FOCUS referral for 10 pts.	
Attendance - 20pts Student has 5 unexcused absences(no call/no show, translating, babysitting, hair appt, overslept, shopping, skipping). Documentation will be as a log entry & FOCUS referral for 20 pts.	**Academic Progress - 20 Pts** Student has not made adequate weekly progress for 3 weeks as determined in the student progress agreement. Documentation will be as a log entry & FOCUS referral for 20 pts.	**Behavior - 20 Pts** Student has 1 classroom behavior or discipline violation. Documentation will be as a log entry & FOCUS referral for 20 pts.
Attendance - 30 pts Student has 6 unexcused absences(no call/no show, translating, babysitting, hair appt, overslept, shopping, skipping). Documentation will be as a log entry & FOCUS referral for 30 pts.	**Academic Progress - 30 Pts** Student has not made adequate weekly progress for 4 weeks as determined in the student progress agreement. Documentation will be as a log entry & FOCUS referral for 30 pts.	**Behavior - 40 Pts** Student has a 2nd classroom behavior or discipline violation. Documentation will be as a log entry & FOCUS referral for 40 pts.
Attendance - 40 pts Student has 7 unexcused absences(no call/no show, translating, babysitting, hair appt, overslept, shopping, skipping). Documentation will be as a log entry & FOCUS referral for 40 pts.	**Academic Progress - 40 Pts** Student has not made adequate weekly progress for 5 weeks as determined in the student progress agreement. Documentation will be as a log entry & FOCUS referral for 40 pts.	**Behavior - 40 pts (x2)** Student has 3rd classroom behavior or discipline violation. Documentation will be as a log entry and discipline documentation. Documentation will be as a log entry & FOCUS referral for 40 pts.

** Attendance, Academic, and Behavior points are accumulated over the entire school year.

Point Levels, Interventions, and Potential Discipline			
10 Points: Student and guardian will have meeting with the FOCUS teacher to discuss consequence if behavior continues.	**20 Points**: Student and guardian will have a meeting with the FOCUS teacher and administrator. Consequence is 3 days OSS.	**30 & 40 Points**: Student and guardian will have a meeting with the FOCUS teacher and administrator. Consequence is 5 days OSS.	**Accumulation of 70 Points**: Student and guardian will have a meeting with a principal. Student is 10-day OSS and a proposal for a long-term suspension or expulsion may be made.
Special attention: Accumulation of 70 Points in any combination will result in 10 days OSS & possible proposal for long-term suspension or expulsion.			

Acknowledgement that this information was reviewed and received at the FOCUS intake hearing:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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Appendix A:

USD 480 Board of Education Policies

GAAF	Emergency Safety Interventions
JCDBB	Weapons and Dangerous Instruments
JCDA	Student Conduct
JCDAD	Drug Free Schools and Communities;Tobacco/Alcohol/Drugs
JCAB	Searches of Property
JDD	Suspension and Expulsion Procedures
JDDC	Bullying
JHCAA	Gang Activity
JGECA	Racial Harassment and/or Discrimination
JGEC	Sexual Harassment and Discrimination